

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: THC: DELHI

No. 38237-39237 Misc./Admn.-II/HQs/THC/Delhi

Dated Delhi the 01/10/2025

CIRCULAR

Reference circulars:

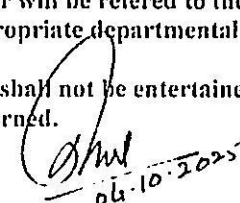
1. No. 50288-51088/Misc./Admn.II (HQs)/2022 dated 23.12.2022.
2. No. 23897-24067 Misc./Admn.II (HQs)/2022 dated 08.06.2023.
3. No. 37380-37600/Cir./ P&T/Admn-II/HQs/2023 dated 18.09.2023
4. No. 45508-708/Cir./ P&T/Admn-II/HQs/2023 dated 26.10.2023

In continuation of above mentioned earlier Circulars and other directives, issued both individually and collectively, from time to time, this office has repeatedly emphasized on completing handing over/taking over work of files (both decided and pending) to the incumbent Ahlmad Asst. Ahlmad in the concerned Court by the previous officials posted therein. However, it has come to the notice of the undersigned that still some of the Ahlmads and Asst. Ahlmads concerned who were to execute compliance thence, are not complying with such directions in letter and spirit. Instead, they come up with lame excuse for the delay in the handing over/taking over of the charge. This practice not only results in wastage of administrative efforts, but also cause hindrance in smooth functioning of the judicial work.

In the light of above, all those officials who have not completed the task of handing over/taking over work of files are hereby directed to comply with the same in letter and spirit at the earliest and latest by 18.10.2025 (in terms of extant norms stipulated in Chapter 16 Part D of Vol IV of Delhi High Court Rules titled 'Custody of Judicial Records') and to submit the compliance report to this office by said date, failing which and/or in case of non-compliance of such directions, such official(s) shall render himself/herself liable to face appropriate disciplinary action.

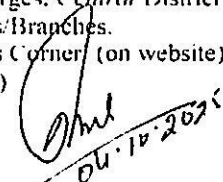
Note:

- (i) In the event of delinquency/reluctance by predecessor/incumbent Ahlmad/Asst. Ahlmad in handing over/taking over the charge of court records, the matter will be referred to the Vigilance Branch of the concerned District for initiation of appropriate departmental inquiry for non-compliance and dereliction of duties.
- (ii) Any individual complaints received at this office in this regard, shall not be entertained without the remarks of the Presiding Officer of the Court concerned.


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

Copy forwarded for information and necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. All the Ld. Principal District & Sessions Judges (HQs) Delhi/New Delhi with the request to bring the contents of the instant circular to the staff posted under their kind control in their respective Districts.
3. All the Ld. Presiding Officers, Administrative Officers (J), Branch in-Charges, Central District with the request to apprise the same to the staff posted in their respective Courts/Branches.
4. The Web-Site Committee/LAYERS to upload the order on the 'Employees Corner' (on website)
5. All the officials (central district) of Ministerial Cadre (through e-mail only)


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