OFFICE OF THE DISTRICT & SESSIONS JUDGE (SOUTH-EAST)
COPYING AGENCY BRANCH SAKET COURTS NEW DELHI

4951-5025
No._____/CA/SED/Saket/ND

Date: 15/5/26

COPYING AGENCY OFFICE ORDER

There is a huge pendency of CA Applications in the Copying Agency due to acute shortage of staff, heavy inflow of applications, limited infrastructural resources, and other operational constraints. It has further been observed that the Ahlmads are not forwarding the applications/files/chithhas to the Copying Agency in a timely manner and are retaining the same at their end for unduly long periods. The resulting backlog is causing delay in preparation and delivery of certified copies despite the best efforts of the staff of the Branch.

It has also been noticed that in certain cases, instead of sending the requisite extracts, complete voluminous judicial records are being forwarded to the CA Branch, which leads to unnecessary consumption of time and resources. Further, chithhas/files/applications are, in some instances, being sent without clearly indicating objections, deficiencies, or remarks, if any, thereby causing procedural delays and avoidable.

It is therefore submitted that in order to streamline the process and to reduce pendency of CA Applications, the following steps may be taken and circulated among all Courts/concerned branches of South-East District for strict compliance:

1) Henceforth, up to 25 pages of copy shall be prepared by the Ahlmads/Astt. Ahlmads/Dealing Hands of the concerned branches and sent to the CA Branch SED, clearly marking "O" for original documents and "C" for copies in the judicial record, under their signatures.
2) In cases where the applicant has sought copies of part of the judicial file/specific documents, the concerned Ahlmads/Astt. Ahlmads/Dealing Hands shall prepare the original chithha accordingly and send the same to the CA Branch, SED for supply of certified copies.
3) The complete judicial record shall be sent by the Ahlmads/Astt. Ahlmads/Dealing Hands to the CA Branch, SED, only in cases where the applicant has specifically demanded the full judicial record.
4) The officials of the CA Branch shall not accept files containing less than 25 pages where only part of the judicial record has been sought, or complete files where only selective documents have been requested.
5) The Ahlmads/Astt. Ahlmads/Dealing Hands are further directed to ensure that all chithhas/files/applications are forwarded to the CA Branch, SED, along with clear mention of objections, deficiencies, if any, or any relevant remarks, so as to avoid delays and unnecessary correspondence.

All concerned are directed to follow these orders in letter and spirit failing which suitable disciplinary action shall be initiated against the erring officials.

This issues with the approval of the Ld. District & Sessions Judge, South-East, Saket Courts, New Delhi.

(Vishal Singh)
OIC, Copying Agency,
SE, Saket Courts, ND

Copy to:-

- All the Ld. Judicial Officers of 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.
- Branch Incharge(s) Record Room/Bail Matters/CMM Office South-East District, New Delhi.
- PS to the undersigned
- The Branch Incharge, Computer Branch for uploading the same on the website of South-East District.
- The Branch Incharge, (R&I) to get it uploaded on Layers.
- The Record Officer, South-East District, Saket Courts, New Delhi.

OIC, Copying Agency,
SE, Saket Courts, ND