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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE  
SOUTH WEST DISTRICT DWARKA COURT DELHI

Circular

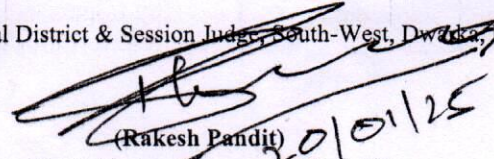
A number of complaints are received regarding delay in delivery of the certified copy. Several written directions have also been received from Hon'ble High Court of Delhi to clear the C.A. applications within the prescribed period as per Delhi High Court Rules. In complaints, sometimes it has been noticed that Ahlmad/Asstt. Ahlmad try to make responsible C.A branch and vice versa.

In order to expedite the preparation and delivery of certified copy and fix the responsibility, following directions are passed:

1. In every case where certified copy applications are seven days old, let written notice be given by Branch Incharge, C.A to concerned Ahlmad/Asstt. Ahlmad to send the record/chitha immediately.
2. If despite notice, file/record/chitha is not received, after next three days, a request letter be issued to concerned Ld. Judicial Officer by Ld. OIC (C.A) to take action for the delivery of the record/Chitha/file to the C.A. branch.
3. If even then, within next three working days, record/chitha/file is not being received, let a combined report of such cases in tabular form through email be sent to the Secretariat of the undersigned on every 1st and 15th day of every calendar month.
4. In order to fix responsibility of the officials and to avoid any allegation-counter allegation, it is directed that whenever File Fetcher visits the Ahlmad Room and file/chitha/record is not given to him, an entry in this regard will be made on C A application which will be signed by both the officials i.e File Fetcher and the concerned Ahlmad/Asstt. Ahlmad/Nazir.
5. If Ahlmad/Asstt. Ahlmad/Nazir is not able to deliver chitha/record/file due to any reason whatsoever, he may give his remarks/endorsement on the backside of the C A application in this regard.

Non-compliance of the above direction will be viewed seriously and appropriate disciplinary action shall be initiated against the defaulting officials.

This is issued with prior approval of Ld. Principal District & Session Judge, South-West, Dwarka, Delhi.

  
(Rakesh Pandit)

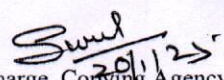
District Judge, Commercial Court-04,  
South West District, Dwarka Court,  
New Delhi

No. 2362-2481//Gen/CA/2025

Delhi, Dated : 20.01.25

Copy forwarded for information and necessary action to:

1. The Principal District & Sessions Judge (HQ), Tis Hazari, Delhi
2. The Officer In-Charge, Coping Agency, Dwarka Court, Delhi.
3. The Officer In-Charge, Record Room, Dwarka Court, Delhi.
4. All the Judicial Officers posted at South West District, Dwarka Court, Delhi.
5. The AO (Judl)/Branch in Charge, Copying Agency at Dwarka Court, Delhi.
6. PRO/APRO, Dwarka court Delhi
7. Website Committee, Tis Hazari/Dwarka Courts, Delhi. ✓
8. PS to the undersigned.
9. Dealing Official, R&I Branch for uploading the same on LAYERS.

  
Incharge, Copying Agency  
South West District, Dwarka Court,  
New Delhi