

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQS)**

No. 12525 - 12530 /CTZ/Comp/2025

Dated 07 / 11 / 2025

**CIRCULAR**

To

**Ld. District Judge-Commercial,**  
of all Districts/Court Complexes  
Tis Hazari/Saket/Patalia House/Karkardooma/Rohini/Dwarka Court Complex,  
Delhi/New Delhi

**Sub: Providing of Colour Printers to District Judges-Commercial Courts**

Sir/Madam,

It is to inform your good self that the office has decided with the due approval of Ld. Principal District & Sessions Judge (HQs) to provide one Colour Printer to each functional Commercial Court.

In order to utilize the colour printers economically, it is recommended that following measures be taken by the court staff of your court for optimum usage of colour printers and to reduce wastage of resources:

1. Restricting colour printing only to essential documents.
2. Setting limits qua the number of colour print-outs.
3. Encouraging the use of black-and-white printouts for non-essential materials.
4. Regular monitoring of usage to ensure cost-efficiency.


The afore-mentioned measures will help to mitigate the high costs associated with colour printing and to meet out the operational needs of the Commercial Courts. The colour printers allocated to the commercial courts are equipped with the sample cartridges received with the supply of colour printer. The procurement of cartridges for such printers will be initiated by the office, based on the assessment of requirement of colour print-outs.

The process for providing of stock of colour printers to the Computer Branch of all court complexes has already been initiated by the office, therefore, the staff of court be directed to receive the supply of colour printer from the Computer Branch of respective court complex against proper receipt and record.

This is for your kind information.

With warm regards,

Yours sincerely



**(Sunil Kumar Sharma)**  
District Judge/DHJS  
Chairman (IT & Digitization)/CCC  
Delhi District Courts

CE

No. 12531-12560 /CTZ/Comp/2025

Dated \_\_\_\_\_

Copy forwarded for information and necessary action to:

1. Ld. Principal District & Sessions Judge (New Delhi/South-West/East/South/Shahdara/North-West/ North/South-East/North-East/RADC) Delhi/New Delhi.
2. Ld. CPC, Hon'ble High Court of Delhi, New Delhi
3. The AOJ/Branch In-charge (Computer Store) of all court complexes, Delhi/New Delhi with a direction to receive the allocated supply of colour printers (as communicated through email) from the Computer Store, Room No. 278, Tis Hazari Courts Complex, Delhi against proper receipt and record.
4. The Store In-charge (Computer Store) Room No. 278, Tis Hazari Courts Complex, Delhi for issuance of colour printer to the Computer Branches of all court complexes, as allocated.
5. PS to the Ld. Principal District & Sessions Judge (HQs) for placing of the same before Ld. Principal District & Sessions Judge (HQs).
6. PS to the Ld. Principal District & Sessions Judge (West) for placing of the same before Ld. Principal District & Sessions Judge (West).
7. The Website Committee to upload the circular on official Website.
8. The Dealing Official, LAYERS for circulation of circular through LAYERS.
9. PS to the undersigned
10. Office file.



(Sunil Kumar Sharma)  
District Judge/DHJS  
Chairman, IT & Digitization/CCC  
Delhi District Courts