

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR
UNDER ITS CONTROL**

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

ACCOUNTS BRANCH (Central District)

**→ Wing No. 1(Room No.320)
PAY BILL SEAT**

S.No.	Record Maintained
1	Leave Encashment of Judicial Officers
2	Pay Bill Register
3	Office copies of Pay Bills
4	Office Copies of Pay Arrears Bills
5	Evening Court (Over Time Allowance) & Tuition Fee
6	Preparation of Form 16/Traces of Income Tax
7	Other related work

**→ Wing No. 2 (Room No. 114)
(A) BUDGET SEAT**

S. No.	Record Maintained
1	Record/File of Reconcile the Expenditure Statement from PAO VI
2	Record/File of Reconcile the Expenditure Statement (consolidated of all the District Courts)
3	Record/File of Salary Expenditure Statement (consolidated of all the District Courts)
4	Record/File of Quarterly Expenditure Statement (consolidated of all the District Courts)
5	Record/File of Budget Estimate and Revised Estimate (preparation of Budget)
6	Record/File of Transfer of allocated budget from one District Court to another District Court (maintain the Budget of all Districts & distribute as per demand time to time)
7	Ledger/Register of Budget
8	Other miscellaneous record

(B) Service Book

S. No.	Record Maintained
1	Maintaining of Service Book and Volume-II of all Judicial Officers, Sr. Personal Assistants/P.As, Sr. A.O.(J)/A.O. (J)/Sr. Judicial Assistants/JA/JJA
2	Pay Fixation Order

3	Verification reports in various matter
4	Miscellaneous work and entries regarding service of officer/official

→ Wing No. 3 (Room No.111)

S. No.	Record Maintained
1	Service Book and Volume-II of Peon/Orderly/Farash/Safai Karamchari, Process Servers, Drivers, Head Jamadar, Daftari, Baliff, Naib Nazir, Civil Nazir, Book Binder
2	Pay Fixation Order
3	Verification reports in various matter
4	Miscellaneous work & entries regarding service of officials

**→ Wing No. 4 (Room No.315)
(A) CONTINGENCY SEAT**

S. No.	Record Maintained
1	GAR 27 (Budget Registers of all Heads) till audit or 3 years
2	GAR 29(Bill Format)
3	GAR-28 (Bill Format)
4	GAR 31 (detailed bill format)
5	Electricity/water Bills reimbursement Registers
6	Telephone reimbursement Record
7	Petrol/Diesel reimbursement Record
8	Newspaper & Magazine reimbursement Register
9	Peon-cum-orderlies reimbursement Register
10	Technology Device Register
11	Camp Office Register
12	Robe Allowance Register
13	Briefcase/Office Bag/Ladies Purse reimbursement Register
14	Contingency Cash Register
15	Connected files in respect of all above subject
16	Bill Register
17	Other related work

(B) TA/LTC

S. No.	Record Maintained
1	Budget Register
2	LTC/HT Claims Registers
3	Cash Register
4	Circular File
5	Office copies of LTC/HT/TA claims
6	Entry & Receiving Registers regarding TA of officials for local official journey
7	Connected files of claims

(C) MEDICAL SEAT

S. No.	Record Maintained
1	Detailed Ledger Register
2	Office Copies of Medical Claims
3	Medical Card Record Entry Register
4	Other related work

(D) SHORT & LONG TERM LOANS & ADVANCES

S. No.	Record Maintained
1	Motor Cycle/Scooter Advance Register (This Advance is now abolished as per 7th CPC)
2	Computer Advance Register
3	Motor Car Advance Register (This Advance is now abolished as per 7th CPC)
4	House Building Advance (HBA) Register
5	Original Registry/Sale Deed in respect of HBA Claims
6	Challan Files for lump sum payment.

**WING NO. 5 (Room No.124-lower portion)
GPF/CPF SEAT**

S. No.	Record Maintained
1	GPF Passbooks of Judges and employees posted in diverted capacity & Central District
2	Preparation and record of final payment Bills, Advance Bills, Withdrawal Bills
3	Record of Transfer of GPF balance
4	Record of Class-IV Employees till 2009 (Broad Sheet/ ATM 75 Register)

5	Updation of CPF Passbooks of Judges and employees posted in diverted capacity & Central District.
6	File of Allotment /Record of PRAN Cards (Form CSRF)
7	File of Re-issue of I-PIN/ T-PIN/PRAN CARD and Personal Details (FORM S2)
8	Other related work

(B) PENSION SEAT

S.No.	Record Maintained
1	Pension Case file of retired Officers/officials
2	Service Book of retired Officers/officials
3	Service Book of resigned/technically resigned/Dismissed Officers and officials along with their relevant record.

