

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

[Section 4(1)(b)(iii)]

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**ACCOUNTS BRANCH (CENTRAL):**

The matter is put up by the dealing Assistant (JJA/JA/Sr. JA ) for the perusal & kind approval of competent authority according the following hierarchy and according to the matter. (All matters deals according to their requirement)

District & Sessions Judge (HQ), Delhi  
Controlling Officer  
Head of office  
Drawing & Disbursing Officer  
Accounts Officer/Assistant Accounts Officer  
Senior Judicial Assistant  
Judicial Assistant  
Junior Judicial Assistant

**आपदा प्रबंधन इकाई, केन्द्रीय जिला न्यायालय, तीस हजारी, दिल्ली।**

आपदा प्रबंधन से जुड़े सभी सुझाव/निर्णय इत्यादि आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा समिति द्वारा लिए जाते हैं। इस हेतु समय-समय पर बैठकों का आयोजन किया जाता है तथा समिति द्वारा दिए गए सुझावों पर माननीय जिला एवं सत्र न्यायधीश मुख्यालय दिल्ली की अनुमोदन एवं स्वीकृति के उपरांत उनके क्रियान्वयन से संबंधित सभी कार्य आपदा प्रबंधन इकाई के द्वारा किए जाते हैं।

**COMPUTER BRANCH. TIS HAZARI COURTS, DELHI**

The matters are used be placed before the Centralized Computer Committee, Learned Officer Incharge and Nodal Officer, Computer Committee, Central District through Administrative Officer (Judicial)/ Branch In-charge.

**COPYING AGENCY (CIVIL) [CENTRAL DISTRICT]**

Every month a meeting related to the problems of copying agencies are held, headed by Id. Officer Incharge (Copying Agencies), the copying agencies works is supervise by Officer Incharge, Administrative officer (Judicial), CAs and Branch Incharges of respective copying agencies and with regard to accountability, Rule 41, Chapter 17 of Delhi High Court Rules may be referred to.

**COPYING AGENCY (CRIMINAL) – CENTRAL DISTRICT**

Every month a meeting related to the problems of copying agencies is held, headed by Id. Officer Incharge (Copying Agencies), the copying agencies works is supervised by Officer Incharge, Administrative officer (Judicial), CAs and Branch Incharges of respective Copying Agencies and with regard to accountability, Rule 41, Chapter 17 of Delhi High Court Rules may be referred to.

## **COPYING AGENCY (SESSION) – CENTRAL DISTRICT**

Every month a meeting related to the problems of Copying Agencies are held, headed by Id. Officer Incharge (Copying Agencies). The Copying Agencies work is supervised by Officer Incharge, Administrative Officer (Judicial), CAs and Branch Incharges of respective Copying Agencies and with regard to accountability, Rule 41, Chapter 17 of Delhi High Court Rules may be referred to.

## **EVENING COURTS CELL**

The Judicial files/Case records pertaining to Evening Courts are put up before the Ld. Presiding Officer/MM for final decision.

## **GENERAL BRANCH – CENTRAL DISTRICT**

### **1. Decision Making Process:**

Decisions are taken by the Officer-in-charge of the Branch on the noting put up by the Branch Head.

Also various Committees deal with the matters pertaining to Branch which are direct source of Decision Making viz.

- Environment Committee
- Building Maintenance Committee
- Condemnation Board
- Committee on Citizen Charter
- Committee for Uniform to Group C Employees

### **2. Supervision and Accountability:**

Subordinate staff remains in direct supervision of the Branch Head and the Branch is also being inspected by the Officer-in-charge, from time to time.

## **हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली**

राजभाषा हिन्दी के प्रचार – प्रसार से संबंधित सुझाव/निर्णय इत्यादि केन्द्रीय हिन्दी कार्यान्वयन समिति के द्वारा लिए जाते हैं, इस हेतु समय-समय पर बैठकों का आयोजन किया जाता है तथा समिति द्वारा दिए गए सुझावों पर माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली की स्वीकृति के उपरांत उनके क्रियान्वयन से संबंधित कार्य केन्द्रीय हिन्दी कार्यान्वयन समिति के नियंत्रण एवं मार्गदर्शन में हिन्दी अनुभागों के द्वारा किए जाते हैं।

## **JUDICIAL BRANCH- CENTRAL DISTRICT**

As per rules laid down in Swamy's Manual of Office Procedure.

### **DISTRICT COURT LIBRARY – CENTRAL DISTRICT**

Incharge/Information Officer-cum-Librarian put up the matter before the Chairperson Centralized Library Committee/Officer Incharge Library and Chairperson Centralized Library Committee/Officer Incharge Library directed/marked that the matter be put up before the Centralized Library Committee. Thereafter, Incharge/Information Officer-cum-Librarian put up the matter before Centralized Library Committee and the Committee gives their recommendations/opinion in the Minutes, which is finally put up before Ld. District & Sessions Judge (Headquarters), Delhi for approval. After such approval, the steps are taken for making compliance of the directions/resolutions in the Minutes.

### **OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE CENTRAL DISTRICT**

Notes are prepared by dealing clerk, checked by A.O (j) and approved by LD. CMM.

### **PURCHASE CELL – CENTRAL DISTRICT**

Branch Incharge, Purchase Cell places the matters/proposals (as received from other branches) relating to procurement of articles/items as per requirement to run the establishment, award of contract for maintenance of equipments, rate contract, before Purchase Committee (Central) duly constituted by the Ld. District & Sessions Judge (HQs.), Delhi.

The Purchase Committee after due deliberations, consideration & discussions in accordance with rules as laid down in the General Financial Rules 2017 and guidelines/instructions issued by Finance Department & Central Vigilance Commission time to time initiates the matter further and gives their recommendations/opinion for final approval of Ld. District & Sessions Judge (HQs), Delhi i.e. the HOD.

### **RECORD ROOM (CIVIL) – CENTRAL DISTRICT**

The Record Room (Civil), discharges the whole official obedience as per the rules of the Hon'ble High Court of Delhi.

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