OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: SOUTH
SAKET COURTS COMPLEX

URGENT NOTICE

Reg.:- Destruction of Unclaimed Certified Copies prepared till 31st October, 2025 and Applications for supply of certified copies (under objections) for the period i.e. upto 31.10.2025.

All Advocates/Parties/Litigants/Applicants are hereby informed to kindly contact the Copying Agency functional at Room No. 04, Administration Block, Ground floor, Main Building, Saket Courts Complex and the Certified Copies Delivery Counter, functional at Ground floor, Main Building, Saket Courts Complex on any working day (during working hours i.e. **10:30 AM to 01:00 PM & 02:00 PM to 03:30 PM**) to collect the certified copies prepared till **31.10.2025** which are lying ready for delivery.

It is notified for information of all the concerns that if the said certified copies are not collected upto **30.03.2026**, then the said unclaimed copies will be destroyed without any further notice and the amount so deposited by the applicants for such attested copies shall stand forfeited, in view of **"Rule 10 A added in Ch. 5-B, Delhi High Court Rules & Orders Volume V, published in the Delhi Gazette on 01.09.2009"** which explains **"In case the copy of translation or attested copy is not collected within 120 days from the date of its preparation, it will be destroyed and the amount deposited for such copy of translation or attested copy shall stand forfeited."**

The Advocates/Litigants are futher requested to contact Branch In-Charge/Sr. Most Official of the Copying Agency on any working day to collect the applications made for supply Certified Copies till **31st October, 2025** which are lying under objection. However, the said applications, if not collected for removal of objections by **30.03.2026**, shall also be destroyed immediately/thereafter without any further notice and the amount so deposited for such applications shall stand forfeited. Details of such applications/objections are available with the Copying Agency Counter for reference/record purpose.

This notice is issued with the prior approval of Ld. Principal District & Sessions Judge, South District, Saket Courts, New Delhi.

16.03.26

(MANIKA)
Additional Sessions Judge-04(POCSO)
Officer In-Charge (Copying Agency)
South District, Saket Courts Complex

14389-1440
No._____/CA/South/Saket/2026

Dated: 16/3/26

Copy forwarded for information & necessary action to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi
2. The Ld. Principal District & Sessions Judges, Central Distt., THC West Distt., Patiala House Distt., South-East Distt. SaketRouse Avenue Distt., East Distt. KKD, North-East Dsitt., Shahdara Distt. KKD, North-West Distt. Rohini, North Dsitt. Rohini, South West Distt. Dwarka, Delhi/New Delhi.
3. The President/Secretary, Saket Court Bar Association, Saket Courts, Delhi for wider publicity amongst respected Members of Bar and for other Bar Association in Delhi
4. The Incharge, Care Taking Branch, Saket Courts Complex for placing this Notice on all notice boards available in Saket Courts, New Delhi.
5. The Public Information Officer, South District, Saket Courts Complex.
6. The Incharge, Facilitation Centre, Saket Courts Complex.
7. The Branch In-Charge (R&I), South District for uploading the same on LAYERS **as well as to circulate the above and submit compliance report with proof of circulation to the Copying Agency, South District, Saket Courts Complex.**
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9. The Office's of Ld. Principal District & Sessions Judge(South), Saket Courts Complex.
10. Guard File.

16.03.26

(MANIKA)
Additional Sessions Judge-04(POCSO)
Officer In-Charge (Copying Agency)
South District, Saket Courts Complex