

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs), TIS HAZARI  
COURTS, DELHI**

No. 40281-406 Misc./Admn.II/HQs/THC/Delhi/2024

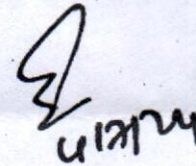
Dated, Delhi the 05 JUL 2024

**ORDER**

It has been observed that consequent upon a letter being received in a concerned Branch, the same is being put up before the undersigned in a delayed manner, even when the matter is time bound/urgent. Such negligence towards the work is inexcusable as such.

Thereby, all the Branch In-Charges are directed to ensure that a letter once received in their respective Section should be placed before the undersigned or the concerned Officer In-Charge (as the case may be) within seven working days of its receipt in the Branch. In the event of any undue delay, a brief note explaining the reasons for the delay should be accompanied alongwith the noting.

Non compliance of directions shall be viewed seriously.



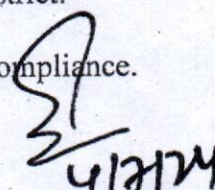
**(SANJAY GARG-I)**  
Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi

No. 40281-406 Misc./Admn.II/HQs/THC/Delhi/2024

Dated, Delhi the 05 JUL 2024

**Copy forwarded for information and necessary action to:**

1. All the Officer In-Charges in Central District.
2. The Personal Office of the undersigned.
3. The Administrative Officer (Judl.), Central District.
4. The Sr. Accounts Officer/Accounts Officer, Central District.
5. Website Committee/LAYERS for updation.
6. All the Branch In-Charges, Central District to ensure compliance.



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