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

No.F2(4)/Admn.I&II/Rohini/26/ 8442-8516 Date 17/02/2026

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 concerned Administration Branch, 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.

Gosain 17/02/2026

(VINOD KUMAR GOSAIN)
Administrative Officer (J)
Rohini Courts, Delhi.

Encls. As above.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI
TIS HAZARI COURTS, DELHI

No. 13209—13220 /Admn.I, II & III(HQs)/T&P/2026 Dated, Delhi the 13 FEB 2026

To,

A.O. (J)/Branch-in-Charge,
Administration Branch
All the districts, Delhi/New Delhi

N/W

586
16 FEB 2026
Rohini Courts, Delhi

Sub: Allocation of Employees to each district as per Rules 3(2A) & 3(5) of DDCE Rules, 2012

Sir,

With regard to the captioned subject, I am directed by the Ld. Principal District & Sessions Judge (HQs), THC, Delhi to enclose herewith a copy of Hon'ble High Court of Delhi letter bearing reference No. 12/DCRC/DHC/2026 dated 06.02.2026 and to request you to obtain the preferences from all the officials working in your respective districts on Form 'A' (***copy enclosed***), and send the same after compilation in excel format (***enclosed***).

I am further directed to request you to provide information as per Form 'B' (***copy enclosed***) and send the same to this office in soft as well as hard copy, at the earliest.

Kindly treat the matter as **most urgent.**

Yours sincerely,

13.2.26

(Sanjay Ambavat)
Administrative Officer (Judicial)
Administration Branch-I , II & III
Central District, Tis Hazari Courts, Delhi

Encl: As above

HIGH COURT OF DELHI AT NEW DELHI

No. 12/DCRC //DHC/2026

Dated : 06.02.2026

278
07 FEB 2026

From

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

To

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

Sub: Allocation of employees to each district as per Rules 3(2A) and 3(5) of Rules, 2012

Respected Madam,

I am directed to inform you that, as per Rule 3(2A) and 3(5) of the "Delhi District Courts Establishment (Appointment and Conditions of Service) Rules, 2012", the work relating to the allocation of employees to each district is required to be carried out by the High Court. Rules 3(2A) and 3(5) of the said "Rules, 2012" are reproduced below:-

3(2A). The High Court, after coming into force of the "Delhi District Courts Establishment (Appointment & Conditions of Service) (Amendment) Rules, 2025 and thereafter from time to time, shall, out of the posts specified in column (2) of Schedule A, allocate such number of posts to each District, as it considers appropriate keeping in mind the number of judicial officers, judicial and administrative work and such other criteria as the High Court may consider relevant.

3(5). The High Court shall, after coming into force of the "Delhi District Courts Establishment (Appointment & Conditions of Service) (Amendment) Rules, 2025, on the basis of such criteria as formulated by it, allocate district wise, the persons holding any of the posts specified in Schedule A.

You are requested to obtain the preferences from all employees of Delhi District Courts where they would like to be posted in **Form A** and furnish the same to this Court.

Tab
Sr.
9/2/26
OIC Admin-I, II & III

Pr.DJSJ/HQs/THC
07/2/2026

57
07/02/26

Further, it is requested to obtain from all the Districts, the number of posts in different categories required in every District keeping in mind the number of judicial officers, judicial and administrative work and to justify the requirement with any relevant material that may be available and to furnish the same to this court in **Form B.**

The said information be furnished to this Court within three weeks.

Yours sincerely,

Encl: as above

Arun Kumar
Registrar (District Court Recruitment Cell)
For Registrar General

Sheet1

S.No	Name of Employee	Fathers Name	Mothers Name	Emp. Code	Designation	Address	Present Place of Posting	Preference 1	Preference 2	Preference 3

Note:

1. The data must be provided as per specified format only.
2. The Preference for Districts must be distinct.