OFFICE OF THE DISTRICT & SESSIONS JUDGE, ROHINI COURTS, DELHI.

CIRCULAR

This office has time and again passed directions to all the Ahlmads/Assistant Ahlmads/Mauza Clerks posted in North-West & North Districts for promptly disposing of the applications for Certified Copies, but directions are not adhered to till date which amounts to deliberate non-compliance as envisage in clause (ii) & (xix) of sub-rule (1) of CCS (Conduct) Rules, 1964 warranting disciplinary action against such delinquent officials.

All the Ahlmads/Assistant Ahlmads/Mauza Clerks posted in North-West & North Districts are hereby granted one last opportunity to clear all applications for Certified Copies **applied till 28.02.2026, latest by 10.04.2026** failing which names of such Ahlmad/Assistant Ahlmads/Mauza Clerks shall be forwarded to concerned Vigilance Branch, without any further correspondence, for taking necessary disciplinary action against them.

Further, it is also directed that henceforth, Ahlmads/Assistant Ahlmads/Mauza Clerks shall **send only the requisite documents (Chittha)** as mentioned in the application for Certified Copies and not the entire judicial file.

04/04/2026

(KAPIL KUMAR)
ASJ (SPL. FTC) N/W-cum- Officer In-Charge
Copying Agency, Rohini Courts
Delhi.

No.CA/RC/26/ 15122—15203 Date 04/04/2026

Copy forwarded for information and necessary action to:-

1. P.S. to the Ld. Principal District & Sessions Judge (North-West), Rohini Courts, Delhi.
2. P.S. to the Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi.
3. All the Ahlmads/Assistant Ahlmads posted in North-West & North Districts, Rohini Courts, Delhi.
4. Branch In-Charge, Record Room, Rohini Courts, Delhi with the directions to bring the contents of this Circular to the notice of all Mauza Clerks posted therein.

ASJ (SPL. FTC) N/W-cum- Officer In-Charge
Copying Agency, Rohini Courts
Delhi.