

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: SOUTH DISTRICT**  
**SAKET COURT COMPLEX : NEW DELHI**

**C I R C U L A R**

It has been observed that all the Ahlmads/Asstt. Ahlmads posted in the South District & Concerned dealing officials in the Record Room, South District are not sending the requisite record in the scanning room for the digitization purpose well in advance despite receipt of requisitions but send immediately and at the eleventh hour before dispatch of the same to the Hon'ble High Court of Delhi. Due to said reason the files/records can not be scanned well in advance.

All the Ahlmads/Asstt. Ahlmads posted in South District & dealing Officials in Record Rooms (South) are hereby directed to send the requisite record in the scanning room with proper indexing for digitization well in advance forthwith on receipt of requisition or at least 7 (Seven) days before actual/tentative date being date for dispatch of the record to Hon'ble High Court of Delhi.

**This is issued with the approval of Ld. District & Sessions Judge(South), Delhi.**

18-1-16  
Officer In-charge/Additional District Judge  
Record Room (Sessions, Civil & Criminal), South District  
Saket Courts Complex

No. 12-2-3 - 1270 RR(South)/SD/SCC/15 New Delhi, Dated 18/1/16

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

1. PS to Ld. District & Sessions Judge(South), Saket Court Complex, New Delhi.
2. Ld. District & Sessions Judge(South-East), Saket Court Complex, New Delhi "*with the request to circulate the above directions to the staff working in South-East district.*"
3. All the Judicial Officers, South District, Saket Courts Complex, New Delhi "*with the request to convey the above directions to the staff working under their control.*"
4. The Nodal Officer (District web-site), South District, Saket Courts Complex "*with the request to upload the said circular on District web-site.*"
5. Special Metropolitan Magistrate, Beggars Court (South District), Jal Vihar, Lajpat Nagar-II "*with the request to convey the above said directions to the staff working under their control.*"
6. Administrative Officer (Judicial)/Branch In-Charge, Record Room, South District, Saket Courts Complex, New Delhi. "*with the request to convey the above directions to the staff working under their control.*"
7. Guard file.