

## THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

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

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### ACCOUNTS BRANCH (CENTRAL DISTRICT)

Accounts Branch of Central District is maintaining the record in respect of judicial officers and all employees posted in Central District & Diverted capacity (including officials earlier under ACJ & Small Causes Courts). The Accounts Branch of Central District has been divided into eight wings.

**First Wing (Room No.320)** is looking after encashment of leave of Judicial Officers, Pay & Arrear bills, reimbursement of Child Education Allowance, Evening Courts allowance, OTA, Form 16/Traces of Income Tax and miscellaneous bills in respect of all categories of officers/officials.

**Second Wing (Room No. 114)** is maintaining Budget, Service Books, Pay Fixation order and miscellaneous entries of Judicial Officers/Sr. A.O.(J)/A.O.(J)/SJA/SPA/JA/PA/JJA.

**Third Wing (Room No. 111)** is maintaining Service Books, Pay Fixation Order and miscellaneous entries of Peon/ Orderly/ Book Binder/ Driver/ Process Server/ Dak Peon/Farash/Safai Karamchari/ Civil Nazir/ Naib Nazir/ Baliff/Daftari/ Head Jamadar and pension seat for erstwhile ACJ officials & other miscellaneous work.

**Fourth Wing (Room No.315)** deals in preparing the Contingency bills, TA, LTC, Short & Long term Loan and Advances, and Medical reimbursement bills in respect of all categories & other miscellaneous work.

**Fifth Wing (Room No.124 lower portion)** maintains the GPF & CPF Passbooks & Deductions and preparation of pension cases (retired/resigned etc time to time), revision of pension cases etc & other miscellaneous work.

**Sixth wing (Room No. 124 Upper portion)** preparing Medical Card of all categories of judicial officers & members of staff, preparation of Medical reimbursement bills of retired officers/officials and Fine & Audit Branch is maintaining revenue statements, refund vouchers, local Audit & other related work.

**Seventh Wing (Room No.257)** deals in Land Acquisition Cases (L.A.C) U/s 18 & 30-31 of Land Acquisition Act along with old cases of all districts under LAC Branch and to attend the Court regarding LAC work regularly.

**Eight Wing (Room No. 4)** working as Cash Branch and deals in receipt & disbursement of payment/fine as directed. Various bills prepared by aforesaid wings for onwards submission to PAO VI for clearance.

The Structure of Accounts Branch is given below:-

District & Sessions Judge (HQ), Delhi  
Controlling Officer

Head of office  
Drawing & Disbursing Officer  
Accounts Officer/Assistant Accounts Officer  
Senior Judicial Assistant  
Judicial Assistant  
Junior Judicial Assistant  
Peon

**ADMINISTRATION BRANCH – I (Central District):**

Administration Branch – I is located in Room No. 204, Second Floor, Central District, THC, Delhi dealt with the work related to Sr.AO(J)/AO(J)/Sr. PA / PA /Account Officer/AAO /PRO/APRO/System Analysts.

**I. DakSeat : Allocation of Dak.**

Received the Dak from Receipts & Issue Branch and distributes the same among the staff posted in Administration Branch-I.

**II. Postings & Transfer Seat.**

- i. Posting & Transfer of the aforesaid Officers/Officials.
- ii. Updation of transfer & posting of records of aforesaid Officers/Officials at all the district Court Complexes.
- iii. Preparation of Posting of Transfer orders of aforesaid Officer/Officials.
- iv. Matters with regard to posting of staff in DLSA, DHCLSC, Hon'ble High Court of Delhi, Judicial Academy, Family Courts etc in diverted capacity.
- v. To organize meeting of inter-se district transfer committee.
- vi. Reply of RTI application pertaining to the seat.

