No 1926/DJ/SJ10
19/11/16

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dt 19/11/16.

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH DISTRICT
SAKET COURT COMPLEX: NEW DELHI

Dispatch No. 10005
Dated 17.11.2016

Admn.I/Misc/Saket/SD/16/27139-27219 Dated, New Delhi 17.11.2016

To

1. The District & Sessions Judge, Central/North-West/South-East/South-West/ East/Shahdara/New Delhi/North/West/North-East, Delhi/New Delhi.
2. All the Officers of Delhi Higher Judicial Services and Delhi Judicial Services, South District.
3. All the Administrative Officers (Judicial)/Branch In-Charge, South District, Saket Courts Complex.

Sub: Distruction of Administrative Records in the Subordinate Courts

Ref: Letter no. 9941-I/ARD (R)C/Genl./2016 dated 29.03.2016 issued from the Office of District & Sessions Judge (HQs), Delhi

Sir/Madam,

In terms of **"Retention Schedule of Admininstrative records of Admininstrative Branches"**, which has been communicated through letter referred above, Admininstration Branch, South District has proposed to weed out following Admininstrative records:

Sl. No.	Administrative Record	Retenion Schedule
1	Attendance Sheets w.e.f. Year 2009 to March 2016	30 days from the last working day of the month unless required for inquiry/other proceedings
2	Daily Duty Rosters in form of registers-Stenographers (prior to 02.03.2015)	1 Year from the date of last entry
3	Daily Duty Rosters in form of registers-Peons/Orderlies (prior to 18.05.2015)	1 Year from the date of last entry

All the concerned are requested to inform this office if any of the aforesaid record is required for any purpose by them.

In case of non-receipt of any objection till 16.12.2016, the record proposed above shall be weeded out.

Yours faithfully

(Ramesh Kumar)
Officer In-Charge
Admininstration Branch-I(South),
Saket Courts Complex, New Delhi