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

CIRCULAR

All Ahlmads/ Assistant Ahlmads/ Nazirs/ officials posted in the Record Rooms are hereby directed to clear all Copying Agency Applications pending before them in the upcoming winter vacations.

The earlier Office Circular No. 42664-42669/CA/2025 dated 12.11.2025 issued by the Officer In-charge, Copying Agency, Dwarka Courts, New Delhi is also hereby partialy modified to the extent that the Ahlmads/ Assistant Ahlmads/ Nazirs/ officials posted in the Record Rooms at South-West District, Dwarka Courts shall send the '***Chittas containing photocopies of the documents upto 20 pages***', to the Copying Agency, Dwarka Courts w.r.t the copying agency applications are received by them for disposal.

The Ahlmads/ Assistant Ahlmads/ Nazirs/ officials posted in the Record Rooms are also directed to send the '***Chitthas containing the original documents, in case the number of pages of documents sought by the applicant exceed 20 pages***' or '**Complete *File***' to the Copying Agency, Dwarka Courts w.r.t the copying agency applications are received by them, for disposal at the end of Copying Agency officials.

The urgent Copying Agency applications shall be cleared by all concerned officials forthwith, not later than 24 hours of receipt of the same.

The above directions shall be implemented by all concerned officials of South-West District, Dwarka Courts, New Delhi w.e.f 03.01.2026.

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

23/12/25

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

No. 52827-52912/Judl./DWK/2025 Dated: 23.12.2025

Copy forwarded for information and necessary action to:

1. All Judicial Officers posted at South-West District, Dwarka Courts, New Delhi (*to ensure compliance of the directions by the Ahlmads/ Assistant Ahlmads/ Nazirs posted in their Courts*).
2. The Officer In-charges, Copying Agency and Record Rooms, Dwarka Courts, New Delhi.
3. The In-charge, Computer Branch and R&I Branch, Dwarka Courts, New Delhi (***for uploading this Circular on the web page of District Courts, Dwarka and on LAYERS respectively***).
4. PS and Reader to the undersigned.

23/12/25

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