OFFICE OF THE DISTRICT & SESSIONS JUDGE (HEADQUARTER) : DELHI

CIRCULAR

The Judicial Officers of all the District Courts of Delhi are hereby informed that Ld. District & Sessions Judge (HQs.) Delhi is pleased to approve the guidelines to streamline the issuance of Judge Car Parking Stickers in pursuance of the directions of the Hon'ble High Court of Delhi. The guidelines are given as below:-

1. A Judicial Officer shall be entitled for Judge Car Parking sticker only in respect of single car. Further, only one sticker shall be issued in respect of that car.
2. The sticker shall only be issued to the serving members of DHJS & DJS on their requisition in the prescribed proforma annexed herein as Annexure-A.
3. The sticker shall be issued only for the vehicle which is being used by the Judicial Officer for his/her office and personal use.
4. **The sticker shall be issued only for a single vehicle registered in the name of Judicial officers or his/her close relative (i.e. spouse, parents of the Judicial Officer i.e. father or mother and children of the Officer) and is used exclusively by the Officer.**
5. The officer applying for issuance of sticker in prescribed form will have to submit self attested copy of RC of the vehicle for which the sticker has been requisitioned.
6. All the Officers of DHJS & DJS shall ensure that sticker shall be used only for the vehicle for which stickers have been issued and is not misused by other person.
7. The sticker issued to a Judicial officer shall be used and valid for a given calendar year only. If any officer seeks for issuance of sticker before the expiry of the calendar year for which sticker has been issued, he/she shall submit an undertaking that previous sticker issued to him/her has been torned/destroyed/ruined/mutilated or any other ground for which officer is seeking fresh issuance of sticker. He/She shall return ruined/destroyed/mutilated part of the previous sticker in the office of the concerned ACJ alongwith an application.
8. In order to maintain uniformity and to keep record, the sticker shall be issued by the Office of ACJ (Central). Officer posted in other Courts premises, other than Tis Hazari shall apply to the Office of ACJ of concerned District, then such application alongwith the proforma and the requisite documents shall be forwarded to the Office of ACJ (Central) upon which the office of ACJ (Central) shall issue the sticker on prescribed form and as per norms to the office of the concerned ACJs. The concerned employee of concerned office of ACJs shall give acknowledgment of the same.
9. The sticker issued shall be in the name of Officer with cadre as well as vehicle number on it and no request shall be entertained to issue the sticker without the name or vehicle number of the Officer concerned.

Contd. 2.....

10. To maintain uniformity in use of sticker, Officers concerned shall affix the sticker at the bottom of left corner of the front wind shield.
11. The sticker shall be issued only in respect of a vehicle for which the Judicial Officer shall specifically asked for as per details to be given in prescribed form.
12. If a sticker is not being displayed on the car for which it is issued, that sticker should be immediately returned by the Judicial Officer.
13. In case, any Officer sells off his vehicle, he/she shall ensure that the stickers already affixed on the vehicle is removed and returned to the Office of ACJ (Central) or else an undertaking shall be furnished that the stickers have been torned/destroyed by him.
14. All the officer's are requested not to use previously issued stickers in this calendar year i.e. 2018, they are requested to apply for fresh sticker as per their requirement for the year 2018. In future at the end of every calendar year fresh application has to be made for issuance of stickers for the coming calendar year.
15. The office of ACJ (Central) shall file a report regarding destruction of un-issued stickers for a given calendar year after the completion of the calendar year, by 31st January of the next year.

(GAJENDER SINGH NAGAR)
ADMINISTRATIVE CIVIL JUDGE (CENTRAL)
DELHI

No. 59574-59744/ACJ(Central)/2018 Delhi, Dated the 11-9-18

Copy forwarded for information and necessary action to:-

1. The Ld. District & Sessions Judges, West, North-East, East, South- West, New Delhi, North-West, North, Shahdara, South & South-East, Delhi/New Delhi with the request to circulate the same amongst all the Officers of DHJS/DJS of their respective districts.
2. The Ld. Principal Judge, Family Courts (HQs), Dwarka Courts Complex, Dwarka, New Delhi with request to circulate this circular amongst all the Judges, Family Courts in their respective districts.
3. All the Judicial Officers (DHJS & DJS), Central District, THC, Delhi & on Deputation/Diverted Capacity.
4. Ld. Administrative Civil Judges of all District Courts Complex, Delhi.
5. P.S. to Ld. District & Sessions Judge (HQs.), Delhi.
6. Admn. Officer (J), Judicial Branch, Central, Tis Hazari Courts, Delhi.
7. Website Committee, Tis Hazari Courts, Delhi.

ADMINISTRATIVE CIVIL JUDGE (CENTRAL)
DELHI

ANNEXURE 'A'

(For use by Judicial Officers of the Office of District Courts at Delhi for obtaining sticker for their personal vehicle.)

1.	Registration number of the vehicle for which sticker/car parking label is required.	
2.	Name, Designation and Official address of the applicant (Including name of the building where the office is located).	
3.	Residential address of the applicant.	
4.	Whether the vehicle is registered in the name of the applicant or spouse.	
5.	If the vehicle is registered in the name of spouse, please tell his/her name, residential/office address and contact number (including designation/Post held, if any)	

DECLARATION

I hereby certify that the information given by me in the present application are correct and no material information has been withheld. I also undertake that the above vehicle shall be used by me.

Dated : _____

Signature of applicant

(Name & Designation)

Tel. No.....

Note : Attested copy of registration certificate of the vehicle to be attached.