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

CIRCULAR

Subject: **Staggered and timely calling of UTPs to ensure smooth court production and optimal utilization of staff**

It has been brought to the notice of the undersigned that a large number of Under Trial Prisoners (UTPs) are being produced daily from Rohini Lock-up to various Courts in the Rohini Court Complex and it has been observed that in certain Courts, all UTPs are being called simultaneously, particularly around 11:00 AM, resulting in delay in production of UTPs before other Courts which adversely affects the court functioning and lock-up management.

In order to streamline the process and to ensure efficient utilization of police personnel as well as smooth functioning of Court proceedings, all Criminal Courts are hereby requested to:

1. **Call UTPs in a staggered and need-based manner, instead of summoning all UTPs at once.**
2. **Prioritize cases as per board position and urgency, so that production staff may be relieved expeditiously.**
3. **Ensure that production staff is not detained unnecessarily once the concerned matter has been taken up.**

All concerned are requested to adhere to the above directions in letter and spirit so as to avoid operational difficulties and ensure smooth administration of justice.

(Nisha Sahay Saxena)
Principal District & Sessions Judge (North-West)
Rohini Courts, Delhi

No. /PD&SJ/NW/RC/2026/ 11912-11915 Date: 06.03.2026

Copy forwarded for information to:

1. All the Ld. Judicial Officers dealing with Criminal matters of North-West Jurisdiction, Rohini Courts, Delhi.
2. Reader to all the Ld. Judicial Officers posted at North-West District Rohini Courts, Delhi
2. The Incharge, Rohini Lock-up, Rohini Courts, Delhi.
3. The Inspector, Rohini Court Security, Rohini Courts, Delhi.
4. The Branch In-charge, Computer Branch for uploading on website.

Nishat

Principal District & Sessions Judge (North-West)

Rohini Courts, Delhi