

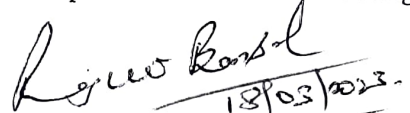
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE SOUTH
SAKET COURT COMPLEX, SAKET NEW DELHI

CIRCULAR

All the Ahlmads/Assistant Ahlmads/Nazirs of Civil Courts of South District, Saket Court Complex are hereby directed to send the decided (Judicial) files up to December, 2021 (**to be sent month by month**) in the Record Room (Civil), South District, Saket Court Complex, New Delhi.

They are also directed to ensure the signatures of Judicial Officer on Exhibits, proper pagination with Unique/Computer ID Number on the Index and first page of Complaints/Petition/Suit. It is also directed, Name & Signatures with Date of concerned Ahlmad/Asstt. Ahlmad/Nazir and Employee Code Number on the Index with proper computerized details of the files in terms of guidelines received from the Hon'ble High Court of Delhi regarding "**arrangement of record & maintenance of Trial Court Records**" vide No.21959-21992/Gen.Branch/South/214 New Delhi dated 13.10.2014.

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


18/03/2023

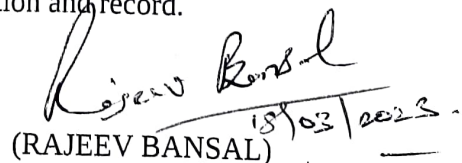
(RAJEEV BANSAL)

District Judge (Commercial)/
Officer In-Charge, Record Room (Civil)
South District, Saket Court Complex.

No. 7979-7990 RR(S)/south/SSC/2023 New Delhi, Dated 18/03/2023

Copy forwarded for information and necessary action:-

1. The Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. PS to Principal District & Sessions Judge (South), Saket Court Complex.
3. All the Judicial Officer (Civil Judges 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 the Hon'ble High Court of Delhi and 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.


18/03/2023

(RAJEEV BANSAL)

District Judge (Commercial)/
Officer In-Charge, Record Room (Civil)
South District, Saket Court Complex. N.Delhi