OFFICE OF THE DISTRICT & SESSIONS JUDGE, (SHAHDARA)
KARKARDOOMA COURTS, DELHI.

CIRCULAR

This is to draw the attention of all the staff to an earlier circular no. 80337-737/DJ/2006 dated 13.10.2006 of Ld. District & Sessions Judge (HQ),in which directions were issued with regard to letters/orders/dak etc. received from the Hon'ble High Court of Delhi, New Delhi.

It has been brought to my notice that whenever any letters/orders/dak etc. are received from the Hon'ble High Court of Delhi and same are sent to the court concerned for prompt action.

Hence, the Ahlmad/Asstt. Ahlmad of the courts are directed to follow the following guidelines:-

1) Whenever orders/letters received from the Hon'ble High Court of Delhi are brought before an Ahlmad/Asstt. Ahlmad of a court, he will receive them promptly unless from verification it is confirmed that the same does not pertain to the said court in which case the Ahlmad/Asstt. Ahlmad will make an endorsement and return the same without any delay.

2) If no verification is made at the time of receipt of the orders/letters and later on it is found that these do not pertain to the said court, the Ahlmad/Asstt. Ahlmad shall return the same under an endorsement which will be made not later than two days of the receipt; negligence/callousness will be viewed seriously.

(A.S. Jayachandra)
District & Sessions Judge
Shahdara District, KKD, Delhi.

No. 2171-2177 **/Admn./SHD/KKD/2017** **Delhi, the Dated** 19/04/2017

Copy forwarded for information and necessary action to:-

1) The Ld. District & Sessions Judge(HQ), Tis Hazari Courts, Delhi.
2) All the Judicial Officers posted in Shahdara District, Karkardooma Courts, Delhi, with the request to direct the Ahlmad/Asstt. Ahlmad to follow the abovesaid guidelines.
3) Officer-in-charge, General Branch, Shahdara District, Karkardooma Courts, Delhi.
4) The Administrative Officer(Judl.), Shahdara District, Karkardooma Courts, Delhi.
5) Dealing Official, R&I, Shahdara District, Karkardooma Courts, Delhi.
6) Website Committee, Tis Hazari Courts/Karkardooma Courts, Delhi with the request to upload the same on the website.
7) Reader to the undersigned.

District & Sessions Judge
Shahdara District, KKD, Delhi.
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