Through e-mail/WhatsApp

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

No. 43075-43174 /Judl./DWK/2025 Dated: 13.11.25

Sub: Forwarding of amended Annexure-I of Standard Operating Procedure (SOP) circulated vide Circular No. 144/Rules/DHC/2025 dated 31.07.2025.

As directed by the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts, a copy of letter No. 1127-1139/Rules/DHC/2025 dated 12.11.2025, on the above-mentioned subject, received from the Hon'ble High Court of Delhi, New Delhi, is forwarded herewith for kind information that **Sr. No. (v) of Annexure – I of the Standard Operating Procedure (SOP) issued by the Hon'ble High Court of Delhi, New Delhi,** 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 Hon'ble High Court of Delhi to conclude the time bound Trials/Suits/Appeals/Other Proceedings, **has been amended to incorporate the details of the case in Hon'ble Supreme Court/ Hon'ble High Court of Delhi, New Delhi in which order for fixing the time limit has been passed and the amended Annexure-I is enclosed herewith,** for kind information and necessary compliance, to:

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

(Balwant Rai Bansal)
District Judge (Commercial Court)-02/
Officer In-charge (Judicial Branch),
Dwarka Courts, New Delhi.

HIGH COURT OF DELHI AT NEW DELHI

THROUGH SPECIAL MESSENGER

(875) 13/11/25

No. 1127 – 1139/Rules/DHC/2025 Dated : 12/11/2025

From

The Registrar General,
High Court of Delhi,
New Delhi.

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
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)

Sub: Forwarding of amended Annexure-I of Standard Operating Procedure (SOP) circulated vide Circular No. 144/Rules/DHC/2025 dated 31.07.2025

Sir/Madam,

I am directed to refer to the Standard Operating Procedure (SOP) issued by this Court 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 the time bound Trials/Suits/Appeals/Other Proceedings.

Judl Branch

fr DR&T(S-W)
12/11/25

I am further directed to inform you that Sr. No (v) of Annexure-I of the said Standard Operating Procedure (SOP) has been amended to incorporate the details of the case in Hon'ble Supreme Court/High Court of Delhi in which order for fixing the time limit has been passed. The amended Annexure-I is enclosed herewith.

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

Yours sincerely,

Encl : As above

(Navjeet Budhiraja)
Joint Registrar (Rules)
For Registrar General

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.	
	Details of the Case in Hon'ble Supreme Court	
	Details of the Case in Hon'ble High Court of Delhi	
(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.	