

OFFICE OF THE DISTRICT & SESSIONS JUDGE :
NORTH-WEST DISTRICT : ROHINI COURT : DELHI

No. F.2(1)/Cir./Admn.(NW)/2019/ 10548-10589 Dated, Delhi the 01/4/19

Copy of the Circular bearing no. 19509-19589/Misc./Genl./2019 dated 29.03.2019 of the Ld. District & Sessions Judge (HQs), Delhi, is forwarded to the following officers with the request to bring the contents of the said circular to the notice of the staff members working under their kind control.

1. The Ld. Judge Incharge, Mediation Centre, Rohini Court, Delhi.
2. The Ld. Secretary, DLSA (North-West), Rohini Court, Delhi.
3. All the Sr. A.O.(J)s and Branch Incharges of North-West, Rohini Court, Delhi.
4. The Record Officer (RTI-NW), Rohini Court, Delhi.
5. The Ld. District & Sessions Judge Secretariat (N/W), Rohini Courts, Delhi.
6. The Facilitation Centre, Rohini Court, Delhi.
7. Web-Site of Rohini District Court, Delhi.
8. The Dealing Official, LAYERS seat, Rohini Courts, Delhi, for uploading on LAYERS.
10. For uploading on Centralized website through LAYERS.

Usha
11/4/19

(USHA KHATTER)
Sr. Administrative Officer (Judicial)
Administration Branch
North-West Distt.:Rohini Courts:Delhi

29-03-19

Rohini District Courts

CIRCULAR

Subject: Maintenance of Administrative Files and Registers

In order to enhance the productivity and effectiveness of the work in this establishment, it is impressed upon all the Sr. Administrative Officers (Judicial), Administrative Officers (Judicial) and Branch Incharges posted at Headquarters Central District, Tis Hazari Courts, Delhi to comply with the following guidelines:

1. Maintain all new files with pagination w.e.f. 01.04.2019.
2. Complete pagination of all running/pending files be done before 30.04.2019.
3. Complete pagination of all disposed off files be done before 30.06.2019.
4. Maintain file registers bearing columns showing subject, date of initiation of file, file number, movement of file, date when file is closed and the place where file is kept.
5. Make inventory in a separate register with respect to closed files.
6. Alphabetical insertion in pagination shall not be allowed.
7. Time frame for preparing registers is as under:
 - (i) Prepare a Register w.e.f. 01.04.2019 for new files.
 - (ii) Prepare a Register on or before 30.04.2019 showing pending files.
 - (iii) Prepare a Register on or before 30.06.2019 showing disposed off files.

All these Registers shall be produced before Ld. Officer Incharge of the respective Branch once in a month without fail.

J. P. Singh
(TALWANT SINGH)

District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

Copy forwarded for information / necessary action to: -

No. 19509-19589 Misc./Genl./2019

Delhi, Dated the 29/03/2019.

1. All the District & Sessions Judges, West, Karkardooma, Rohini, Patiala House, Dwarka, Saket Courts Complex, Delhi/New Delhi. *N/W*
2. Judge Incharge, Rouse Avenue Courts Complexes, New Delhi.
3. All the Sr. Administrative Officers (J), Administrative Officers (J); Branch Incharges posted at Central District, Tis Hazari Courts, Delhi.
4. PS to the Undersigned.
5. Concerned Official Computer Branch to upload the Circular on LAYERS.

Sr. AOG for circulation and needful in the N-W Distt also
J. P. Singh
District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

जिला एवं सत्र न्यायाधीश (उत्तर-पश्चिम)
District & Sessions Judge (North-West)
रोहिणी न्यायालय, दिल्ली
Rohini Courts, Delhi

Sr. AOG, Admn.

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