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

CIRCULAR

In compliance of directions contained in Minutes of Meeting of Portfolio Judges' Committee (Saket Courts Complex) dated 21.11.2025 received vide letter no. 21644/DHC/Mgt. & Coord.-I/BMCC (Saket Court Complex) dated 06.12.2025 of the Hon'ble High Court of Delhi, New Delhi, **It is impressed upon all the Judicial Officers posted in South District to strictly follow following directions :**

i. They will ensure of proper maintenance of court records and registers prescribed under Delhi High Court Rules.

ii. They will ensure regular and timely uploading of regular orders and judgments.

iii. They will ensure providing of certified copies and inspection of records without any inconvenience to advocates and litigants.

iv. They will ensure timely consignment of records.

This issues with the approval of Ld. Principal District & Sessions Judge, South District, Saket Courts Complex, New Delhi.

Officer In-Charge, Judicial Branch,
for Principal District & Sessions Judge, South,
Saket Courts Complex, New Delhi

No. Judl.-I/F.15 & 140/South/Saket/2025/ 56258-56358 **New Delhi, Dated** 11/12/25

Copy forwarded for information and necessary action to:-

1. All the Judicial Officers, South District, Saket Courts, New Delhi.
2. The Officer In-charge, Computer Branch, Saket Courts, New Delhi.
3. The Officer In-charge, Record Room, South District, Saket Courts, New Delhi.
4. The Officer In-charge, Copying Agency, South District, Saket Courts, New Delhi.
5. The Administrative Officer (Judicial), South District to ensure smooth compliance.
6. All the Branches of South District, Saket Courts, New Delhi.
7. PS to Ld. Principal District & Sessions Judge, South District.
8. R & I Branch for uploading on **LAYERS**.
9. Guard file.

Officer In-Charge, Judicial Branch,
for Principal District & Sessions Judge, South,
Saket Courts Complex, New Delhi