

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

ORDER

It has been brought to the notice of the undersigned that whenever an incumbent is transferred from the post of Ahlmad, in most of the instances they are not able to timely comply with their transfer orders on the reasoning that files in their custody are not prepared and arranged in such a manner that the same can be readily handed over to their successor, consequently, their joining at the transferee station gets delayed, thereby, adversely affecting the smooth functioning of the work therein.

In light of the foregoing, all the Ahlmads in this establishment are directed to keep judicial records in their custody (i.e. both the running files in the Court, as well as the files which are to be consigned in Record Rooms) complete and prepared in all respects, so that in the event of their transfer, they are in a position to hand over the same to their successor alongwith computer related hardwares and other peripherals within a maximum span of 05 days from the date of the order (earlier order No.24079-24829/Admn.-II/T&P/HQs/Delhi/2022 dated 13/07/2022 of this office is modified to this effect here).

Non-compliance of the order shall be viewed seriously.

Note: 1. A mandatory proforma for handing/taking over of charge of files (both running and non-consigned decided files), which is to be henceforth maintained in the Personal Files of both the transferor as well as transferee Ahlmads is enclosed alongwith this circular.

2. Ahlmad under transfer is directed to consign all the decided files of in the Record Room prior to his relieving from the Court in the even time barred manner. However, the only occasion he can seek exemption is when the Record Room concerned itself is not accepting the files of that specific tenure. However, he should keep such files prepared in all respects, ready for consignment and shall hand over the same to his successor before relinquishing.

3. Without filling up of the even proforma, compliance of transfer order shall not be treated as complete

in all respects  
Principal District & Sessions Judge (NW)  
Tis Hazari Courts, Delhi

3214  
25 AUG 2023

32720-32850

No. P&T/Admn-I&II/HQs/Delhi/2023

Dated, Delhi the 24 AUG 2023

(Narottam Kaushal)

Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi

Copy-forwarded for information and necessary action to:

1. All the Ld. Principal District & Sessions Judges, Delhi/New Delhi with the request to circulate and ensure compliance in their respective Districts.
2. The Ld. Principal Judge, Family Court (HQs) Dwarka Courts, Delhi with the request to ensure compliance and circulate the same among the officials of this establishment posted in diverted capacity posted at Family Courts.
3. All the Judicial Officers in Central District with the request to ensure that the directions are complied to by their respective Ahlmads.
4. All the Administrative Officers (Judl.) & Branch In-Charges in Central, Tis Hazari Courts, Delhi.
5. All the Branch In-Charges, R&I Branch, all Districts, Delhi/New Delhi with the directions to ensure that the annexed proforma is attached with the joining/relieving report of Ahlmads concerned, henceforth.
6. The Sr. Accounts Officer/Accounts Officer, Central, THC, Delhi.
7. Personal Office of the undersigned.
8. For uploading on LAYERS.
9. For uploading on Website of this Court.

Ld. OIC Admn. Bz

Pr-DSSJ (NW)  
25/8/23

Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi



**MANDATORY PROFORMA FOR HANDING OVER/TAKING OVER CHARGE OF  
JUDICIAL RECORDS IN THE CUSTODY OF AHLMAD**

I, ..... D/o-W/o-S/o Sh..... Emp. Code:  
..... have handed over the charge of all the files, as well as misc. documents, as per  
list attached, which were in my custody while being posted as Ahlmad in this Court being  
presided over by Ms./Sh....., Ld. ....  
to my successor Ahlmad, Ms./Sh. .... on ..... (date) consequent  
upon my transfer from the ibid Court vide order No.....  
dated .....

Since, the Record Room concerned is not accepting, the files to be consigned for the period  
effective from ..... to ....., at this instance, I have prepared such files in all  
respects and handed them over to my above-named successor Ahlmad, for consigning.

**OR/AND [tick (✓) one]**

I also certify that all the files which are being accepted for consignment by Record Room have  
been consigned and Goshwara Number thereof has been recorded in the Goshwara Register.

*Lastly, in this regard, I hereby undertake and declare that NO judicial record pertaining to  
the even Court is henceforth lying in my custody.*

(Name:.....)

Ahlmad (i.e. under transfer)

.....

.....

I, ..... D/o-W/o-S/o Sh. .... Emp. Code:  
..... have taken over the charge of all the files including decided files, to be consigned  
to Record Room, if any *(as they are not being consigned by the previous Ahlmad on the  
reasoning that the Record Room concerned is not accepting the files of the said tenure) &*  
misc. documents of the Court, as per above stated list, on ..... (date) which were in the  
custody of my predecessor Ahlmad Ms./Sh. .... while taking over the  
charge as Ahlmad in this Court being presided over by Ms./Sh.....,  
Ld..... consequent upon my posting in this Court as Ahlmad  
vide order No..... dated .....

(Name:.....)

Ahlmad (i.e. new incumbent Ahlmad)

.....

.....

*Handwritten signature/initials*

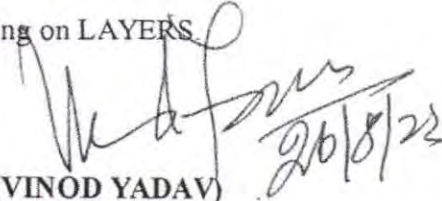
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE**  
**NORTH-WEST DISTRICT ROHINI COURTS, DELHI**

No.F1(1)/Cir./Admn.(N/W)/RC/2023/ 26911-988

Date: 26/08/2023

**Copy forwarded for information and necessary action to:-**

1. All Ld. Judicial Officer(s) posted in North West District, Rohini Courts Complex, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control to ensure its compliance in letter and spirit.
2. All Ld. Judge(s), Family Courts, North West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control to ensure its compliance in letter and spirit.
3. Ld. Judge In-Charge, Mediation Centre, Rohini Courts Complex, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under your kind control to ensure its compliance in letter and spirit.
4. Ld. Secretary, DLSA, North-West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under your kind control to ensure its compliance in letter and spirit.
5. The Administrative Officer (Judl.) and all the Branch In-Charge(s), North-West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control to ensure its compliance in letter and spirit.
6. The PS to Ld. Principal District & Sessions Judge, North-West District, Rohini Court, Delhi.
7. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
8. The Record Officer, North-West District, Rohini Courts, Delhi.
9. The Dealing clerk in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

  
(VINOD YADAV)  
Officer In-Charge  
Administration Branch- I & II  
North-West District  
Rohini Courts, Delhi