OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE :SOUTH -EAST DISTRICT, SAKET COURTS : NEW DELHI

OFFICE ORDER

1. In continuation of office order issued earlier vide No.Admn.-I/DJ-(S)/P&T/SED/2024/101-169 Dated 03.01.20224, all Ahlmad (s)/Assistant Ahlmad (s)/Naib Nazir (s) posted in the Courts of South-East District, Saket Court, New Delhi are hereby directed to prepare Certified Copies upto **50** pages at their end and hand over the prepared copies (duly signed by them) at CA Branch Office to concerned File Fetcher appointed by Copying Agency for expeditious preparation and delivery to the Advocates/parties/Applicant well within the stipulated time under the Hon'ble Delhi High Court Rules (Vol. 4 Chapter-17, Preparation and Supply of Copies). The Ahlmad shall make an endorsement of 'C' on the pages which are copy/photocopy/carbon copy etc. and 'O' in case of original documents as per the judicial record/file.

2 (a) Further, it has been found that a large number of applications are being received for supply of certified copies of **complete file** without mentioning exact number of pages which are required by the applicants while/by mentioning lesser than actual number of pages in file.

2 (b) This practice not only causes confusion about time and resources required to prepare the certified copy, it causes financial loss to institution due to payment of lesser than applicable fees, if such an applicant opts not to collect the certified copy.

2 (c) The Ahlmad are also causal about reporting the actual number of pages required to be copied to satisfy the applicant.

Henceforth, it is ordered that no CA applications shall be entertained without the certificate by the Applicant clearly mentioning the exact/nearest approximate number of pages falling within the prescribed slabs i.e.

51-500 pages or

501 pages and above.

3. Immediately upon the CA application being allowed by the Ld. Presiding Officer of the Court, the application be taken to Court Ahlmad/Asstt.Ahlmad/Naib Nazir/Record Keeper for correct reporting of actual number of pages required to be copied from judicial file to satisfy the CA application. Upon receiving report from Ahlmad, the fee on application shall be received from applicant by the Copying Agency.

4. (a) **Applications for 51-500 pages**

The applicant shall deposit 50% of the applicable copying fees at the time of filing the CA application.

The application must bear a report/acknowledgment of the concerned Ahlmad certifying :

The the actual number of pages as per judicial record/file.

4 (b) **Applications for 501 Pages and above**

The applicant shall deposit 100% of the applicable copying fees at the time of filing the CA application.

The application must bear a report/acknowledgment of the concerned Ahlmad certifying :

The the actual number of pages as per judicial record/file.

Any CA application not fulfilling the above requirements shall be returned to the applicant for compliance/removal of deficiency.

It is also directed that before sending the record to Copying Agency a report shall be made by all Ahlmad (s)/Assistant Ahlmad (s)/Naib Nazir (s)/Record Keeper regarding :-

a) Vakalatnama of Counsel, if application be filed through counsel.

b) Name & status of applicant as per memo of parties, if application be filed directly by a party to proceedings.

26/12/25

Officer In-Charge,
Copying Agency, South-East District,
Saket Courts Complex,
New Delhi

No. 8415-8421 /CA/SED/Saket Courts/Delhi/2025 Dated : 26/12/25

Copy forwarded for information and necessary action to

1. All the Ld. Judicial Officers posted in South-East District, Saket Courts with the request to ensure positive compliance.
2. The Branch In-Charge(s) Record Room/Bail Matters/CMM Office South-East District, New Delhi
3. PS to the undersigned s)
4. The Branch Incharge, Computer Branch for uploading the same on the website of South-East District.
5. The Branch incharge (R&I) to get it uploaded on Layers.
6. The Record Officer, South-East District, Saket Courts.

26/12/25

Officer In-Charge,
Copying Agency, South-East District,
Saket Courts Complex,
New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SOUTH-EAST DISTRICT SAKET COURTS COMPLEX : NEW DELHI

ORDER

As directed by Ld. Principal District & Sessions Judge, South East District, Saket Courts, ND, due to acute shortage of staff and huge pendency in the Copying Agency Branch, South-East District, Saket Court following directions are being reiterated in continuation of earlier order no. No. Admn.I/DJ-(S)/P&T/SED/2023/ 15048-117 dated 05.12.2023.

- All Ahlmads or Asstt. Ahlmads posted in the South-East District, Saket Courts are hereby directed to collect CA apllications, related to their respective courts, daily between 4 pm to 5 pm from the Copying Agency Branch.
- All Ahlmads or Asstt. Ahlmads are hereby directed to send the CA applications along with the documents, as requested in CA applications, to the CA Branch within 3 days of receiving CA applications.
- Officials posted in the Record Room (Sessions, Civil & Criminal), South-East District, are also directed to comply with aforesaid directions with respect to the CA applications.

These directions are to be followed by all concerned till further orders.

Non compliance of above directions will be viewed seriously and disciplinary action will be taken against erring officials.

(LAL SINGH) 02/01/24
Officer-In-Charge (Admn-II), South-East District,
Saket Courts, New Delhi

No. Admn.I/DJ-(S)/P&T/SED/2024/ 101-169 Dated, New Delhi the 03/1/2024

Copy forwarded for information and necessary action :-

1. P.S to Ld. Principal District & Sessions Judge, South East District, Saket Courts, New Delhi.
2. All the Judicial Officers South East District, Saket Courts, New Delhi with request to bring the same in the notice of concerned staff posted under their control for necessary compliance.
3. Officer-In-Charge, Copying Agency Branch, South-East District, Saket Courts Complex, New Delhi
4. Bramch Incharge, Copying Agency Branch, (South-East District), Saket Courts Complex, New Delhi *to send the compliance report daily to the concerned Officer-In-Charge.*
5. Branch Incharge, Record Rooms (Sessions, Civil & Criminal), South-East District, Saket Cours, New Delhi to ensure the compliance.
6. R & I Branch, South East District Courts. New Delhi for uploading on LAYERS.

(BRANCH IN-CHARGE)
Administration Branch-II
South-East District, Saket Courts,New Delhi

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