OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NEW DELHI DISTRICT: PATIALA HOUSE COURTS: NEW DELHI
CIRCULAR

In order to ensure proper accounting, reconciliation and timely closure of cash records in the Cash, Fine & Audit Branch, New Delhi District, the following instructions are hereby issued for strict compliance by all concerned:

1. All Readers/Ahlmads shall ensure that fine pertaining to Regular Courts is deposited in the Cash, Fine & Audit Branch along with statement duly signed by the Ld. Presiding Officer by 4:30 PM.

2. Fine pertaining to Evening Courts shall be deposited in the Cash, Fine & Audit Branch along with statement duly signed by the Ld. Presiding Officer by 7:00 PM.

3. No fine shall ordinarily be accepted without statement duly signed by the Ld. Presiding Officer.

4. However, in exceptional circumstances where the final statement cannot be prepared immediately, a provisional statement may be submitted along with cash, subject to submission of the final duly signed statement in the Cash, Fine & Audit Branch by 10:00 AM on the next working day.

All concerned are directed to ensure strict compliance of the above instructions for smooth functioning of the Cash, Fine & Audit Branch.

Note :(Officials of the Cash, Fine & Audit Branch shall ensure that branch shall remain open up to 7:15 PM for receipt and accounting work relating to court fine.)

Head of Office
New Delhi District
Patiala House Courts, New Delhi

NO. 14413-14469 **/Cash, Fine & Audit Br. NDD/PHC/New Delhi Dated** 22/05/26**/05/2026**

1. All the L.d. Judicial Officers posted in New Delhi District.
2. The PS t o Ld. Principal District & Sessions Judge, New Delhi District.
3. The Branch Incharge, R&I Branch, New Delhi District with directions to upload this circular on layers.
4. The Branch Incharge, Computer Branch, New Delhi District with directions to upload this Circular on the website of District Courts. New Delhi District

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