

OFFICE OF THE DISTRICT AND SESSIONS JUDGE (SOUTH DISTRICT)
DISTRICT COURT COMPLEX SAKET, NEW DELHI.

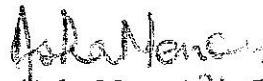
C I R C U L A R

In order to streamline and cut the delay in the issuance of Certified Copies, it is directed that henceforth in respect of fresh applications for Certified Copies, Ahlmad(s) of the Court concerned will take the photocopies with the aid of the Photocopier Machine assigned and send/take the copies to the Examiner(s) at the Copying Agency for certification alongwith relevant files. The Ahlmad(s) shall also maintain register in which they shall maintain the details of application for copy, the number of pages, cost of the pages, the date of receipt of the application, date of preparation of copy and date of delivery to the Examiner(s) for certification. He/She shall thereafter, also record in the register the date of receipt of the files from the Examiner(s).

The Copying Agency will maintain a register where the Examiner shall record the date of receipt of files alongwith photocopies for certification, date of certification, date of release of copies and the date of return of files to the concerned Courts.

The list of the Court(s) where the Photocopier Machine(s) is located and the names of the Courts which will use that specific Photocopier Machine(s) is enclosed herewith as Annexure "A". The Presiding Officers shall also ensure that taking of the photocopies and their issuance are streamlined and smoothened out so that there is no delay in the issuance of the Certified Copies.

It is impressed upon the Ahlmad(s) and the Examiner(s) that delay in issuance of Certified Copies will be viewed seriously.

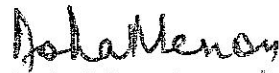

(Asha Menon) 24-1-18

District & Sessions Judge (South)
District Court Complex Saket,
New Delhi.

2483-2568
No. _____/AM/D&SJ(South)/CA/ND/2018 Dated:- 24/01/18

Copy forwarded for information / necessary action to:-

1. The District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
2. The District & Sessions Judge (South-East), Saket Court Complex, New Delhi.
3. All the Judicial Officers of Delhi Higher Judicial Service & Delhi Judicial Service of South District posted at Saket Courts Complex, New Delhi.
4. The Officer In-Charge(s) (Copying Agency)(South), Saket Court Complex.
5. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. www.ecourts.gov.in/south & south-east delhi.
6. Administrative Officers (Judl.)/Branch In-Charges of all Branches/Sections/ Cell/Units etc. of South District at Saket Courts Complex, New Delhi.


(Asha Menon) 24-1-18

District & Sessions Judge (South)
District Court Complex Saket,
New Delhi.

Annexure A

SOUTH DISTRICT

	ROOM NO.		
MS. TYAGITA SINGH, SCJ-CJM-RC	1	SOUTH	
MS. MONA TARDI KERKETTA, JSCC-CUM-ASCJ-CUM-GJ	2	SOUTH	Machine In
MS. NEHA PRIYA, CJ-01	3	SOUTH	
MS. NITI PHUTELA, MM-03 (MAHILA COURT)	12	SOUTH	Machine In
SH. SAMEER BAJPAI, PO, MACT-01	14	SOUTH	
SH. ATUL KRISHNA AGRAWAL, CCJ-CUM-ACJ-CUM-ARC	204	SOUTH	
MS. MAYURI SINGH, MM-01 (MAHILA COURT)	208	SOUTH	Machine In
SH. ARUN KUMAR GARG, MM-03	207	SOUTH	
MS. POOJA TALWAR, CMM	216	SOUTH	Machine In
MS. SALONI SINGH, MM-02 (MAHILA COURT)	209	SOUTH	
SH. VAIBHAV MEHTA, MM-05	210	SOUTH	Machine In
SH. ANURAG DASS, MM-01	214	SOUTH	
SH. GAURAV GUPTA, MM-04	211	SOUTH	
SH. ANUJ KUMAR SINGH, MM-03	212	SOUTH	Machine In
SH. SANDEEP GARG, ACMM	215	SOUTH	
MS. ASHA MENON, D&SJ	300	SOUTH	Machine In
SH. BALWANT RAI BANSAL-I, ASJ-01	302	SOUTH	
MS. ANJANI MAHAJAN, MM-02	213	SOUTH	Machine In
SH. AJAY KUMAR JAIN, ASJ-02	303	SOUTH	
MS. ILLA RAWAT, ASJ (SPL FTC)	304	SOUTH	Machine In
MS. NIHARIKA KUMAR MM-04 (NI ACT)	305	SOUTH	
MS. SAVITA RAO, SPL JUDGE CBI-01	501	SOUTH	Machine In
MS. SUNENA SHARMA, ASJ-03	306	SOUTH	
MS. SHUNALI GUPTA, ADJ-06	307	SOUTH	Machine In
SH. RAKESH KUMAR-II, SPL JUDGE CBI-(02)	502	SOUTH	
SH. SANJIV JAIN, SPL JUDGE CBI-(03)	503	SOUTH	Machine In
MS. NEELAM SNGH, ASJ/ELE.	504	SOUTH	
MS. PRIYA MAHENDRA, ADJ-04	602	SOUTH	Machine In
SH. RAJESH KUMAR SINGH, ASJ/SPL JUDGE, NDPS	505	SOUTH	
SH. MUNISH MARKAN, ADJ-01	601	SOUTH	Machine In
MS. JYOTI KLER, ADJ-05	605	SOUTH	
SH. AJAY GULATI, ADJ-06	606	SOUTH	Machine In
MS. VINEETA GOYAL, ADJ-03	607	SOUTH	
MS. RAJAT GOYAL, MM-01 (NI ACT)	611	SOUTH	Machine In
MS. PRABH DEEP KAUR, MM-02 (NI ACT)	612	SOUTH	Machine In