

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

C I R C U L A R

All the Ld. Judicial Officers posted in North-West District, Rohini Courts, Delhi are impressed upon to ensure compliance of the following directions:-

- I. All court records shall be properly maintained and all registers as mandated under Delhi High Court Rules shall also be well maintained.
- II. As earlier directed by Hon'ble High Court of Delhi vide Office Order No.-693/CPC Sectt/DHC/2024 dated 15.07.2024, all regular Orders and Judgments shall be regular and timely uploaded on CIS Server, except those which are exempted under the rules.
- III. All applications for inspection of records and those for supply of certified copies shall be disposed off promptly so that no inconvenience is caused to Advocates and Litigants.
- IV. All Court Records shall be consigned timely.



(NISHA SAHAY SAXENA)

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

No. F2(1)/Admn(NW)/RC/2026 3454-3499

Date:- 27/01/2026

Copy forwarded for information and necessary action to:-

1. All the Ld. Judicial Officers posted in North West District, Rohini Courts Complex, Delhi.
2. The Ld. Officer In-Charge, Record Room, Rohini Courts Complex, Delhi.
3. The Ld. Officer In-Charge, Computer Branch, Rohini Courts Complex, Delhi.
4. The Ld. Officer In-Charge, Copying Agency, Rohini Courts Complex, Delhi.
5. The Dealing Officials, Layers Seat for uploading on the Layers Portal.
6. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
7. The Record Officer, North-West District, Rohini Courts, Delhi.



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