**III. Personal File seat of P.A., Sr. P.A., A.O.(J), Sr. A.O.(J), System Analyst and Technical Officer.**

1. Change/Updation of residential address.
2. Change/Correction in names/surnames of the officials.
3. Permission to visit abroad / to leave the country.
4. Forwarding of application for Allotment of Government Accommodation/ Acceptance/ Regularisation/ /updation and issuing eligibility certificate to Land and Building Department and Directorate of Estates, Nirman Bhawan, New Delhi.
5. Online Registration of DE-2 Forms and Acceptance Forms for Allotment of Government of Accommodation by Directorate of Estates, Nirman Bhawan , New Delhi of JJA, JA, Sr. JA, PA, Sr. PA, AO(J), Sr. AO(J), System Analyst and Technical Officer.
6. Permission/Intimation for availing Personal Loan/Home Loan.
7. Permission/Intimation for Disposal or Acquisition of movable/immovable property.
8. Intimation or Issuance of service certificates/NOC etc.
9. Intimation or Issuance of NOC for fresh passport and renewal of passport.
10. Permission for further study.
11. Addition of Qualification/Certificates.

12. Addition / Change of Home Town address.
13. Addition/Updation regarding marital status (female Staff), addition of husband's name and date of birth or struck of husband's name and change of surname after marriage/separation/ divorce.
14. Permission regarding Enrollment in bar association/council, sports complex and societies etc.
15. Forwarding of application for applying in other departments for higher posts.
16. Forwarding of application for other departments on deputation basis.
17. Honorarium and Incentive matters for acquiring higher qualifications.
18. Matter regarding intimation of death of official.
19. Permission for becoming member of Thrift and Credit Society.
20. Matter regarding defaulter officials as per information received from Thrift and Credit Societies/Banks.
21. Permission standing surety for Govt. accommodation.
22. Permission to stand in RWA election.
23. Reservation for Holiday Home in other States.
24. Process the matter of resignation/technical resignation and lien from this office consequent upon selection to other posts in other departments.
25. Granting extension of lien/deputation in term to the officials working in the other departments.
26. Order regarding taken on strength of officials who repatriate (from deputation or within lien period) to this department from other departments or reinstated after dismissal in service.
27. To forward the joining/relieving reports of the concerned officials to the Accounts Branch on being repatriation/reinstatement in service.
28. Data updation and record keeping of personal files and other relevant records as well as management & maintenance of personal files, etc.
29. Appearing before the inquiry officer in Departmental Enquiry against the delinquent officials in different district courts and various writ petitions in Hon'ble High Court of Delhi with the concerned personal file/record.
30. Providing reply under Right to information Act-2005 pertaining to personal seat.
31. Matters of Resignation / Tech. Resignation / Retirement / Voluntary Retirement.
32. Issuing of service/employee certificates to the officials for the miscellaneous purposes such as admission of their wards in Kendriya Vidyalaya Sangathan.
33. Arranging and filing of Joining / Reliving Reports, Transfer and other office orders in the personal file of the concerned officials after SEEN FILE by the Administrative Officer/Branch Incharge and updation of relevant information in the records and data.

**IV. Seniority& Promotion.**

1. Seniority.
2. Grant of Non-Functional Scale.
3. Grant of Financial up-grading under MACP.
4. To provide Vacancy Position to Recruitment Cell.
5. To deal with related Application under RTI.
6. To deal with related Litigation.
7. To Deal with related Representations of Officials concerned.
8. Sexual harassment complaints

**V. Miscellaneous Seat.**

1. Addition of Physically Handicapped Category, OBC Category .

2. Taking on record the FIR and their Quashing orders filed against the officials or filed by the officials.
3. Deals with the request to Change of Cadre.
4. Deals with Complaint against the officials made by Ld. Judicial Officers, Advocates, Litigants or any other person.
5. Suspension and Revocation of Suspension and release of allowances.
6. Reply of RTI application pertaining to the seat.
7. Other matters as marked by the Ld. Authority.

