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

CIRCULAR

Sub: Regular submission of Google Form for monitoring consignment of decided files-reg.

Since there is need to regularly monitor the status of progress of consignment of decided files; in order to streamline of the process, a **"Google Form"** has been created for collecting the data of consignment. Regular submission of the "Google Form" is mandatory to ensure timely monitoring and effective management of consignment of decided files in the North-West District.

Hence, all the Ahlmads, Assistant Ahlmads and Nazirs posted in the Courts of North-West District, Rohini Courts, Delhi are hereby directed to fill-up the abovesaid "Google Form" regularly and provide accurate and up-to-date details with regards to the consignment of decided files and furnish the report **every 20th day of each month** without fail. It is further directed to ensure that the data or figure submitted is complete and correct in all aspect. Further, for any technical assistance or glitch, related to filling out the said "Google Form", official concerned may contact to Computer Branch, Rohini Courts, Delhi.

Branch In-Charge, Computer Branch, Rohini Courts is directed to compile the data submitted through the abovesaid *"Google Form"* and generate the report.

All the Judicial Officers of North-West District are also impressed upon to ensure strict compliance of the above directions. Your cooperation is appreciated in addressing and monitoring the consignment issue on a regular basis.

Failure to comply with these directives may result in administrative disciplinary action against the erring official.

Google Form can be accessed at the link:- https://forms.gle/Nn5dHvfBSTifNMd58

16/9/25

(Gurvinder Pal Singh)
Principal District & Sessions Judge
North-West Districts, Rohini Courts
Delhi.

No.32530-65 Pr.D&SJ Sectt./NW/RC/2025 Dated: 16.09.2025

Copy forwarded for information & necessary action to:-

1. The Ld. Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
2. All the Ld. Judicial Officers, North West District, Delhi.
3. Ld. Officer In-charge, Record Room, Rohini Courts, Delhi.
4. The Branch In-charge, Record Room, Rohini Courts, Delhi.
5. All the Ahlmads and Assistant Ahlmads posted in the Courts of North-West District, Rohini Courts, Delhi for strict compliance.
6. The Branch In-charge, R&I,Branch for uploading on Layers.
7. The Branch In-charge, Computer Branch, Rohini Courts, Delhi for uploading on the website, for technical assistance and compliance.
8. Personal Office of the undersigned.

Principal District & Sessions Judge
North-West Districts, Rohini Courts