

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGES (HQs), TIS HAZARI COURTS, DELHI

No. _____Accounts/HQ/THC/2025-2026

Dated _____

CIRCULAR

In supersession of relevant Circulars dated 10.03.2014 & 19.03.2018 earlier issued by this establishment in pursuant to Circular No. F.2/1117/2013/CTB/GAD/Vol1/3200 dated 27.09.2013 and in terms of Circular No. F.2/1799/GAD/CTB/2025-26/2151-2160 dated 11.06.2025 issued by the General Administration Department, GNCT of Delhi, the fresh upper ceiling in accordance with latest Circular dated 11.06.2025 as regard to nomenclature and Pay level of this establishment in respect of Judicial Officers, Officers and entitled Ministerial staff is as under:

S.No.	Designations & Pay-level	Revised upper ceiling
1	Pr. District & Sessions Judge (J-7)	Rs. 12000/-
2	DHJS- Super-time-scale (J-7)	Rs. 12000/-
3	DHJS- Selection Grade (J-6)	Rs. 12000/-
4	DHJS- Entry Level (J-5)	Rs. 10000/-
5	DJS-Sr. Division Scale (J-3)	Rs. 10000/-
6	DJS-Time scale (J-2)	Rs. 8000/-
7	DJS-Entry level (J-1)	Rs. 8000/-
8	Sr. Administrative Officer (Judl.) or equivalent (Pay Level-12)	Rs. 10000/-
9	Administrative Officer (Judl.) & equivalent (Pay Level-11)	Rs. 5500/-
10	Sr. Accounts Officer/ Accounts Officer/Assistant Accounts Officer & equivalent (Pay Level 8-10)	Rs. 5500/-
11	Sr. Judicial Assistant/ Sr. Personal Assistant & equivalent (Pay Level 8-11)	Rs. 5500/-
12	Judicial Assistant/Personal Assistant, Civil Nazir/Naib Nazir & equivalent (Pay Level -7)	Rs. 4500/-

Note: Further, it must be ensured that Mode of payment exceeding Rs. 5000/- of Briefcase/Office bag/Ladies Purse bills by Judicial Officers, Officers and entitled ministerial staff should be by way of cheques, credit card or means that is channelized through Bank in terms of instruction of the Hon'ble High Court of Delhi, conveyed vide Circular dated 03.04.2017.

This Circular is issued with the prior approval of Ld. Principal District & Sessions Judge (HQ), Delhi.


(VIDYA PRAKASH)

Controlling Officer (HQ)
District Judge, Commercial Court-01
Central District Tis Hazari Courts, Delhi

No. 28270-570Accounts/HQ/2025-26

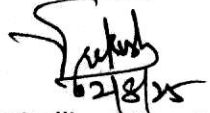
Dated 02 AUG 2025

Copy forwarded to:-

1. The Registrar General, Delhi High Court, with the request to circulate the same amongst the Judicial Officers / Officials posted at Hon'ble High Court of Delhi on deputation/diverted capacity.
2. PS to Ld. Principal District & Sessions Judge (HQs), Delhi, Room No. 302-A, THC, Delhi.
3. All Judicial Officers posted at Central District, Tis Hazari Courts and Rouse Avenue Courts with the request to also inform about the ibid Circular to the entitled Ministerial staff under their control.
4. The Ld. Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), Rouse Avenue Courts, New Delhi, with the request to circulate the same amongst the Judicial Officers & entitled Ministerial Staff.

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5. The Ld. Principal Judge, Family Courts, Dwarka, Delhi, with the request to circulate the same amongst the Judicial Officers / Officials posted at Family Courts, Delhi / New Delhi on deputation/diverted capacity.
6. The Director, Delhi Judicial Academy, Dwarka, Delhi, with the request to circulate the same amongst the trainee Judicial Officers & Judicial Officers and officials posted at Judicial Academy in diverted / deputation capacity.
7. The Member Secretary, Delhi State Legal Service Authority, Rouse Avenue Courts, Delhi with the request to circulate the same amongst the Judicial Officers / Officials posted at DSLSA on Deputation/Diverted Capacity.
8. All Ld. Head of Office / Drawing & Disbursing Officers, West (THC), New Delhi (PHC), East, North East & Shahdara (KKD), South and South-East, (Saket), North & North-West (Rohini) and South-West (Dwarka) **with the request to inform about the ibid Circular to the Judicial Officers & the entitled Ministerial staff in their respective district.**
9. All Judicial Officers posted at Juvenile Justice Board, Delhi/New Delhi with the request to also inform about the ibid Circular to the entitled Ministerial staff under their control.
10. Railway Magistrate, Old Delhi Railway Station, Delhi with the request to also inform about the ibid Circular to the entitled Ministerial staff under their control.
11. All the Branch In-charges of Central District, Tis Hazari Courts, Delhi with the direction to also inform about the ibid Circular to the entitled Ministerial staff under their control.
12. **Website Committee with the request to upload the same on the website of the District Courts**
13. Website committee for uploading the same on **LAYERS.**


6/2/25

Controlling Officer (HQ)
District Judge, Commercial Court-01
Central District Tis Hazari Courts, Delhi