**VI. Establishment Seat (Admn.I)**

1. Deals with the matters regarding sanction of posts of all cadets in this establishment with the Govt. of NCT of Delhi and Hon'ble High Court of Delhi, New Delhi.
2. Deals with the matters regarding change/modification/addition in Delhi District Court Establishment (Appointment & Condition of Service) Rules, 2012
3. Preparing comments for various Writ Petitions received in Admn. I Branch related to Recruitment Rules, 2012 etc.
4. Preparing the Agenda for various Committees viz (a) Committee for better co-ordinate with the Govt. of NCT of Delhi, (b) Administrative & Legal Affair Committee etc. and putting up the convened matters before the Committees for necessary orders.
5. Preparing the Quarterly report regarding Sanctioned posts, Working Posts & Vacancy Position which is sent to Hon'ble High Court of Delhi.
6. Also deals with various misc. matters/correspondence with Govt. of NCT of Delhi and Hon'ble High Court of Delhi and RTI work etc.

**VII. Oath Commissioners/Local Commissioners.**

1. Work pertains to appointment of Oath Commissioners for Tis Hazari Court Complex, Delhi
2. Receiving of Attestation Registers of Oath Commissioners who are appointed for Tis Hazari Courts, Delhi.
3. All complaints/grievances which are filed in respect of Oath Commissioners.
4. Sending report of Random Inspection Committee to the Hon'ble High Court of Delhi.
5. Work pertains to empanelment of Local Commissioner U/o 18 Rule 4(6) of CPC.
6. Work pertains to appointment of Court Auctioneers of Tis Hazari Courts, Delhi.
7. Correspondence with Government of NCT of Delhi as well as Hon'ble High Court of Delhi, New Delhi in respect of Officials Receiver.
8. Forwarding of application of Advocates which is filled for appointment as Notary Public to Central Government.
9. Forwarding of application of Advocates which is filed for appointment.
10. Work related to official receiver.

## **ADMINISTRATION BRANCH – II (Central District):**

- I.** DakSeat : Allocation of Dak
- II.** **Leave Work of J.J.A /J.A./Sr. J.A./A.O./Sr. A.O. of Central District :**
  1. Sanction of all kinds of Leave, Attendance Sheet Verifications, Joining Reports, Absentee Matters, Requisitions from other Districts in respect of leave record etc, re-medical, if required or directed by competent authority.
- III.** **Postings & Transfer Seat**
  - i. Put up the requests for transfer and posting of ministerial staff received from Judicial Officers/Officials from all the districts.
  - ii. Updation of transfer & posting of records of ministerial staff posted at all the District Court Complexes.
  - iii. Preparation of Posting and Transfer orders of staff i.e. Senior Judicial Assistants/ Judicial Assistants/Junior Judicial Assistants.
  - iv. Receipt & forwarding of training programmes circular and nomination of the officials to the department concerned i.e. Directorate of Training, GNCTD.
  - v. Circulation of circular regarding vacancy in other departments on deputation basis.
  - vi. Deals with matters regarding posting of staff in DLSA, DHCLSC, Hon'ble High Court of Delhi, Judicial Academy, Family Courts etc in diverted capacity.
  - vii. Providing of previous and present posting of ministerial staff to process Servers/ Delhi Police Officials for service of summons/court notices to the concerned officials.
  - viii. Providing of previous and present posting of ministerial staff as and when required by the courts.
  - ix. Issuance of show cause notices etc. to erring officials for non-compliance of transfer order.
  - x. To appear in departmental enquiry related to this seat.
  - xi. Deals with matter regarding extension of Ad-hoc term of Data Entry Operator.
  - xii. To organize meeting of inter-se district transfer committee.
  - xiii. Providing reply of RTI applications.
- IV.** **Personal File seat of JJA's/JA's/Sr. JA's /AO's/Sr. AO's in terms of Rules and procedures:**
  1. Change/Updation of residential address.
  2. Change/Correction in names/surnames of the officials.
  3. Permission to visit abroad / to leave the country.
  4. Forwarding of application for Allotment of Government Accommodation/ Acceptance/ Regularisation/ /updation and issuing eligibility certificate to Land and Building Department.
  5. Forwarding of application for Regularisation/ /updation and issuing eligibility certificate to Directorate of Estates, Nirman Bhawan, New Delhi
  6. Permission/Intimation for availing Personal Loan/Home Loan.
  7. Permission/Intimation for Disposal or Acquisition of movable/immovable property.
  8. Intimation or Issuance of service certificates/NOC etc.
  9. Intimation or Issuance of NOC for fresh passport and renewal of passport
  10. Permission for further study.
  11. Addition of Qualification/Certificates.
  12. Addition / Change of Home Town address.

