OFFICE OF THE DISTRICT AND SESSIONS JUDGE (SOUTH DISTRICT)
DISTRICT COURT COMPLEX SAKET, NEW DELHI.

CIRCULAR

It is observed that Trial Court Record(s) (TCR) are not being sent by the Trial Court(s) well in time as and when requisitioned by the Higher Court(s).

All the Judicial Officers posted in South District at Saket Court Complex are impressed upon to direct the Ahlmad of their respective Courts that whenever a Trial Court Record is requisitioned by the Sessions Court(s), Hon'ble High Court of Delhi or the Hon'ble Supreme Court of India, the same be transmitted to the requisitioning Court(s) **at least two days prior to the date fixed for hearing or as directed by the Higher Court(s)** in prescribed format as desired by them.

The concerned Judicial Officer(s) shall ensure that the record is complete, properly paginated, indexed and securely transmitted so as to reach the requisitioning Court within the prescribed time.

Non-compliance of the directions will be viewed seriously.

(Sanjeev Kumar Aggarwal)
Principal District & Sessions Judge (South)
District Court Complex Saket,
New Delhi

40926 - 40991
No. F.No.15/Judl.-I/South/SCC/ND/2026 **Dated:-** 19/9/26

Copy forwarded for information /necessary action to:-

1. All the Judicial Officers posted in South District at Saket Courts Complex, New Delhi.
2. The Officer In-Charge (Computer) to upload the same on the District Website.
3. The Officer In-Charge (R&I) Branch to upload the same on the Layers.
4. PS(s) to the undersigned.

(Sanjeev Kumar Aggarwal)
Principal District & Sessions Judge (South)
District Court Complex Saket,
New Delhi