

Office of District & Sessions Judge  
Patel's House Court, New Delhi  
Diary No. 27512  
Dated 19.9.23  
New Delhi District

# OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQ): DELHI

## OFFICE ORDER

In order to bring more efficiency, efficacy and accountability in the administration of justice, it is ordered that hereafter, Asst. Ahlmad (of all the Courts) in this establishment shall be the custodian of decided files. Henceforth, Asst. Ahlmad shall prepare the decided files in accordance with prevalent practice/directions/Delhi High Court Rules and consign the same to the Record Room/s. If before consignment, these files are called for Digitization, then the Asst. Ahlmad shall get it digitized synchronous with directions of the competent authority issued from time to time. However, in the intervening period i.e., prior to consignment of decided files in Record Room any inspection/Copying Agency application or interim application etc. is moved relating to these decided files, the same shall be dealt with by the Ahlmad.

All Ahlmads and Asst. Ahlmads of all the Courts shall submit the handing over/taking over report vis decided files in proforma annexed as "A" by 30/09/2023. The Asst. Ahlmad shall submit the state of decided files for the 4<sup>th</sup> quarter i.e., from October to December, 2023 in the first week of January, 2024 and thereafter in every subsequent quarter to their respective Digitization Sections/Judicial Branches (in their own District) in the following proforma:

Proforma "B"							
Name of the Court:							
Name of the Asst. Ahlmad & E.C.:							
Total No. of Decided Files for Consignment as on 01/01/2023.			Status of Decided files for Consignment during this quarter (..... to .....) [for e.g. Oct, 2023 to Dec, 2023]				If ready files are not consigned, specify reason thereof
Decided	Ready (for consignment)	Unprepared	Total No. of Decided	Ready	Un-prepared	Consigned	

The Asst. Ahlmad is to submit the above said proforma duly forwarded by their respective Judicial Officers to Digitization Section/Judicial Branch of the concerned District in the first week of every quarter (starting January, 2024).

- Note: 1. The Presiding Officer shall take into consideration the performance of the Asst. Ahlmad concerned as being depicted in the even proforma, while filling the ACR for the calendar year.  
2. The above noted work shall be over and above the regular work of the Asst. Ahlmad.  
3. The Asst. Ahlmad will take over the charge of decided files after preparation of decree sheets, if any or within one week, whichever is earlier.  
4. Any delinquency in compliance of the immediate order shall be brought to the notice of headquarters in a time bound manner, so that appropriate disciplinary proceedings can be initiated against the delinquent Asst. Ahlmad.

*Barkha Gupta*  
(Barkha Gupta)  
18/9/23

Principal District & Sessions Judge (HQs)  
(Officiating)  
Tis Hazari Courts, Delhi

OIC (Admin.)

*P. Desai (NDD)*  
19/09/23

- Be circulated amongst:-  
(1) All the Ad. Jd. Officers posted at Patel's House Court  
(2) All the Branch In-charges of PHE  
(3) AOM DDO PHE - ND  
(4) P.S. to the Ad. P.D. & S. P.D.

OIC/Admin/20.09.2023

Office of District & Sessions Judge  
Delhi  
Dated: 10.08.2023  
Diary No. ....  
Dated: ....  
New Delhi District

Copy forwarded for information and necessary action to:

1. Worthy Registrar General, Hon'ble High Court of Delhi, New Delhi
  2. All the Principal District & Sessions Judges, Delhi/New Delhi with the request to ensure compliance of this circular in their respective Districts, which is aimed at bringing parity and equitable distribution of work amongst the incumbents posted in Ahlmad Room. (PHC)
  3. All the Presiding Officers, Central District, THC, Delhi to ensure adherence.
  4. All the Officer In-Charges, Record Rooms, all Districts, Delhi/New Delhi.
  5. The Branch Incharge, Judicial Branch & Digitization Section of all Districts, Delhi/New Delhi to do the needful.
  6. The Branch Incharge, Vigilance Branch, all Districts, Delhi/New Delhi.
  7. The Personal Office of the undersigned.
  8. The Sr. Accounts Officer / Accounts Officer, Central, THC, Delhi.
  9. The DDO, Accounts Branch concerned Delhi / New Delhi for necessary action.
  10. The Dealing Assistants, Personal File, LAYERS Seat, Central, THC, Delhi for further necessary action/updation as per rules.
  11. The Dealing Assistants, ACR Cell (HQs), Delhi for maintaining/updating the record regarding posting details of the official concerned for the purpose of seeking ACRs.
  12. The Dealing Asst., Website Committee, THC with the direction to upload the order on the 'Employees Corner' (on Website).
- The officials concerned to assesses the even order from the website of this Court.

*Bareilly Sub*  
*18/9/23*  
Principal District & Sessions Judge (HQs)  
(Officiating)  
Tis Hazari Courts, Delhi

ANNEXURE "A"

MANDATORY PROFORMA FOR HANDING OVER/TAKING OVER CHARGE  
OF DECIDED FILES AMONGST AHLMAD AND ASST. AHLMAD

I, ..... D/o-W/o-S/o Sh. .... Emp. Code: ..... have handed over the charge of all the decided files (as per list attached), which were in my custody being Ahlmad of the Court presided over by Ms./Sh. .... Ld. ...., Delhi/New Delhi to the Asst. Ahlmad of this Court namely, Ms./Sh. .... on ..... (date) in compliance of order of the Ld. Principal District & Sessions Judge (HQs) dated .....

Lastly, in this regard, I hereby undertake and declare that NO decided files till 20/09/2023 pertaining to this Court is henceforth lying in my custody.

(Name:.....)

Ahlmad of the Court of

I, ..... D/o-W/o-S/o Sh. .... Emp. Code: ..... do hereby acknowledge the receipt of charge of these decided files (as per list attached) in compliance of the order dated ..... of the Ld. HoD.

(Name:.....)

Asst. Ahlmad in the Court of

*unrecd*