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

CIRCULAR

It has come to the notice of the undersigned that a large number of decided files are still lying with the Ahlmads/Assistant Ahlmads/Nazirs without being consigned to the record room, thereby occupying huge space in the Court rooms.

Therefore, it is hereby directed that all the Ahlmads/Assistant Ahlmads/Nazirs of the Courts functioning at South District, Saket Courts Complex shall ensure that all the decided files upto **31.12.2025** are consigned to the Record Room **before 30.04.2026**, without fail.

Before consigning, it shall be the responsibility of the concerned officials to ensure that:-

1. Proper pagination and indexing of the files is carried out.
2. Index for Bookmarking is duly completed for ease of reference and retrieval.
3. The files are consigned in compliance with the prescribed procedure as per the High Court Rules and within the stipulated time frame.

This direction is to be complied with in letter and spirit so as to create adequate space in the Court rooms and maintain proper record management.

Non-compliance, if any, shall be viewed seriously.

13/04/2026.

(Gurvinder Pal Singh)
Principal District & Sessions Judge
South District, Saket Courts Complex,
New Delhi

13/04/26

No.Admn./SD/Saket/2026/ 15837 - 15907 Dated, New Delhi, the 13/4/26

Copy forwarded for information & necessary action to:-

1. The Worthy Registrar General, High Court of Delhi, New Delhi
2. Office of the Principal District & Sessions Judge (HQs), Delhi for information.
3. Ld. Chairman, IT & Digitization, Delhi District Courts, Delhi
4. Office of the Secretariat of Ld. Principal District & Sessions Judge (South), Saket Court Complex.
5. All the Judicial Officers (DHJS/DJS) posted in South District, Saket Court Complex with the request to bring this circular to the notice of staff working under their control for compliance.
6. The Computer Branch, (S) for uploading this order on the official website of South District.
7. The In-charge R & I,(S) New Delhi (for uploading on LAYERS).

13/4/26

Officer Incharge, (Admn.II)
South District, Saket Courts Complex,
New Delhi