

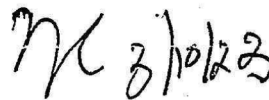
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

OFFICE ORDER

In order to streamline the work of R&I Section, HQs and bring about more efficacy and accountability in the functioning of receipt and dispatch work of Dak/letters in the establishment of Delhi District Courts, it is hereby ordered that all the R&I Branches in each of the Judicial Districts shall henceforth establish a system whereby they would receive the entire dak/letters pertaining to their respective District under a single window system from the Headquarters. Thence, they would also be establishing a process for recording the receipt as well as acknowledgment of dak/letters alongwith the signature and employee code of the incumbent responsible for receipt of such communique in their District. Henceforward, it would be the responsibility of the R&I Section of the concerned District that the dak/letters pertaining to their individual Districts is properly distributed to the addressee Courts/Branches or for that matter concerned Officer and official.

Note: 1. While sending the final acknowledgment to the R&I (HQs) the concerned Branch In-Charge, R&I is to ensure that both the signature as well as Emp. Code of the acknowledging personnel is legibly available on the receipt per se.

2. Internal Distribution of Dak/letters within the District sent by R&I (HQs) shall be further carried out by the Dak Peons posted in respective R&I Branches of individual Districts and not by incumbents sent from Headquarters (their responsibility is henceforth limited to getting the same delivered at R&I Branches in individual Districts only).



(Narottam Kaushal)

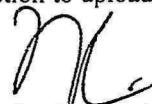
Principal District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

No. 73624-684 Cir./R&I/HQs/THC/2023

Dated, Delhi the 03 OCT 2023

Copy forwarded for information and necessary action to:

1. Worthy Registrar General, Hon'ble High Court of Delhi, New Delhi
2. All the Principal District & Sessions Judges, Delhi/New Delhi
3. All the Officer In-Charges, R&I, all Districts, Delhi/New Delhi to ensure compliance in their respective Districts.
4. All the Branch In-Charges, R&I, all Districts, Delhi/New Delhi for compliance in letter and receipt.
5. The Personal Office of the undersigned.
6. The Sr. Accounts Officer / Accounts Officer, Central, THC, Delhi.
7. The DDO, Accounts Branch concerned Delhi / New Delhi.
8. The Dealing Assistants, Personal File, LAYERS Seat, Central, THC, Delhi for further necessary action/updation as per rules.
9. The Dealing Assistants, ACR Cell (HQs), Delhi for maintaining/updating the record regarding posting details of the official concerned for the purpose of seeking ACRs.
10. The Dealing Asst., Website Committee, THC with the direction to upload the order on the on the Website.



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