

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGES (NORTH WEST & NORTH DISTRICT)

DISTRICT COURTS ROHINI, DELHI-110085

COPYING AGENCY

STANDING ORDER

In terms of the advisory/Circulars being received from Hon'ble High Court of Delhi time to time and most recently vide Diary No. 10566/E.3/Estt.II/DHC Dated 24.06.2022, this standing order is being issued for information/compliance of those directions by all concerns, Henceforth the following directions shall be positively complied with:

- Hon'ble Delhi High Court Rules, Volume 4, Chapter-17 (Preparation and Supply of Copies) shall be duly adopted, followed and complied with in office letter & spirit or as a routine practice. The said rules are available on the Delhi District Courts website or at Official website of Hon'ble Delhi High Court Rules i.e. www.delhihighcourt.nic.in/rules.
 - All Certified Applications being received by the Ahlmads/Assistant Ahlmads/Naib/Civil Nazirs/Staff of Record Room & Ball Section shall be cleared either on the same day or by next day of receipt by them.
 - Full Files/Complete Judicial Records shall be sent to Copying Agency only when it is requisitioned by the Applicant in his application. Otherwise, only bunches of requisite record shall be sent to Copying Agency.
 - No application shall be kept pending by the Court Staff/Record Room/Ball Sections/Copying Agency/File Fetchers unnecessarily. Any particular/specific delay shall be mentioned by them after a period of three days of receipt of the said application. Beyond the period of three days, the said application shall be duly forwarded by the Concerned Ld. Judicial Officer of that Court or by the Ld. Officer In-Charge of the said Branch.
 - Every Application shall be properly reported by the dealing staff in respect of Vakalatnama report, Party Report or as the case may be.
 - It shall also be ensured that Certified Copies are supplied on first date given and whenever for some reasons it is not possible then as expeditiously as possible and if possible, applicant shall be informed in this regard accordingly.
 - To achieve the aforesaid purposes/target, work relating to issuance of Certified Applications shall be monitored on day-to-day basis.
 - Henceforth, pendency of Certified Applications with Ld. Court shall be shown/mentioned in the Monthly Statement as a Note/Remark.
 - A monthly diary shall also be called upon from Ahlmads/Assistant Ahlmads/Civil/Naib Nazirs and Staff of Record Room and Ball Sections in respect of pendency of Certified Applications with them. Further, file fetchers/Copylists/Examiners shall also prepare a diary and submit to the Branch In-Charge on the end/Last day of the Month.
- Non-compliance to the directions mentioned herein above shall be viewed seriously and necessary action shall be initiated against officials as per Rules.


(Vimal Kumar Yadav)

Principal D&SJ(North)
Rohini Courts, Delhi


(Yashwant Kumar)


Principal D&SJ(North West)
Rohini Courts, Delhi

21783-21873
No.-----/CA/NW & North/RC/2022

Dated, Delhi the 28/07/22

Copy forwarded for information and necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal D&SJ(HQ's), Tis Hazari Courts, Delhi.
3. All the Ld. Judicial Officers posted in North West & North District with request to ensure positive compliance.
4. The Ld. Officer In-Charge(Record Room) North West & North District with request to ensure positive compliance.
5. The Rohini Court Bar Association, Rohini Courts, Delhi for Information of the Members of Bar Association(RCBA) (with 6 Spare Copies).
6. The Ld. Officer In-Charge(Computer Branch) for necessary directions to the Computer Branch to upload the Delhi High Court Rules(Vol. 4 Chapter 17) (Preparation & Supply of Copies) on the official Website of the Delhi District Courts.
7. The In-Charge, Caretaking Branch, Rohini District Courts for placing this Notice on all notice boards available in Rohini Courts, Delhi.
8. The Record Officer, North West & North District, Rohini Courts, Delhi.
9. The Public Information Officer North West & North District, Rohini Courts, Delhi.
10. The Facilitation Centre, Rohini Courts, Delhi.
11. The Dealing Official(R&I) Rohini Courts, Delhi for uploading the same on layers.
12. The Branch In-Charge(Computer Branch) for necessary uploading on Website of Both Districts.
13. The Office's of Ld. Principal D&SJ(North West District & North District), Rohini Courts, Delhi.


(Satish Kumar)

Additional D&SJ(North)
Officer In-Charge(Copying Agency)
Rohini District Courts, Delhi.