

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE-CUM-SPL.JUDGE,  
(PC ACT) CBI, ROUSE AVENUE DISTRICT COURTS, NEW DELHI.**

**CIRCULAR**

In pursuance of directions contained in the order dated 04.01.2024 passed by Hon'ble High Court of Delhi in Writ Petition (Civil) No. 6082/2019 titled "Karan S. Thukral Vs. District & Sessions Judge & Ors." For complying with directions for Implementation of Centralized Filing System at Rouse Avenue District Court for physical filing of pleadings, miscellaneous applications, documents, following directions are being issued which shall be effective from 01.02.2024 :-

1. No Court of Rouse Avenue District Court shall accept the filing of any written statement/ Rejoinder/ Misc. Application/ Document or other Interim Application in ongoing and pending cases/ decided cases directly in the court and the filing shall be made only through Centralized Filing Counter.
2. The filing of Written Statement/ Rejoinder/ Misc. Application / Document and any other application shall be filed at the Filing Counter on every working day from 10:00 AM to 03:30 PM with lunch break from 01:30 PM to 02:00 PM.
3. While filing of Written Statement/ Rejoinder/ Misc. Application/ Document or other Interim Application at the Filing Counter, the same shall contain the case information format, memo of parties on the covering page, index, court name, case number, next date of hearing (in pending matters) and the mobile number & email ID of the Advocates/ Litigants.
4. The Advocates/ Litigants filing the Written Statement/ Rejoinder/ Misc. Application/ Document or any other Interim Application (Urgent as well as non-urgent) in an ongoing case shall file a receipt to the effect that advance copy of the same has been supplied to the opposite party and its proof of service. The filing party/ Advocate shall preferably mention email ID and the mobile number of the opposite counsel on the covering page.
- 5(a). On receiving the Misc. Application or any other Interim Application (urgent as well as non-urgent) in an ongoing case, the Filing Counter shall register it in the "IA module of CIS" and allocate the same to the court concerned. They shall give the unique IA filing number to the Advocate/ Litigant filing the application. Further proceedings in such application(s) shall be updated in CIS by the Ahlmad/Asstt. Ahlmad of the concerned court in regular manner.

5(b). On receiving Written Statement/ Rejoinder/ Document in an ongoing cases the Filing Counter shall enter the details of the same in the establishment wise register mentioning the date,

serial number and other details including the name of the concerned court and give a unique filing number and acknowledgement receipt to the Advocate/ Litigant filing the aforesaid.

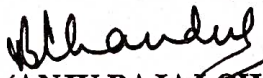
6. The Written Statement/ Rejoinder/ Misc. Application/ Document or other Interim Application filed before 12:30 PM shall be timely sent to the concerned court by 02:00 PM and the application filed after 12:30 PM to 03:30 PM be sent to the concerned court on the next working day.

7. In exceptional circumstances of urgency, there would be no need to route the urgent applications through the Filing Counter provided the same is allowed to be filed by the concerned court on the ground of urgency.

8. The Ahlmad of the concerned court shall enter the Written Statement/ Rejoinder/ Misc. Application/ Document or other Interim Application manually in the register maintained by him. The register shall contain date, serial number, case title, time of receiving and the subject matter of the document. The registration number generated manually or through CIS shall be provided to the parties, if demanded.

9. It is clarified that the aforesaid directions shall not preclude the court from taking on record the Written Statement/ Rejoinder/ Misc. Application/ Document or other Interim Application on the day when the matter is taken up for hearing.

Non-Compliance of the same shall be viewed seriously.

  
(ANJU BAJAR CHANDNA)  
Principal District & Sessions Judge  
-cum Spl. Judge (PC ACT), CBI,  
Rouse Avenue District Court  
New Delhi.

Nx 01.23 P.m

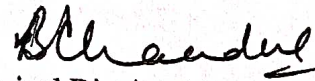
No 1651-1716-C /Bail & Filing/RADC/2024

Dated 22/01/2024

Copy forwarded for information and necessary action to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.

2. The Principal District & Sessions Judge (Hqs), Tis Hazari Courts, Delhi.
3. All the Judicial Officers posted in Rouse Avenue District Court, New Delhi with the request to direct their staff members for compliance the directions.
4. The officer-in-charge, Computer Branch, RADC, New Delhi.
5. The CMM Office, RADC, New Delhi.
6. Branch Incharge, Computer Branch, RADC with the direction to provide necessary technical support & uploading on website.
7. The PS to the undersigned.
8. The Bar Office, Bar Rooms of RADC, New Delhi with the request to display the same on the Notice Boards.
9. Care Taking Branch, RADC, New Delhi with the direction to display the same on the Notice Board.



Principal District & Sessions Judge  
-cum Spl. Judge (PC ACT), CBI,  
Rouse Avenue District Court  
New Delhi.