

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
NORTH-WEST & NORTH DISTRICT, ROHINI COURTS, DELHI**

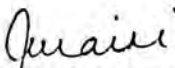
ORDER


We are all well aware of the high pendency of applications in the Copying Agency, Rohini Courts, Delhi, which is causing hardships to the Institution, Advocates, litigants, and staff as well.

Therefore, in order to streamline the working of Copying Agency, Rohini Courts, Delhi, and for the earliest disposal of the applications, the following directions/guidelines shall be followed by the Branch Incharge and staff posted in Copying Agency, Rohini Courts, Delhi, with immediate effects, without fail:

1. The minimum target of **1500 pages per day** shall be the primary basis for the performance evaluation of ACR in respect of each Copyist-cum-File Fetcher. Whosoever gives more than 1500 pages per day will be given weightage in the ACR.
2. The Branch Incharge, Copying Agency, shall submit the daily report to the Officer-In-Charge, Copying Agency, and a weekly report to the office of the undersigned(s) (as per proforma annexed).
3. The Branch Incharge shall be at liberty to assign duties to the officials in the Copying Agency from one seat to another, under the aegis of the Ld. Officer-In-Charge, Copying Agency (with the primary aim of ensuring that the target of a minimum output of **1500 pages per day per copyist** is met).
4. The Branch Incharge (and in the event of his leave/unavailability, the next senior most official posted in Copying Agency, Rohini Courts, Delhi) shall ensure that concerned staff under him, meets the target set above, in respect to the pages to be copied.
5. The minimum target for the officials (**other than those posted permanently in the copying agency**) provided to the copying agency, for disposal of applications, shall be **700 pages** for a half day and **1500 pages** for a full day.
6. The above mentioned guidelines/directions will be modified/relaxed once the pendency of Copying Agency drops down.

Non-compliance of the order shall be viewed seriously.


(SEEMA MAINI)
Principal District & Sessions Judge
North District, Rohini Courts Delhi

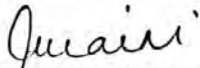

(VIMAL KUMAR YADAV)
Principal District & Sessions Judge
North West District, Rohini Courts Delhi

No. 8468-76 /CopyingAgency/RC/2023

Dated 09/6/23

Copy forwarded for information and necessary action to:

1. The Officer Incharge, Copying Agency, Rohini Courts, Delhi for ensuring the strict compliance of the abovesaid directions.
2. The Officer Incharge, Administration Branch, NW & N, Rohini Court, Delhi.
3. The Administrative Officer (Judicial), Rohini Courts, Delhi.
4. The Incharge, Computer Branch, Rohini Courts, Delhi for uploading this order on the Webpage of District Courts, North West & North, Rohini Courts, Delhi.
5. The Incharge, R&I Section, Rohini Courts, Delhi for uploading this order on LAYERS.
6. The Incharge, Copying Agency, Rohini Courts, Delhi to bring the abovesaid directions to the knowledge of all the officials posted in Copying Agency, Rohini Courts, Delhi.
6. P.S. to the undersigned.



Principal District & Sessions Judge
North District, Rohini Courts Delhi



Principal District & Sessions Judge
North West District, Rohini Courts Delhi

PERFORMA FOR DAILY WORK DONE

DATED :

S.NO.	NAME OF THE OFFICIAL	DESIGNATION WITH EMPLOYEES CODE NUMBER	NO. OF PAGES/COPIES/ FILES ASSIGNED	NO. OF PAGES/COPIES /CHECKED

**Signatures of Branch Incharge,
Coyping Agency, Rohini Courts, Delhi.**