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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
WEST DISTRICT: TIS HAZARI COURTS: DELHI

CIRCULAR

Sub: Directions regarding timely consignment of decided Judicial Files to the Record Room, irrespective of completion of scanning/digitization.

It has been observed that a considerable number of decided judicial files are yet to be consigned to the Record Room and continue to remain in the custody of the concerned Ahlmads. Assistant Ahlmads and other officials entrusted with the maintenance of judicial records. Such accumulation occupies valuable working space within court rooms and impedes the systematic management, preservation and retrieval of judicial records.

The matter has been considered, particularly in view of the operational constraints arising from staff shortages and the competing administrative responsibilities being discharged by the concerned court establishments.

Accordingly, all Ahlmads, Assistant Ahlmads and other officials having custody of decided judicial files in the courts and offices functioning under West District, Tis Hazari Courts, Delhi, are hereby directed to consign all such judicial files to the Record Room without insisting upon prior completion of scanning/digitisation.

Before consignment, it shall be responsibility of the concerned official to ensure that:-

1. Proper pagination and indexing of each file is carried out.
2. Index for Bookmarking is duly completed for ease of reference and retrieval.
3. the files are consigned in compliance with the prescribed procedure as per the High Court

Rules and within the stipulated time.

The aforementioned directions shall be complied with in letter and spirit so as to create adequate space in Court Rooms and maintain proper record management.

Non-compliance, if any, shall be viewed seriously.


13.10.2026
(PITAMBAR DUTT)
Principal District & Sessions Judge (West)
Tis Hazari Courts, Delhi

Copy forwarded for information and necessary action to:

1506/46330-46418
No...../Admn./West/THC/2026

Delhi, dated the..... 13.10.2026

1. The Worthy Registrar General, High Court of Delhi, New Delhi, through e-mail.
2. The Chairperson, IT & Digitisation, Delhi District Courts, New Delhi, for information.
3. All the Ld. Judicial Officers (DHJS/DJS) posted in West District, Tis Hazari Courts, Delhi, with the request to bring these directions to the notice of the concerned court staff and ensure compliance in their respective courts.
4. The Branch Incharge, Record Room, Tis Hazari Courts, Delhi for information and compliance in letter and spirit of the aforesaid directions without insisting upon prior completion of scanning/digitisation of judicial files.
5. The In-charge, Receipt & Issue (R&I) Branch, West District, Tis Hazari Courts, Delhi, for information and necessary action, including uploading the Circular on the Layers Portal and the official website of West District.
6. PS to the undersigned.


13.10.2026
Principal District & Sessions Judge (West)
Tis Hazari Courts, Delhi