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

No.F2(12)/Admn.I&II/Rohini/26/ 222-298 Dated 05.01.2026

Copy of the letter, along with its enclosures, is forwarded to:-

1. All Ld. Judicial Officers, North-West District, Rohini Courts, Delhi.
2. P.S. to the Ld. Principal District & Sessions Judge (North-West), Rohini Courts, Delhi.
3. Branch In-Charges, North-West District, Rohini Courts, Delhi.
   (All above are requested to send the requisite information pertaining to the staff posted under their control, in the prescribed enclosed proforma, along with soft copy of the same, **in an Excel File**, in a Pen Drive, to the Administration Branch-I & II, North-West District, Rohini Courts, Delhi, within 03 days of receiving this letter.)
4. Web-site Committee, Hindi/English, North-West District, Rohini Courts, Delhi for uploading on official web-site of this office.
5. The Dealing Assistant, LAYERS Seat, R&I Branch, , North-West District, Rohini Courts, Delhi for uploading on LAYERS.

Vinod 05/01/2026
(VINOD KUMAR GOSAIN)
Administrative Officer (J)
Rohini Courts, Delhi.

Encls. As above.

Most Urgent

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

No. 1142/ACR Cell/JJA/2025 Dated, Delhi the 19 DEC 2025

To

The A.O. (Judicial)/Branch-In-charge
Administration Branch,
(i) West District,
(ii) South West District,
(iii) New Delhi District,
(iv) South District,
(v) South East District,
(vi) East District,
(vii)North East District,
(viii)Shahdara District,
(ix) North District,
(x) North West District,
(xi)Rouse Avenue Courts Complex,
Delhi/New Delhi.

5772
19 DEC 2025

Sub: Requisition of posting details of staff posted in your district during the year 2025 for initiating the process of calling ACRs for the year 2025.

Sir/Madam,

I have been directed to request you to send complete posting details of Junior Judicial Assistants for the year 2025 posted in your district in a tabulated form as per the prescribed proforma annexed herewith as **Annexure-A** within **a week**, so that the process of calling their ACRs for the year 2025 may be initiated, at the earliest.

Sincerely yours,

18/12/2025

A.O. (Judicial) (ACR Cell)
O/o Principal District & Sessions Judge (HQs),
THC, Delhi

Encl. : As above

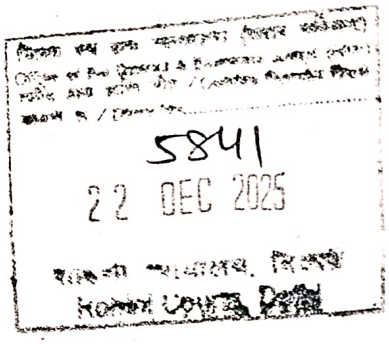
Most Urgent

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

No. 11436/ACR Cell/SJA/JA/2025 Dated, Delhi the 19 DEC 2025

To

The A.O. (Judicial)/Branch-In-charge
Administration Branch,
(i) West District,
(ii) South West District,
(iii) New Delhi District,
(iv) South District,
(v) South East District,
(vi) East District,
(vii)North East District,
(viii)Shahdara District,
(ix) North District,
(x) North West District,
(xi)Rouse Avenue Courts Complex,
Delhi/New Delhi.



Sub: Requisition of posting details of staff posted in your district during the year 2025 for initiating the process of calling ACRs for the year 2025.

Sir/Madam,

I have been directed to request you to send complete posting details of Sr. A.O. (J), A.O. (J), SJA & JA for the year 2025 posted in your district in a tabulated form **(Cadre Wise)** as per the prescribed proforma annexed herewith as **Annexure-A** within **a week**, so that the process of calling their ACRs for the year 2025 may be initiated, at the earliest.

Sincerely yours,

18/12/2025

A.O. (Judicial) (ACR Cell)
O/o Principal District & Sessions Judge (HQs),
THC, Delhi

Encl. : As above

Most Urgent

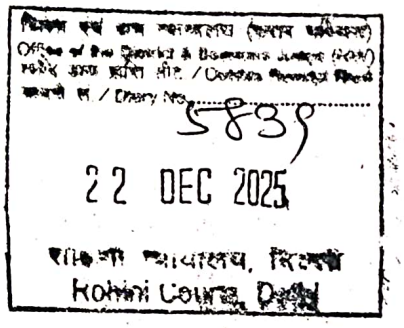
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

No. 11425 /ACR Cell/Sr. PA/PA/2025

Dated, Delhi the 19 DEC 2025

To

The A.O. (Judicial)/Branch-In-charge
Administration Branch,
(i) West District,
(ii) South West District,
(iii) New Delhi District,
(iv) South District,
(v) South East District,
(vi) East District,
(vii)North East District,
(viii)Shahdara District,
(ix) North District,
(x) North West District,
(xi)Rouse Avenue Courts Complex,
Delhi/New Delhi.



Sub: Requisition of posting details of staff posted in your district during the year 2025 for initiating the process of calling ACRs for the year 2025.

Sir/Madam,

I have been directed to request you to send complete posting details of Sr. A.O. (J), A.O. (J), System Analyst, Technical Officer, Data Entry Operator, Sr. PA & PA, for the year 2025 posted in your district in a tabulated form **(Cadre Wise)** as per the prescribed proforma annexed herewith as **Annexure-A** within **a week**, so that the process of calling their ACRs for the year 2025 may be initiated, at the earliest.

Sincerely yours,

18/12/2025

A.O. (Judicial) (ACR Cell)
O/o Principal District & Sessions Judge (HQs),
THC, Delhi

Encl. : As above

Annexure – A

S. No.	Name of Officer / Official	Father 's /Husband's Name	Designation/ E.Code	Posted in (Branch / Court – specify name)	Period of Posting (From 01.01.2025 to 31.12.2025) (*)	Nature of Post	Name & Designation of Reporting Officer /OIC (For Branches) (**)	In case more than one Reporting Officer, mentioned the name of LD. Reporting Officer /OIC Seniority wise (***)	Details of Long Leave/ Absentee Report	Remarks (Transfer / Retirement / VRS / Resignation etc.)
1.										
2.										
3.										

INSTRUCTIONS FOR FILLING THE PROFORMA

1. *The **period of posting must be mentioned clearly** in case of transfer during the year **2025 (w.e.f 01.01.2025 to 31.12.2025).**
2. **If an official was posted at **more than one place (Branch/Court), separate entries** shall be made for each posting **(w.e.f 01.01.2025 to 31.12.2025).**
3. *** If there were **two Reporting Officers during the same period/year,** the **senior-most Ld. Reporting Officer** must be mentioned clearly **(w.e.f 01.01.2025 to 31.12.2025).**
4. Details of **all officials who remained posted at any time during 2025 (w.e.f 01.01.2025 to 31.12.2025)** must be included, **without exception,** including officials who were:
   - Transferred
   - Retired
   - Resigned
   - Took VRS
   - Relieved for any other reason
5. No column shall be left blank. If not applicable, mention **"N.A."**.

CERTIFICATE

Certified that the above information is **true and correct** as per record and that **no official posted in the District during the year 2025 has been omitted.**

Place: _____
Date: _____

Signature of A.O.J. _____
Name & Designation _____
Office Seal