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

C I R C U L A R

All the Ahlmads/Assistant Ahlamds/Nazirs of South District, Saket Courts Complex are hereby directed to send the decided (Judicial) files up to December, 2018 (*to be sent month by month*) in the Record Room (Sessions) for the consignment.

They are also directed to ensure the signatures of Judicial Officer on Exhibits, proper pagination with Unique/Computer ID number on Index and first page of complaints/Petition. It is also directed that Signatures with Date of concerned Ahlmad/Assistant Ahlmad/Nazir with Employee Code Number are put on the Index with proper computerized details of the files in terms of guidelines received from Hon'ble High Court of Delhi regarding "arrangement of record & maintenance of Trial Court Records" vide No.21959-21992/Gen. Branch/South/2014 New Delhi dated 13-10-2014.

This is issued with the approval of Ld. District & Sessions Judge (South), New Delhi.

Officer In-Charge
Record Room (Sessions) South District,
Saket Court Complex, New Delhi.

14694-14715

No. RR(S)/South/SSC/2019 New Delhi, Dated 08.01.19

Copy forwarded for information and necessary action:-

1. The District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. PS to Ld. District & Sessions Judge (South), Saket Court Complex, New Delhi.
3. All the Judicial officer (ADJs/ASJs only) South District, Saket Court Complex, New Delhi "with the request to convey the above directions to the staff working under their control".
4. The Nodal Officer (District web-site), South District, Saket Court Complex "with the request to upload the said circular on District web-site.
5. The Administrative Officer (Judicial), Administration Branch-I, Tis Hazari Courts, Delhi "in preparation of Reference Book Containing a chronological compilation of the circulars and practice directions issued by Delhi High Court & the District Courts from time to time."
6. Branch In-Charge, Judicial Branch-I & II, South District, Saket Courts Complex, New Delhi – for information and record.
7. Guard file.

Officer-In-Charge