OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SOUTH WEST DISTRICT DWARKA COURT COMPLEX, NEW DELHI.

No. 32757-32855 /Record Room/South West/Dwarka/2025 Delhi, Dated 10.09.25

CIRCULAR

It has come to the notice of the undersigned that a large number of decided files are still lying with the Ahlmads/Assistant Ahlmads/Nazirs without being consigned to the Record Room, thereby occupying huge space in the Court rooms.

Therefore, it is hereby directed that all the Ahlmads/Assistant Ahlmads/Nazirs of the Courts functioning at Dwarka Courts Complex shall ensure that all decided files up to 31/12/2024 are consigned to the Record Room without fail, irrespective of whether the files have been scanned/digitized or not.

Before consigning, it shall be the responsibility of the concerned officials to ensure that:

1. Proper pagination and indexing of the files is carried out.
2. Index for Bookmarking is duly completed for ease of reference and retrieval.
3. The files are consigned in compliance with the prescribed procedure and within the stipulated time frame.

This direction is to be complied with in letter and spirit so as to create adequate space in the Court rooms and maintain proper record management.

Non-compliance, if any, shall be viewed seriously.

10/9/2025

(PAWAN KUMAR JAIN)
Principal District & Sessions Judge (SW)
Dwarka Courts, New Delhi.

Copy forwarded for information & necessary action to :-

1. The Worthy Registrar General, High Court of Delhi, New Delhi (through e-mail).
2. Office of Ld Principal District & Sessions Judge (HQs), Delhi, for information (through e-mail).
3. Ld Chairman, IT & Digitization, Delhi District Courts, Delhi/New Delhi.
4. Office of the Secretariat of the Ld Principal District & Sessions Judge (SW), Dwarka Courts, New Delhi.
5. All the Ld Judicial Officers, (DHJS/DJS) posted in Dwarka District Courts, South-West District, New Delhi, with the request to brought this circular to the notice of staff working under their control for compliance.
6. The Computer Branch, Dwarka Courts (for uploading this order on the official website of Dwarka Courts).
7. The In-charge, R & I Branch, Dwarka Courts, New Delhi (for uploading on Layers).

10/9/2025

Principal District & Sessions Judge (SW)
Dwarka Courts, New Delhi.