OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE

NEW DELHI DISTRICT, PATIALA HOUSE COURTS, NEW DELHI

CIRCULAR

It has been noticed that as a matter of practice all the circulars have been generally received by Ahlmads/Assistant Ahlmads and thereafter they are being put up before the Presiding Officers through the concerned Readers. However, on numerous occasions lapses were found and circulars are not being responded in time nor brought to the knowledge of the Presiding Officers. On inquiry, staff start blaming each other.

To deprecate such practice, henceforth, all the circulars are to be received by the Readers of the Courts and it is the duty of the Reader to bring the same into the knowledge of the concerned Presiding Officers by giving proper endorsement on the circular. Concerned Readers shall also ensure that reply/response to the circular, if any, be sent by the concerned Ahlmad well within the prescribed time.

(Anju Bajaj Chandna)
Principal District & Sessions Judge,
New Delhi District, Patiala House Courts

No. 15754-815/PD&SJ/NDD(Sectt.)/PHC/2025 Dated: 28/11/2025

Copy forwarded for information and necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. PS to Ld. Principal District & Sessions Judge (HQs), THC, Delhi.
3. PS to the undersigned.
4. All the Ld. Judicial Officers posted in New Delhi District for information and necessary action.
5. The Officer-In-Charge, R&I Section, PHC, NDD, ND.
6. The In-Charge, R&I Section, PHC, NDD, ND with direction to ensure that proper receiving of all the circulars be taken from the concerned Readers.
7. Dealing official website for uploading on the official website of New Delhi District Courts.

Principal District & Sessions Judge,
New Delhi District, Patiala House Courts