

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

OFFICE ORDER

In order to bring more efficiency, efficacy and accountability in the administration of justice, it is ordered that hereafter, Asst. Ahlmad (of all the Courts) in this establishment shall be the custodian of decided files. Henceforth, Asst. Ahlmad shall prepare the decided files in accordance with prevalent practice/directions/Delhi High Court Rules and consign the same to the Record Room/s. If before consignment, these files are called for Digitization, then the Asst. Ahlmad shall get it digitized synchronous with directions of the competent authority issued from time to time. However, in the intervening period i.e., prior to consignment of decided files in Record Room any inspection/Copying Agency application or interim application etc. is moved relating to these decided files, the same shall be dealt with by the Ahlmad.

All Ahlmads and Asst. Ahlmads of all the Courts shall submit the handing over/taking over report vis decided files in proforma annexed as "A" by 30/09/2023. The Asst. Ahlmad shall submit the state of decided files for the 4th quarter i.e., from October to December, 2023 in the first week of January, 2024 and thereafter in every subsequent quarter to their respective Digitization Sections/Judicial Branches (*in their own District*) in the following proforma:

Proforma "B"						
Name of the Court:						
Name of the Asst. Ahlmad & E.C.:						
Total No. of Decided Files for Consignment as on 01/01/2023.			Status of Decided files for Consignment during this quarter (..... to) [for e.g. Oct, 2023 to Dec, 2023]			If ready files are not consigned, specify reason thereof
Decided	Ready (for consignment)	Unprepared	Total No. of Decided	Ready	Un-prepared	

The Asst. Ahlmad is to submit the above said proforma duly forwarded by their respective Judicial Officers to Digitization Section/Judicial Branch of the concerned District in the first week of every quarter (*starting January, 2024*).

- Note: 1. The Presiding Officer shall take into consideration the performance of the Asst. Ahlmad concerned as being depicted in the even proforma, while filling the ACR for the calendar year.
 2. The above noted work shall be over and above the regular work of the Asst. Ahlmad.
 3. The Asst. Ahlmad will take over the charge of decided files after preparation of decree sheets, if any or within one week, whichever is earlier.
 4. Any delinquency in compliance of the immediate order shall be brought to the notice of headquarters in a time bound manner, so that appropriate disciplinary proceedings can be initiated against the delinquent Asst. Ahlmad.

Ld. Secy/Admn. to circulate all the consignment for u/s.
JM
7/8/23/ND
18/9/23

Bareekhe Super
 (Barkha Gupta)
 18/9/23
 Principal District & Sessions Judge (HQs)
 (Officiating)
 Tis Hazari Courts, Delhi

No. 37380 - 37600 Cir./P&T/Admn-II/HQs/2023

Dated, Delhi the 10/8 SEP 2023

Copy forwarded for information and necessary action to:

1. Worthy Registrar General, Hon'ble High Court of Delhi, New Delhi
 2. All the Principal District & Sessions Judges, Delhi/New Delhi *with the request to ensure compliance of this circular in their respective Districts, which is aimed at bringing parity and equitable distribution of work amongst the incumbents posted in Ahlmad Room.*
 3. All the Presiding Officers, Central District, THC, Delhi to ensure adherence.
 4. All the Officer In-Charges, Record Rooms, all Districts, Delhi/New Delhi.
 5. The Branch Incharge, Judicial Branch & Digitization Section of all Districts, Delhi/New Delhi to do the needful.
 6. The Branch Incharge, Vigilance Branch, all Districts, Delhi/New Delhi.
 7. The Personal Office of the undersigned.
 8. The Sr. Accounts Officer / Accounts Officer, Central, THC, Delhi.
 9. The DDO, Accounts Branch concerned Delhi / New Delhi for necessary action.
 10. The Dealing Assistants, Personal File, LAYERS Seat, Central, THC, Delhi for further necessary action/updation as per rules.
 11. The Dealing Assistants, ACR Cell (HQs), Delhi *for maintaining/updating the record regarding posting details of the official concerned for the purpose of seeking ACRs.*
 12. The Dealing Asst., Website Committee, THC with the direction to upload the order on the 'Employees Corner' (on Website).
- The officials concerned to assesses the even order from the Website of this Court.

Bareilly JUDGE
18/9/23

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

ANNEXURE "A"

MANDATORY PROFORMA FOR HANDING OVER/TAKING OVER CHARGE
OF DECIDED FILES AMONGST AHLMAD AND ASST. AHLMAD

I, D/o-W/o-S/o Sh. Emp. Code: have handed over the charge of all the decided files (as per list attached), which were in my custody being Ahlmad of the Court presided over by Ms./Sh. Ld., Delhi/New Delhi to the Asst. Ahlmad of this Court namely, Ms./Sh. on (date) in compliance of order of the Ld. Principal District & Sessions Judge (HQs) dated

Lastly, in this regard, I hereby undertake and declare that NO decided files till 20/09/2023 pertaining to this Court is henceforth lying in my custody.

(Name:.....)

Ahlmad of the Court of

.....

.....

I, D/o-W/o-S/o Sh. Emp. Code: do hereby acknowledge the receipt of charge of these decided files (as per list attached) in compliance of the order dated..... of the Ld. HoD.

(Name:.....)

Asst. Ahlmad in the Court of

.....

.....

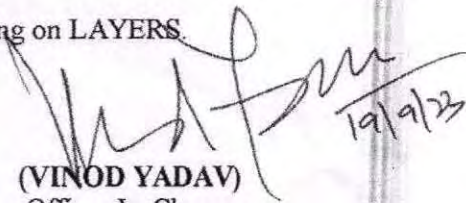
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT ROHINI COURTS, DELHI

No.FI(1)/Cir./Admn.(N/W)/RC/2023/ 31851-925

Date: 19/09/2023

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. 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.
4. The PS to Ld. Principal District & Sessions Judge, North-West District, Rohini Court, Delhi.
5. The Branch In-Charge, Record Room (NW), Rohini Courts, Delhi for necessary compliance.
6. The Branch In-Charge, Judicial Branch (NW), Rohini Courts, Delhi for necessary compliance.
7. The Branch In-Charge, Digitization Cell (NW), Rohini Courts, Delhi for necessary compliance.
8. The Branch In-Charge, Vigilance Branch (NW), Rohini Courts, Delhi for necessary compliance.
9. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
10. The Record Officer, North-West District, Rohini Courts, Delhi.
11. 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