

**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT
OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS
FUNCTIONS**

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

ACCOUNTS BRANCH

Accounts Branch follows all the concerned relevant rules, regulations, notifications, instructions and orders dealing with subject issued by Central Government received through Delhi Government.

आपदा प्रबंधन इकाई, केन्द्रीय जिला न्यायालय तीस हजारी दिल्ली।

आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा से संबंधित दिशा-निर्देश, आपदा प्रबंधन अधिनियम, सरकार द्वारा जारी अधिसूचनाएँ, परिपत्र इत्यादि। आपदा प्रबंधन समिति की बैठकों के विवरण संबंधित रिकार्ड, आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा से संबंधित की गई कार्यवाही का रिकार्ड।

COMPUTER BRANCH, TIS HAZARI COURTS, DELHI

The records pertaining to procurement of Computer Hardware and its peripherals, Annual Maintenance Contract/Annual Rate Contract etc. are kept till direction for disposal.

COPYING AGENCY (CIVIL) [CENTRAL DISTRICT]

Chapter 17 of Delhi High Court Rules are being followed.

COPYING AGENCY (CRIMINAL) – CENTRAL DISTRICT

Chapter 17 of Delhi High Court Rules are being followed.

COPYING AGENCY (SESSION) – CENTRAL DISTRICT

Chapter 17 of Delhi High Court Rules are being followed.

EVENING COURTS CELL

- a) The Delhi High Court Rules.
- b) Manuals of Office Procedure, RTI Act 2005.

GENERAL BRANCH – CENTRAL DISTRICT

The Delhi High Court Rules. Manual of Office Procedure. The RTI Act 2005.

हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली

- दिल्ली उच्च न्यायालय की नियमावली व भाषा के प्रयोग से संबंधित दीवानी प्रक्रिया संहिता एवं दंड प्रक्रिया संहिता के संगत भाग की प्रतियाँ, माननीय जिला एवं सत्र न्यायाधीश, दिल्ली द्वारा

समय-समय पर जारी किए गए परिपत्र इत्यादि; दिल्ली सरकार द्वारा राजभाषा हिन्दी के प्रचार – प्रसार एवं इसके प्रयोग को बढ़ावा देने से संबंधित भेजी गई अधिसूचनाएँ, पत्र, परिपत्र इत्यादि; राजभाषा हिन्दी के प्रचार-प्रसार से संबंधित की किए कार्य ।

JUDICIAL BRANCH – CENTRAL DISTRICT

DHJS (Leave) Rules, 2010 and DJS (Leave Rules, 2011 are followed by Judicial Branch, Tis Hazari Courts, Delhi. Generally circulars/ orders instructions are endorsed to the Web Site Committee for electronic updation time to time and any such instructions, directions and orders affixed on notice board(s) if so required for more details. 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.

MEDIATION CENTRE [CENTRAL DISTRICT]

Link for The Mediation & Conciliation Rules, 2004
http://delhihighcourt.nic.in/writereaddata/upload/Notification/NotificationFile_QEP90BUB.pdf

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE-CENTRAL DISTRICT

- a) The Delhi High Court Rules.
- b) Manuals of Office Procedure, RTI Act 2005.

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.

Maintain purchase, CAMC/AMC, ARC files and Registers (All kind of Register such as Accounts Bill, File movement, EMD return, attendance, sample return, e-tenders status, file number, etc.) subject to completion of statutory Audit to the satisfaction of authorities (conducted by GOI/GNCTD) as per rules.

RECORD ROOM (CIVIL) – CENTRAL DISTRICT

As per the Rule of Hon'ble High Court of Delhi, New Delhi.