

HIGH COURT OF DELHI AT NEW DELHI

THROUGH SPECIAL MESSENGER

No. 1315 - 1327/Rules/DHC/2025

Dated : 15/12/2025

From

The Registrar General,
High Court of Delhi,
New Delhi.

To

1. The Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
3. The Principal District & Sessions Judge, South District, Saket Courts, New Delhi.
4. The Principal District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.
5. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
6. The Principal District & Sessions Judge, South-East District, Saket Courts, New Delhi.
7. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
8. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
9. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
10. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
11. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
12. The Principal District & Sessions Judge-cum-Special Judge, CBI (PC Act), Rouse Avenue District Court Complex, New Delhi.
13. The Principal Judge, Family Courts (HQ), Dwarka Courts Complex, Dwarka, New Delhi (with a request to circulate the same to Principal Judges, Family Court of all Districts)

Sub: Forwarding of amended Annexure-I of Standard Operating Procedure (SOP) circulated vide Circular No. 144/Rules/DHC/2025 dated 31.07.2025.

Sir/Madam,

I am directed to refer to the Standard Operating Procedure (SOP) issued by this Court for the Judicial Officers dealing with the cases in which time limit is fixed to conclude Trials/Suits/Appeals/Other Proceedings and they have to request for extension of time for some reason or other from Hon'ble Supreme Court or High Court of Delhi to conclude the time bound Trials/Suits/Appeals/Other Proceedings.

The Annexure-I of the above said Standard Operating Procedure (SOP) was amended and circulated vide letter No. 1127-1139/Rules/DHC/2025 dated 12.11.2025.

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

No. 47356-47440 Genl.I/F. 3(A)/N-W&N/RC/2025

Dated : 18/12/2025

Copy forwarded, alongwith its enclosures for information & necessary action/compliance, to :-

1. All Ld. Judicial Officers posted at N/W & North District, Rohini Courts, Delhi.
2. The Branch In-Charge, Judicial Branch N/W & North, Rohini Courts, Delhi.
3. The Branch In-Charge, CJM Office, N/W & North, Rohini Courts, Delhi.
4. Dealing Official, Computer Branch, Rohini Courts for uploading the same on WEBSITE.
5. The Dealing Official, R & I Branch, Rohini Courts, Delhi for uploading the same on LAYERS.

(VINOD YADAV)

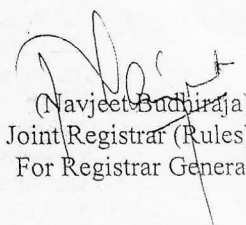
Officer In-Charge, General Branch-I,
North-West & North District,
Rohini Court Complex, Delhi.

Now, the Annexure-I of the above said Standard Operating Procedure (SOP) is further amended to incorporate in point (v), the time fixed by Hon'ble Supreme Court/High Court and the progress made in trial Court from the date of order fixing the time. The amended Annexure-I is enclosed herewith.

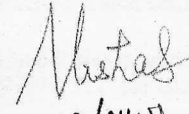
In view of the above, all the Ld. Principal District & Sessions Judges and Principal Judge Family Courts (HQ) are requested to bring the amended Annexure-I of the Standard Operating Procedure (SOP) into the knowledge of all the Judicial Officers under your control for information, compliance and appropriate action.

Yours sincerely,

Encl : As above


(Navjeet Budhiraja)
Joint Registrar (Rules)
For Registrar General

- i) Ld Principal Judge Family Courts
- ii) Ld OTC Genl. Br-1
- iii) Ld OTC Judd. Br


16/12/25
P.S. DSSS (NW)

Annexure-I

Sr. No	Particulars	Details
(i)	Designation of the Court	
(ii)	Case No.	
(iii)	Title of the Case	
(iv)	Nature of the Case	
(v)	Date of the order of the Superior Court fixing the time limit.	
	Details of the Case in Hon'ble Supreme Court	
	Details of the Case in Hon'ble High Court of Delhi	
	Time fixed by Hon'ble Supreme Court/High Court and the progress made in the trial Court from the date of order fixing the time.	
(vi)	Present status of the case	
(vii)	Reason(s) for the delay	
(viii)	Exceptional or unavoidable circumstances, if any, affecting the progress of the case.	
(ix)	Specific period of extension prayed for, with reasons.	