

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

C I R C U L A R

All the Ahlmads/Assistant Ahlmads of South-East District, Saket Courts Complex are hereby directed to send the decided (Judicial) files up to December, 2015 in the respective Record Rooms i.e. Sessions, Civil & Criminal/Faujdari for the consignment.

They are also directed to ensure the signatures of Judicial Officer on Exhibits, proper pagination with Unique/Computer ID No. on Index and first page of complaints/petition. This is also directed that signatures with date of concerned Ahlmad on the Index with proper computerized (details declaration of exhibited documents, Pws etc.) of the files in terms of guidelines received from Hon'ble High Court of Delhi regarding "arrangement of record & maintenance of Trial Court Records".


(RAJ KUMAR TRIPATHI)

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

6666-6712

No. RR(South-East)/SED/SCC/16

New Delhi, Dated 03/06/16

Copy forwarded for information and necessary action to:-

1. The District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. PS to Ld. District & Sessions Judge(South-East), Saket Court Complex, New Delhi.
3. All the Judicial Officers, South-East 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 & South-East District, Saket Courts Complex " *with the request to upload the said circular on District web-site.* "
5. Administrative Officer (Judicial)/Branch In-charge, Administration Branch, South-East District, Saket Courts Complex, New Delhi.
6. Branch In-Charge, Judicial Branch-I & II, South-East District, Saket Courts Complex, New Delhi " *for information & record.* "
7. Guard file.


Branch In-Charge

Record Room, South-East District,
Saket Courts Complex

3/6/16

Be circulated.
[Signature]
3.6.16