

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
(SOUTH-WEST), DWARKA COURTS, NEW DELHI.**

CIRCULAR

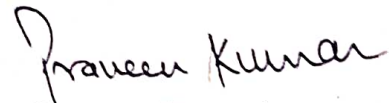
It has been brought to the notice of the undersigned that despite repeated directions, Ahlmads/Assistant Ahlmads/Nazirs have failed to clear Copying Agency applications within the stipulated time, resulting in unwarranted delays. The non-supply of certified copies on the due dates to the applicants, advocates, litigants etc., not only causes inconvenience to them, but also hampers the administration of justice.

Further, it has been noticed that Ahlmads/Assistant Ahlmads/Nazirs are evading the directions issued by the undersigned *vide* circular dated 07.10.2023, directing them to send the 'photocopy of documents' upto 20 nos. of pages/'Chittha' and refraining them from sending the 'Full File' unless it is sought for by the applicant.

Hence, all Ahlmads/Assistant Ahlmads/Nazirs are once again enjoined upon to promptly take steps for disposal of the **urgent Copying Agency applications forthwith, not later than 24 hours of its receipt**, by providing the copies of the documents/'Chittha'/files, as the case may be, in terms of the directions/instructions issued by this office from time to time, more specifically outlined in the circular dated 07.10.2023.

The Branch Incharge, Copying Agency (South-West), Dwarka Courts, New Delhi will closely monitor daily statistics and any deviation noticed will be brought to the attention of the Ld. Officer Incharge, Copying Agency, who may take further action, including issuing Memos/Show Cause Notices to the concerned official, as per his discretion.

Non-compliance with the above directions will be viewed seriously.


(Praveen Kumar)

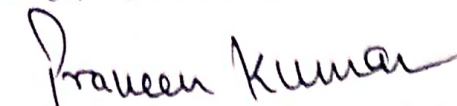
Principal District & Sessions Judge (S-W),
Dwarka Courts, New Delhi.

No. 10656-741 CA/DWK/SW/2024

Dated: 22/3/24

Copy forwarded for information and necessary action to :-

1. The Worthy Registrar General, Hon'ble High Court of Delhi, New Delhi (through email for information only)
2. All the Judicial Officers posted in Dwarka Courts, New Delhi, with the request to ensure compliance of the instant directions in its true letters & spirit.
3. The Sr. Administrative Officer (Judl), Dwarka Courts, New Delhi.
4. The Care Taking Branch, Dwarka Courts, New Delhi to display this circular on notice Board.
5. The In-charge, Computer Branch, Dwarka Courts (for uploading this circular on the webpage of District Courts, Dwarka, New Delhi.
6. The In-charge, R&I Branch, Dwarka Courts (for uploading this circular on LAYERS).
7. PS to the Ld Principal District & Sessions Judge(SW), Dwarka Courts, New Delhi.


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