Through e-mail/WhatsApp

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

No. 27991–28060 /Judl./DWK/2025 Dated: 05-08-2025

Sub: Statndard Operating Procedure (SOP) for requesting an extension of time from Hon'ble Supreme Court or High Cuort of Delhi to conclude Time-Bound Trials/Suits/ Appeals/other Proceedings.

As directed, a copy of Circular No. 144/Rules/DHC/2025 dated 31.07.2025, issued by the Hon'ble High Court of Delhi, New Delhi, regarding circulation of SOP for the Judicial officers dealing with the cases in which time limit is fixed to conclude Trials/Suits/Appeals/Other Proceedings and they have to request for extension of time for some reason or other from Hon'ble Supreme Court or High Court of Delhi to conclude time bound Trials/Suits/Appeals/Other Proceedings, prepared by the Hon'ble High Court of Delhi, New Delhi, in compliance of order dated 23.05.2025 passed by Hon'ble Supreme Court of India in Miscellaneous Application No. 919/2025 in SLP(Crl) No. 3607/2023 titled as *'Durgawati @ Priya Vs. CBI'*, is forwarded herewith for kind information, strict compliance and further appropriate necessary action, if any, to:

1. All Ld. Judicial Officers posted at South-West District, Dwarka Courts.
2. The Branch In-charge, Computer Branch, Dwarka Courts (*with request to upload this Circular on web-page of District Courts, Dwarka*).
3. The Branch In-charge, R&I Branch, Dwarka Courts (*with request to upload this Circular on LAYERS*).
4. PS and Reader to the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts.

(Bhavna Kalia)
Special Judge (NDPS)-01/
Officer In-charge (Judicial Branch),
Dwarka Courts, New Delhi.

HIGH COURT OF DELHI AT NEW DELHI

7622
01/08/25

No. 144 /Rules/DHC/2025 Dated : 31/07/2025

CIRCULAR

It is hereby circulated for information of all concerned that in compliance of order dated 23.05.2025 passed by Hon'ble Supreme Court of India in Miscellaneous Application No. 919/2025 in SLP(Crl) No. 3607/2023 titled *Durgawati @ Priya vs CBI*, the High Court of Delhi has prepared the Standard Operating Procedure (SOP) for the Judicial Officers dealing with the cases in which time limit is fixed to conclude Trials/Suits/Appeals/Other Proceedings and they have to request for extension of time for some reason or other from Hon'ble Supreme Court or High Court of Delhi to conclude time bound Trials/Suits/Appeals/Other Proceedings.

All the Ld. Principal District & Sessions Judges and Principal Judge Family Courts (HQ) are requested to bring the Standard Operating Procedure (SOP) into the knowledge of all the Judicial Officers under your control for information, compliance and appropriate action.

Sd/-
(Arun Bhardwaj)
Registrar General

Endst. No.605-622/Rules/DHC/2025 Dated 31/07/2025

Copy forwarded for information and necessary action to:-

1. The Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
3. The Principal District & Sessions Judge, South District, Saket Courts, New Delhi.
4. The Principal District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.
5. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
6. The Principal District & Sessions Judge, South-East District, Saket Courts, New Delhi.
7. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
8. The Principal District & Sessions Judge,New Delhi District, Patiala House Courts,New Delhi.
9. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
10. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
11. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi
12. The Principal District & Sessions Judge-cum-Special Judge, CBI (PC Act), Rouse Avenue District Court Complex, New Delhi

Judl. Branch

Pr. D & SJ (Crl.)
01/08/25

13. The Principal Judge, Family Courts (HQ), Dwarka Courts Complex, Dwarka, New Delhi (with a request to circulate the same to Principal Judges, Family Court of all Districts)
14. Registrar-cum-Secretary to Hon'ble the Chief Justice.
15. All Registrars/OSDs/Joint Registrars (Judicial).
16. Joint Registrar-cum-P.A.to Registrar General, Delhi High Court.
17. Private Secretaries/Court Masters to Hon'ble Judges for kind perusal of Their Lordships.
18. Guard File.

Meenakshi

(Meenakshi Pant)
Deputy Registrar (Rules)

HIGH COURT OF DELHI AT NEW DELHI

Vide order dated 23.05.2025 in Miscellaneous Application No. 919/2025 in SLP(Crl) No. 3607/2023 titled *Durgawati @ Priya vs CBI*, the Hon'ble Supreme Court of India directed the preparation of a Standard Operating Procedure outlining the manner in which cases wherein directions have been issued to expedite the hearing or conclusion of trial, suit or appeal shall be corresponded with the registry of the Hon'ble Supreme Court.