WING NO. 6 (Room No.124-upper portion)

(A) MEDICAL CARD/PENSIONER'S REIMBURSEMENT SEAT

S. No.	Record Maintained
1	Preparation of New Medical Cards (Pensioners & serving staff) in respect of Judicial Officers, ACJ office & Small Cause Courts staff etc.
2	Addition/deletion and changes in Medical cards (Pensioners & serving staff)
3	Preparation of Medical reimbursement bills of pensioners
4	Maintain Cashless register & other relevant record
5	Maintain the cash register/record

(B) FINE & AUDIT BRANCH

S. No.	Record Maintained
1	Record of daily & monthly fine statements received from various courts of Central District (MMs, ASJs)
2	Local Audit of ASJ, Criminal Courts and Copy Agency of Central District only.
3	Monthly revenue statement for Hon'ble High Court of Delhi and Finance Secretary of Delhi Government.
4	Endorsement on Refund Vouchers issued from the courts as compensation, refund of fine & maintenance allowance.
5	Facilitate the Audit party of AGCR and Internal Audit party of Govt. Of NCT of Delhi.

6	Inform the various courts of all Districts about the intimation of Fine deposition by the convicts at the Jail counter at Tihar and Rohini, which later deposits at Cash Branch of Central District.
7	Verification of fine received on behalf of MCD
8	Annual revenue statement
9	Issuance of Fine receipt books to all district courts
10	Check & keep the record of Copying Agency daily statement received from Copying Agency through Cash Branch.
11	Other related work

WING NO.7 (Room No.254)Land Acquisition Branch

S. No.	Record Maintained
1	Land Acquisition cases u/s. 18 & 30-31 of L.A. Act and other civil deposits in all courts of Ld. ADJ of Central District and also old cases u/s. 18 & 30-31 of all districts.
2	Calculation report of the compensation/amount on the basis of Court orders (Ld. ADJ/Hon'ble High Court of Delhi/Hon'ble Supreme Court of India and statement -19 filed by Land Acquisition Collector).
3	Apportionment of shares of interested persons/Decree holders on the basis of court orders, statement-19/enhanced Naksha Muntzamin (ENM) in cases u/s. 18 & 30-31 LA Act.
4	Miscellaneous reports which are called from various courts of Ld. ADJ Central District/all the old cases in which payment is lying deposited with this branch.
5	Depositing of all type of amount in Bank (in the shape of FDR) received in this Branch as per the direction of Courts and depositing of amount in Treasury according the nature of case/amount as per the direction of the court.
6	Entry of Amount (details of cheque and particulars of case) in receipt/payment register, received from Hon'ble court of ADJ
7	Preparation of refund payment voucher as per the direction of courts
8	Preparation of withdrawal letter of amount to release the same to entitled lps/DHs as per the direction of the courts.
9	Obtain sanction of amount for service postage stamps for central district and deposit of cheque with Indra Prasta Head Post office, IP Estate, ITO and collect/disburse the service postage stamps.
10	Maintaining of receipt/payment register in LAC matters.
11	Maintaining of receipt/payment register in civil deposit matters of Ld. ADJ other than LAC
12	Maintaining the cheque deposit register
13	Maintaining the file wapsi register

14	Maintaining of Receipt/issue register of Service Postage Stamp
15	Maintaining of Record Inspection Application file, TDS files, RTI files, FDR correspondence file and circular file.