13. Addition/Updation regarding marital status (female Staff), addition of husband's name and date of birth or struck of husband's name and change of surname after marriage/separation/ divorce.
14. Permission regarding Enrollment in bar association/council, sports complex and societies etc.
15. Forwarding of application for applying in other departments for higher posts.
16. Forwarding of application for other departments on deputation basis.
17. Honorarium and Incentive matters for acquiring higher qualifications.
18. Matter regarding intimation of death of officials.
19. Permission for becoming member of Thrift and Credit Society.
20. Deals with matter regarding defaulter officials as per information received from Thrift and Credit Societies/Banks.
21. Permission standing surety for Govt. accommodation.
22. Permission to stand in RWA election.
23. Reservation for Holiday Home in other States.
24. Process the matter of resignation/technical resignation and lien from this office consequent upon selection to other posts in other departments.
25. Granting extension of lien/deputation in term to the officials working in the other departments.
26. Order regarding taken on strength of officials who repatriate (from deputation or within lien period) to this department from other departments or reinstated after dismissal in service.
27. To forward the joining/relieving reports of the concerned officials to the Accounts Branch on being repatriation/reinstatement in service.
28. Data updation and record keeping of personal files and other relevant records as well as management & maintenance of personal files, etc.
29. Appearing before the inquiry officer in Departmental Enquiry against the Delinquent officials in different districts courts and in various writ petitions in Delhi High Court with the concerned personal file/record.
30. Providing reply under Right to information Act-2005 pertaining to personal seat.
31. Deals with matters of Resignation / Tech. Resignation / Retirement / Voluntary Retirement.
32. Issuing of service/employee certificates to the officials for the miscellaneous purposes such as admission of their wards in Kendriya Vidyalaya Sangathan.
33. Arranging and filing of Joining / Reliving Reports, Transfer and other office orders in the personal file of the concerned officials after SEEN FILE by the Administrative Officer/Branch Incharge and updation of relevant information in the records and data.
34. Allotment of Karkardooma Court Complex Flats and Dwarka Court Complex Flats.

**V. Seniority & Promotion of Senior Judicial Assistants/ Judicial Assistants/Junior Judicial Assistants**

1. Seniority matter between employee and employee of JJA, JA and Sr. JA.
2. MACP matters of JJA, JA and Sr. JA.
3. Representation for Promotions and seniority.
4. Providing reply of RTI applications.
5. Service Appeal of JJA, JA, SJA, its parawise reply.
6. Writ petition of JJA, JA and SJA, their parawise reply.
7. Stepping up of JJA, JA and SJA.

8. Non Functional Pay Scale to SJA.
9. Release of Promotion order/confirmation.
10. Clarification on SJA, JA and JJA.
11. Compilation of ACR reports after obtaining from ACR Seat, Vigilance report and currency of penalty reports after obtaining from respective Branch and Seats.
12. Correspondence with Hon'ble High Court on any opinion/clarification.
13. Correspondence with Govt. Of NCT of Delhi in matters of JJA, JA and Sr. JA.
14. Correspondence with D.O.P.T for any opinion or clarification.

