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

In the virtual meeting of all the Principal District & Sessions Judge(s) with the Hon'ble High Court of Delhi held on 07.05.2026, it was pointed out by the Worthy Registrar General that the Trial Court Record(s) requisitioned by the Higher Court(s) are (1) not sent/uploaded in time; (2) not properly paginated or bookmarked by the District Court(s) and hence there is an urgent need to appoint a Nodal Officer in each District Court(s) of Delhi, who shall ensure that the Trial Court Record(s) are sent to the Higher Courts in time and be properly paginated and bookmarked.

In compliance thereto, **Sh. Rajinder Kumar Tuteja, Senior Judicial Assistant (Contact No.8588844384),** Branch In-charge, Judicial Branch is hereby appointed as "**Nodal Officer**" for South District, who shall ensure that the Trial Court Record(s) requisitioned by the Higher Courts be (1) sent/uploaded in time and (2) properly paginated and bookmarked.

Further, in the absence of Nodal Officer, due to any unforeseen reasons, **Sh. Sushil Kumar Jatav, Senior Judicial Assistant (Contact No. 9899605807),** Branch In-Charge, Record Room(s) shall work as "**Link Nodal Officer**" for the abovesaid task.

8/5/26

(GURVINDER PAL SINGH)
Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 20479-20591 /Judl./South/Saket/ND/2026 Dated:- 8-5-26

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. The Principal Judge (Family Court), South, Saket Court Complex, New Delhi.
5. The Principal Judge (Family Court), South-East, Saket Court Complex, New Delhi.
6. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service of South District posted at Saket Courts Complex, New Delhi and the concerned officials.
7. The Judge(s) Family Court, South District, Saket Court Complex, New Delhi.
8. The Nodal Officer/Link Nodal Officer aforesaid.
9. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. www.ecourts.gov.in/south & south-east delhi.
10. The Public Relation Officer, Saket Court Complex, New Delhi.
11. Administrative Officers (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. at Saket Courts Complex, New Delhi.
12. For uploading on LAYERS.
13. For uploading on Centralized Website through LAYERS.
14. Guard File.
15. PS attached with undersigned.

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