**WING NO.8 (Room No.4)
Cash Branch**

S. No.	Record Maintained
1	Receipt of fine from various Criminal Courts and copying agency
2	Deposition of fine with State Bank of India
3	Issuance of receipts in respect of any payment/fine received
4	Issuance of TR-5 and deposition of amount with SBI
5	Receiving any payment under Right to Information Act, 2005 and deposition of the same with SBI
6	Receipt of various contingency bills, medical bills and salary & arrear bills etc and submission of same with PAO
7	Maintenance of record regarding bills passed by PAO
8	Maintenance of Cash Book
9	Distribution of Road and Diet money to witness & other entitled as per rule.
10	Preparation of Sanction order and submission of bills in respect of Road & Diet money with PAO
11	Receipt of amount from Judicial Officers in respect of overpayment made in respect of their Airtel mobile bills.
12	Other related work

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

आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा से संबंधित सभी दस्तावेज । आपदा समिति की बैठकों से संबंधित फाईल। दिल्ली सरकार द्वारा भेजे गए परिपत्रों इत्यादि का रिकार्ड।

COMPUTER BRANCH, TIS HAZARI COURTS, DELHI

The records pertaining to procurement/condemnation/disposal of Computer Hardwares and its peripherals, Award for Annual Maintenance Contract and Annual Rate Contracts.

COPYING AGENCY (CIVIL) [CENTRAL DISTRICT]

The Dak and Entry Registers of Copyists & File Fetchers and Daily Statements of Receipts and Delivery Clerks are maintained.

COPYING AGENCY (CRIMINAL) CENTRAL DISTRICT

The dak and entry register of copyists and file fetchers and daily statements of receipts and delivery clerks are maintained.

COPYING AGENCY (SESSION) CENTRAL DISTRICT

The dak and entry register of Copyists and File Fetchers and daily statements of receipts and delivery clerks are maintained.

EVENING COURTS CELL

All Judicial/Court records pertaining to Evening Courts.

GENERAL BRANCH – CENTRAL DISTRICT

- a) Monthly statement being received from all the Judicial Officers of Central District regarding LCR sent to Hon'ble High Court of Delhi, MACT (half yearly statement) & Quarterly statement regarding disposal of case property related cases.
- b) Monthly statement of copying agency being received from all the District Courts sent to Hon'ble High Court of Delhi.
- c) Two months reports are received from all the District Courts of Delhi regarding satisfactory work of fax and photocopier machine sent to purchase cell.
- d) Judicial Appraisals are received on daily basis from all District Jails and got approved from the District & Sessions Judge, (HQs).
- e) Sanctions from all districts of this office are fetched from the Govt. of NCT of Delhi for Annual and contingency purchases.

हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली

राजभाषा हिन्दी के प्रचार – प्रसार एवं इसके प्रयोग को बढ़ावा देने से संबंधित सभी दस्तावेज। जिला न्यायालय दिल्ली में अंग्रेजी से हिन्दी में अनुवाद से संबंधित फाईल। दिल्ली सरकार द्वारा आयोजित हिन्दी कार्यशालाओं एवं प्रतियोगिताओं के आयोजन से संबंधित रिकार्ड। समय-समय पर राजभाषा हिन्दी के प्रयोग को बढ़ावा देने से संबंधित माननीय जिला एवं सत्र न्यायाधीश, दिल्ली द्वारा जारी परिपत्र।

JUDICIAL BRANCH – CENTRAL DISTRICT

Maintaining records pertaining to personal correspondence of the Judicial Officers with the Hon'ble High Court, allotment of court rooms, forwarding statement of movable & immovable of Judicial Officers to the Hon'ble High Court of Delhi, New Delhi, issuance of Identity cards of Judicial Officers, distribution of celebration cards of different functions to the Judicial Officers, data regarding address and phone numbers of the Judicial Officers for the purpose of telephone directory, liaisoning work with telephone company regarding installation / transfer/ disconnection of telephone connection.

DISTRICT COURT LIBRARY – CENTRAL DISTRICT

District Courts Library keeps the records as per the norms and Guidelines laid down under “Delhi High Courts Rules”, besides maintaining some usual Office records for smooth functioning of Library.

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE – CENTRAL DISTRICT

Monthly statement are being received from ACMMs/MMs of Central District, Tis Hazari Courts, Delhi & Spl. MMs/JJB/Beggar Courts.

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

Judicial records decided by the courts of Id. Civil Judges/Id. ARCs/Id. SCJ. Tis Hazari Courts, Delhi are maintained in the Record Room (Civil), Goshwara Registers, General Registers, Court Registers, Inspection Register, Dak Register, CA Register are also maintained in the Record Room (Civil).
