

## THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

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

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### ACCOUNTS BRANCH (CENTRAL)

Discharge of duties as per rules, regulations, notifications, and instructions orders dealing with subject issued by the Central Government received through Delhi Government and published in Swamy's Book. Further matter pertains to Administration Branch (HQ), Tis Hazari Courts, Delhi and also other matter as per requirement.

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

आपदा प्रबंधन इकाई आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा समिति द्वारा दिए गए आदेशों/निदेशों का अनुपालन करना, आंतरिक एवं बाह्य विभागों/कार्यालयों से प्राप्त सभी पत्रों पर कार्यवाही करते हुए कार्यालय बैठकों का आयोजन करना, उन्हें विचारार्थ वरिष्ठ अधिकारियों के सम्मुख प्रस्तुत करना, आदेशानुसार/ निर्देशानुसार कार्यवाही करना और कार्यवाही का रिकार्ड फाईल में रखना।

### COMPUTER BRANCH, TIS HAZARI COURTS, DELHI

Procurement made through GeM Portal or e-Procurement under GFR/CVC guidelines and Rules laid down.

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

- a) CA application applied by the applicant is sent to the concerned court preferably on the same day.
- b) Best efforts are made to deliver the certified copies within stipulated period of three days, in case of CA application applied in urgent mode and within six days in case of CA application applied in ordinary mode.

### COPYING AGENCY (CRIMINAL) – CENTRAL DISTRICT

Following norms are set to discharge functions of preparation of certified copies:

- a) CA application applied by the applicant is sent to the concerned Court preferably on the same day.
- b) Best efforts are made to deliver the certified copies within stipulated period of three days in case of CA application applied in urgent mode and within six days in case of CA application applied in ordinary mode.

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

- a) CA application applied by the applicant is sent to the concerned court preferably on the same day.
- b) Best efforts are made to deliver the certified copies within stipulated period of three days in case of Copying Agency (CA) application applied in urgent mode and within six days in case of Copying Agency (CA) application applied in ordinary mode.

### **EVENING COURTS CELL**

As per the Judicial decision making process prescribed under law followed by the Ld. Presiding Officer/MM.

### **GENERAL BRANCH – CENTRAL DISTRICT**

Work is discharged as per the Manual of Office procedure, General Financial Rule and Rule set by the Committees through Minutes of the Meetings under the able guidance of the Officer-in-charge of the Branch.

हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली

केन्द्रीय हिन्दी कार्यान्वयन समिति से प्राप्त आदेश/निर्देश अनुसार कार्यवाही करना।

### **JUDICIAL BRANCH – CENTRAL DISTRICT**

As per rules laid down in Swamy's complete manual on establishment and administration for central government offices by Muthuswamy and Brinda, Delhi District Courts Establishment (Appointment & Conditions of Service), Rules, 2012.

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

As per the Part F of "Chapter 18 – Libraries" of Volume IV of Delhi High Court Rules and Orders.

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

Functions for each employee/staff assigned by Ld. CMM.

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

In accordance with rules as laid down in General Financial Rules 2017, Manual of Office Procedure and guidelines/instructions issued by Finance Department & Central Vigilance Commission time to time.

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

All the norms have been set up by the Delhi High Court Rules & Orders, Vol IV, Chapter 16. The copy of the rules is available on the website of Hon'ble High Court of Delhi.

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