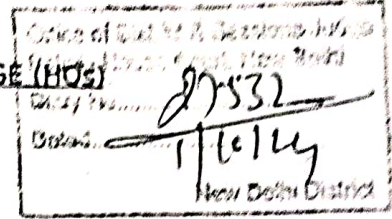


**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)  
TIS HAZARI COURTS, DELHI**



**OFFICE ORDER**

It has been brought to the notice of the undersigned that despite the directions contained in office order No. 15169-15919/Misc./Admn.II/HQs/2023 dt. 28.04.2023, a number of officials proceeded on Retirement/VRS from this establishment without consigning the records or files decided during their tenure of posting. It not only hampers the smooth functioning of this establishment but also creates lot of difficulties in disposal of inspection/CA applications, digitization of records, forwarding of files to the Hon'ble High Court, sending files to other Appellate Courts etc.

All the retiring officials are hereby directed once again to consign all the decided files one month prior to their due date of Retirement/VRS in accordance with the Hon'ble High Court Rules and a compliance report/certificate to this effect, duly countersigned by the Ld. Presiding Officers/Ld. Officers-In-Charge, be submitted to the office of undersigned.

Non-compliance of this order shall be viewed seriously. Further in case, Record Room concerned is unable to accept the decided files for consignment due to paucity of space/staff, the retiring official shall prepare the files as per High Court Rules and hand over the charge of same to his successor or his associate.

*Ld. OIC/Admin*  
*En*  
*POSS/ND*  
*PHC*  
*01.10.24*

(SANJAY GARG-I)  
Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi

*29/9/24*

No. S3028-878/RRs/THC/Delhi/2024

Dated 30 SEP 2024

Copy forwarded for information and necessary action to:

01. All the Principal District & Sessions Judges, Delhi/New Delhi. *PHC*
02. All the Judicial Officers, Delhi/New Delhi with the request to ensure compliance of the lbd order in letter and spirit.
03. All the Officer-In-Charges, Record Rooms, Delhi/New Delhi.
04. All the Sr. A.O. (J)/A.O. (J)/Branch In-Charges, Administration Branch, Delhi/New Delhi.
05. PS Office of undersigned.
06. All the Branch-In-Charge, Care Taking Branches of each district.
07. Dealing Assistant, Website Committee, THC with the direction to upload the order on the "Employees Corner" (on website) as well as on LAYERS.

*29/9/24*

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

*Soan. Be circulated amongst all branches of NDD, PHC.*

Officer-In-Charge (Admn.)  
New Delhi District  
Patika House, Tis Hazari Courts, Delhi