

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

ORDER

Sub.: Mandatory Adherence to Procedures for Handling Litigation Matters

It has come to the notice of the undersigned that despite the issuance of specific directives under Office Order No. 61388-61428/Lit./2019 dated 07.08.2019, there have been persistent lapses in compliance by the relevant Branch(s). Notably, timely submission of comments, status reports, vetting reports and other requisite documents to the Litigation Branch (HQs) has not been observed.

In light of the above, all concerned Branch(s) of the all District Courts are hereby directed to adhere strictly to the following procedures for handling both current and forthcoming litigation matters involving this office :

- 1. Preparation of Parawise Comments :** Upon receipt of communication from the Litigation Branch (HQs), the concerned Branch(s) shall promptly prepare parawise comments inclusive of a summary of the case facts. These comments must be submitted to the Litigation Branch in a timely manner, subsequent to obtaining approval from the concerned Officer In-charge / Presiding Officer.
- 2. Vetting and Verification :** The parawise comments must undergo thorough vetting and verification. This process should be completed and signed by the Officer In-charge or where applicable, the Chairperson/Senior Most Member of the Committee whose decision is subject to litigation.
- 3. Clarifications and Inputs :** In case, Officer In-charge or Chairperson/Senior Most Member of a Committee require any clarifications or additional information, they are permitted to seek such inputs informally from the previous Chairperson / Member / OIC of the relevant committee, as available.
- 4. Draft Counter Affidavit/Reply :** Draft Counter Affidavits or Replies prepared by the Legal Counsel(s) must be given priority for vetting and verification by the concerned branch(s). Such documents should be returned to the Litigation Branch (HQs) following approval from the Officer In-charge of the concerned branch and subsequent signing by the designated officer or Nodal Officer, ensuring that all procedural requirements are duly followed.
- 5. Compliance with Court Directions :** All directives issued by the Hon'ble Courts must be complied with promptly. In instances of non-compliance or undue delay, any costs imposed by the Court shall be deducted from the salary of the responsible official or Branch In-charge.

All concerned Branch(s)/Concerned Officials are mandated to follow the aforementioned procedures meticulously to ensure the efficient and timely management of litigation matters.

(SANJAY GARG-I)

Principal District & Sessions Judge (HQs)
Delhi.

No.: 47333 - 47408 /Lit.(HQs)/2024

Delhi, Dated, 10/08/24

Copy forwarded for information and necessary action to :-

1. All the Ld. Principal District & Sessions Judges, Delhi with a request to circulate the aforesaid order amongst all the Ld. Officer In-charge(s) under their kind control.
2. All the Ld. Officer In-charge(s) of Central District, Tis Hazari Courts, Delhi.
3. The DDO, Accounts Branch (Central), Tis Hazari Courts, Delhi.
4. Personal Office of Ld. Principal District & Sessions Judge (HQs), Delhi.
5. The Website Committee, Tis Hazari Courts, Delhi.

Administrative Officer (Judicial)
Litigation Branch (Central)