Pursuant to the said directions of the Hon'ble Supreme Court, Hon'ble the Chief Justice on the recommendations of the "Rules Committee under Section 523 of the Bharatiya Nagarik Suraksha Sanhita, 2023 (BNSS-2023) and all other criminal statutes and jurisdictions is pleased to issue the following Standard Operating Procedure (SOP) with regard to seeking extension of time from the Hon'ble Supreme Court or the High Court of Delhi to conclude time bound Trials/Suits/Appeals/ Other proceedings.

Standard Operating Procedure (SOP) for Requesting an Extension of Time from Hon'ble Supreme Court or High Court of Delhi to Conclude Time-Bound Trials/Suits/Appeals/Other proceedings

1. **Objective:**

To lay down a uniform procedure for the Presiding Officers of the Courts of District Judiciary for requesting an extension of time from the Hon'ble Supreme Court or the High Court of Delhi where specific timelines have been fixed to conclude trials/suits/appeals/ other judicial proceedings by the Hon'ble Supreme Court or the High Court of Delhi.

2. **Applicability:**

This SOP shall be applicable to the Presiding Officers of all the Courts of District Judiciary presiding over trials/suits/appeals/ other judicial proceedings in which a timeline/deadline or time specific direction for disposal or performing any judicial function has been fixed or mandated by the Hon'ble Supreme Court or the High Court of Delhi.

3. **Procedure for Seeking Extension:**

A. **Route of Communication:**

All requests for extension of time in a trial/suit/appeals/ other judicial proceeding shall be routed through the proper channel as under:

(1) In case of request for extension of time from Hon'ble High Court-

(i) The concerned Presiding Officer (except Principal District & Sessions Judge and Principal Judge, Family Court) shall send the request for extension of time through the concerned Principal District & Sessions Judge/ Principal Judge, Family Court to the Registrar General of the High Court through both modes i.e. official e-mail and regular mode.

(ii) The Principal District & Sessions Judge and Principal Judge, Family Court shall, regarding the matters pending before them, send the request for extension of time to the Registrar General of the High Court through official e-mail and regular mode.

(2) In case of request for extension of time from Hon'ble Supreme Court-

(i) The concerned Presiding Officer (except Principal District & Sessions Judge and Principal Judge, Family Court) shall, via official e-mail and regular mode, send the request through the concerned Principal District & Sessions Judge/ Principal Judge, Family Court to the Registrar General of the High Court who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.

(ii) The Principal District & Sessions Judge and Principal Judge, Family Court shall, regarding the matters pending before them, send the request for extension of time, via official e-mail and regular mode to the Registrar General of the High Court who shall then forward the same to the Officer/Registrar concerned in the Registry of the Hon'ble Supreme Court.

B. Justification and Supporting Details:

(1) The concerned Presiding Officer shall furnish the relevant information namely: Designation of Court, Case No., Title of the Case, Nature of the Case, Date of the order of the superior court fixing the time limit, Present status of the case and reason(s) for delay in concise.

(2) The Presiding Officer shall also mention exceptional or unavoidable circumstances, if any, affecting the progress of the case or matter after the date of order of the superior court by which a specific time limit has been fixed and specific period of extension prayed for.

(3) The aforesaid details shall be furnished by the concerned Presiding Officer in a tabular form as mentioned in **Annexure-I.**

(4) Note of Principal District & Sessions Judge/ Principal Judge, Family Court/ Registrar General, if and wherever deemed necessary or required, shall be appended to the request.

4. **Restrictions:**

Judicial Officers shall, in no case, send a request for extension of time directly to the Registry of the Hon'ble Supreme Court or the High Court without routing them through proper channel as mentioned above. Repeated or unreasonable delays without proper cause may be viewed seriously and subject to administrative scrutiny, if ordered.

5. **Monitoring:**

Principal District & Sessions Judge/ Principal Judge, Family Court concerned, Registrar General shall monitor compliance of time-bound orders and may periodically (preferably every 30 days) review the status of pending cases or matters, where extensions have been sought or granted.

6. **Reporting Requirement:**

The Registrar General shall maintain a record of such cases and file periodical reports, if required, before the concerned Court.

This Standard Operating Procedure (SOP) shall come into force with immediate effect.

BY ORDER

Sd/-
(ARUN BHARDWAJ)
REGISTRAR GENERAL

DATE 30 JULY 2025

Annexure-I

Sr. No	Particulars	Details
(i)	Designation of the Court	
(ii)	Case No.	
(iii)	Title of the Case	
(iv)	Nature of the Case	
(v)	Date of the order of the Superior court fixing the time limit.	
(vi)	Present status of the case	
(vii)	Reason(s) for the delay	
(viii)	Exceptional or unavoidable circumstances, if any, affecting the progress of the case.	
(ix)	Specific period of extension prayed for, with reasons.	