

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (S-W)
DWARKA COURTS, NEW DELHI

CIRCULAR

It has been observed that there is a need to ensure the reasonable and judicious use of stationery articles within our esteemed office. In line with this principle, we exercise prudence in the use of stationery articles. With the aim of promoting responsible consumption and minimizing waste, the following directions are issued:

1. Before sending requisitions for obtaining new stationery articles, staff members must assess if the same is genuinely necessary and ensure that they do not already possess the same or similar item. Ld. Judicial Officers/A.O (Judicial)/Branch In-charges are requested to check the requirement of stationery articles while forwarding the same and make reductions if found necessary.
2. It will be the responsibility of each staff member to utilize stationery articles judiciously and efficiently and avoid wastage. Stationery articles must be used for official purposes only. Personal usage is strictly prohibited, and staff members should refrain from taking stationery items home or sharing them with non-office personnel.
3. Non-consumable stationery such as staplers, scissors, pokers, rulers etc. will not be issued repeatedly. If the already issued non-consumable article has become damaged, it must be returned along with the requisition to Stationery Branch. Replacement will be considered based on the need and availability of such items. Staff is directed to handle and preserve such items with care to avoid unnecessary requests for replacements.
4. The distribution of consumable stationery articles shall be done judiciously to avoid excessive issuance. It will help to ensure that every staff member receives their fair share and prevent excessive consumption.
5. Whenever feasible, staff members are directed to reuse rough papers/paper with one side already used. Such papers should be used for printing drafts, cause-lists for Orderlies/Sr.PA/PA, attendance sheets, etc.
6. Whenever feasible, explore digital alternatives to reduce the use of physical stationery.
7. Use thin A4 size paper for sending all kinds of leave applications, requisitions, letters, and other miscellaneous applications to Headquarters/office.
8. Branch In-charge, Copying Agency is also directed to get the photocopier paper used with minimum wastage and the quantity requisitioned must match the actual consumption.
9. Use thin A4 size papers for providing copies of the Evidence/Miscellaneous Orders/*Dasti* orders to Advocates/litigants, as per rules. **Judgment papers must be used only for taking print-outs of judgments/orders of the Courts** as per practice directions issued by the Hon'ble High Court of Delhi.
10. All unusable blunt pokers lying in different courts/branches be deposited with the Stationery Branch by 25.5.2023.
11. Extra unused rough papers/one-side reusable papers be sent to Library so that the same can be used for taking print-outs of judgments/orders for Ld. Judicial Officers, whenever required.

12. Ld. Judicial Officers of the South-West District are also requested to prefer softcopy of the judgments from the Library instead of hardcopy, whenever required. They may get the required judgments sent on their official email ID also and/or get the same loaded in their pen drive through their staff.

By using stationery articles reasonably and judiciously, we contribute to the efficient functioning of our institution and demonstrate our commitment to responsible resource management.

It is expected that all staff members/officers will adhere to these guidelines/directions and contribute to the efficient utilization of stationery materials.

Sd/-

(Praveen Kumar)

Principal District & Sessions Judge (S-W),
Dwarka Courts, New Delhi

No. 12638-12741/Stationery/DWK/2023

Dated: 22-05-2023

Copy forwarded for information and necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi for information.
2. All the Judicial Officers posted at South-West District, Dwarka Courts, New Delhi with the request to bring this circular into the knowledge of the staff posted in their respective courts for necessary action and compliance.
3. The Administrative Officer (Judicial)/Branch In-charges of the all the branches of South-West District, Dwarka Courts, New Delhi to bring this circular into the knowledge of the staff posted in their respective branches for necessary action and compliance.
4. The Branch Incharge of R&I Branch, Dwarka Courts for uploading the above Circular on LAYERS.
5. The In-charge Computer Branch, Dwarka Courts for uploading the above circular on Website.
6. PS/Reader to the undersigned.

Sd/-

Principal District & Sessions Judge (S-W),
Dwarka Courts, New Delhi