

**Dr. Aditi Choudhary**

*D.H.J.S*

Director (Academics)/  
Chairperson (Officiating)



**DELHI JUDICIAL ACADEMY**

(High Court of Delhi)

Sector-14, Dwarka, New Delhi-110078

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Email: - dja@nic.in

No. DJA/Trg./FC/Batch-XIV (DHJS)/1665/2023/3356

03<sup>rd</sup> August, 2023

To,

Ld. Principal District & Sessions Judge,  
North-West District,  
Rohini Courts.

**Sub.: Field Visit of Mr. Aman Pratap Singh, newly appointed Officer of DHJS to various Branches of District Courts.**

Respected Sir,

A Foundation Course for Mr. Aman Pratap Singh, newly appointed officer of the Delhi Higher Judicial Service, as approved by the Hon'ble Judicial Education & Training Programme Committee, High Court of Delhi, is presently being conducted by the Delhi Judicial Academy.

As part of the approved programme, the aforesaid Trainee Judicial Officer is required to visit various Branches of District Courts to observe and understand the day to day functioning.

It is, thus, requested that necessary directions may kindly be issued to make arrangements for facilitating the visit of the Trainee Officer as per the schedule attached as **Annexure 'A'**.

Kindly also ask the concerned Officer In-charges to interact with the trainee officer and inform him of the working of these branches.

With regards,



Yours faithfully,

*Aditi Choudhary*  
(Dr. Aditi Choudhary)

Encl.: As above

No. DJA/Trg./FC/Batch-XIV (DHJS)/1665/2023/

**Copy for information to:**

Mr. Aman Pratap Singh, Trainee DHJS Officer.

03<sup>rd</sup> August, 2023

*Ld. CJC Administration Br*

(Dr. Aditi Choudhary)

*Pr. D.S.S.J (NW)*  
*04/08/23*

Annexure 'A'

**Field Visit schedule of Trainee Judicial Officer of DHJS  
(Mr. Aman Pratap Singh)  
at Rohini Courts Complex**

Sl. No.	Name of Trainee Officer	Visit in First Half (10.00 am - 01.00 pm)	Visit in Second Half (02.00 pm - 05.00 pm)	Date of Visit
1	Mr. Aman Pratap Singh	Copying Agency, Record Room and Judicial Branch	Interaction with concerned Officers In- charge	08 <sup>th</sup> August, 2023
		Nazarat Branch, Accounts Branch and Video Conferencing Room	Interaction with concerned Officers In- charge	09 <sup>th</sup> August, 2023
		Facilitation Centre, Administration Branch and Caretaking Branch	Interaction with concerned Officers In- charge	21 <sup>st</sup> August, 2023

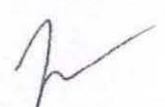
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE**  
**NORTH-WEST DISTRICT ROHINI COURTS, DELHI**

No.F1(1)/Cir./Admn.(N/W)/RC/2023/ 26729-26743

Date: 05/08/2023

Copy forwarded for information and necessary action to:-

1. Ld. Officer In-Charge, Copying Agency, Rohini Courts, Delhi.
2. Ld. Officer In-Charge, Record Room, Rohini Courts, Delhi.
3. Ld. Officer In-Charge, Judicial Branch (NW), Rohini Courts, Delhi.
4. Ld. Officer In-Charge, Nazarat Branch (NW), Rohini Courts, Delhi.
5. Ld. Officer In-Charge, Accounts Branch (NW), Rohini Courts, Delhi.
6. Ld. Officer In-Charge, Video Conferencing Room (Computer Branch), Rohini Courts, Delhi.
7. Ld. Officer In-Charge, Facilitation Centre, Rohini Courts, Delhi.
8. Ld. Officer In-Charge, Administration Branch (NW), Rohini Courts, Delhi.
9. Ld. Officer In-Charge, Care Taking Branch, Rohini Courts, Delhi.
10. The Administrative Officer (Judl.), North-West District, Rohini Courts, Delhi.
11. The PS office of Ld. Principal District & Sessions Judge (NW), Rohini Court, Delhi.
12. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
13. The Record Officer, North-West District, Rohini Courts, Delhi.
14. The Dealing official in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

  
**(GAGANDEEP JINDAL)**  
Officer In-Charge (Link)  
Administration Branch- I & II  
North-West District  
Rohini Courts, Delhi