**VI. Compassionate Appointment**

1. Deals with the matter related to Compassionate Appointments for the post of JJA.
2. Deals with the matter of fresh appointment for the post of JJA on recommendation of the Recruitment Cell Committee
3. Office Pool

**VII. Miscellaneous Seat of JJA, JA, Sr. J.A.**

1. Addition of Physically Handicapped Category, OBC Category
2. Taking on record the FIR and their Quashing orders filed against the officials or filed by the officials.
3. Deals with Complaint against the officials JJA Cadre (JJA, JA, SJA, AO(J)) made by Ld. Judicial Officers, Advocates, Litigants or any other person.
4. Suspension and Revocation of Suspension and release of allowances.
5. Providing reply of RTI applications pertaining to this seat.
6. Any other matters received related to miscellaneous seat or as marked by Ld. Authority.

**ADMINISTRATION BRANCH – III [CENTRAL DISTRICT]:**

Administration Branch – III, Central District is located in Room No. 204, Second Floor, Tis Hazari Courts, Delhi and dealt with the work related to the officials comes under the domain of Administration Branch – III (Central), Tis Hazari Courts, Delhi. The details of work deals with the branch are as under: -

**Working Structure of Administration Branch-III**

- a) Deals with the matters pertaining to the Personal file i.e joining, relieving, resignation, permission, change of address, change of marital status etc. of Group – C employees (earlier Group – D)/Drivers and Process Servers, Bailiffs, Naib Nazir & Civil Nazir.
- b) Deals with the correspondence with Govt. of NCT of Delhi through the Hon'ble High Court of Delhi as per the requirement or as desired/directed by the competent authority.
- c) Deal with the matters of transfers and postings of Group – C employees (earlier Group – D)/Drivers and Process Servers, Bailiffs, Naib Nazir & Civil Nazir of the Central District and Inter-se District.

- d) Deal with the matters pertaining to seniority and promotion/MACP etc of Group – C employees (earlier Group – D)/Drivers and Process Servers, Bailiffs, Naib Nazir & Civil Nazir.
- e) To maintain the seniority list(s) of Group – C employees (earlier Group – D)/Drivers and Process Servers, Bailiffs, Naib Nazir & Civil Nazir and handling the correspondence with Hon'ble High Court of Delhi in this regard.
- f) Deals with the matter of unauthorized absence and sanctioning of all kind of leaves in respect of Group – C employees (earlier Group – D)/Drivers and Process Servers, Bailiffs, Naib Nazir & Civil Nazir posted in Central District only.
- g) Deals with the matters of compassionate appointments.

### **Structure of Branch**

Officer-in-Charge (Admin-III)  
 Administrative Judge (Admin-III) (PF)  
 Sr. Administrative Officers (Judicial)  
 Sr. Judicial Assistants  
 Judicial Assistants  
 Junior Judicial Assistants  
 Civil Nazirs  
 Naib Nazirs  
 Bailiffs  
 Process Servers  
 Drivers  
 Peons/All Group-C (Earlier Group-D)

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

आपदा प्रबंधन इकाई में एक प्रशासनिक अधिकारी (न्यायिक) के अंतर्गत एक न्यायिक सहायक व एक चपरासी कार्यरत हैं। यह इकाई आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा समिति, जिला न्यायालय, दिल्ली के निर्देशानुसार माननीय जिला एवं सत्र न्यायाधीश, मुख्यालय, दिल्ली से स्वीकृति के उपरांत दिल्ली आपदा प्रबंधन प्राधिकरण (Delhi Disaster Management Authority) की मदद से न्यायालय में तैनात कर्मचारियों के लिए 'संभावित आपदाओं में सुरक्षा एवं बचाव के लिए प्रशिक्षण(Disaster Management Training Programme)' का एवं विभिन्न आपदाओं जैसे- आग, भूकंप इत्यादि के समय विभिन्न संस्थाएं उससे कैसे निपटेंगी, इसको परखने व प्रशिक्षण के लिए बनावटी प्रशिक्षण (Mock Drill) का आयोजन करवाती है और अदालत परिसर की सुरक्षा के लिए काम करती है। यह इकाई न्यायालय में कार्यरत न्यायिक अधिकारी, अधिकारी, कर्मचारी, अधिवक्ता, उनके क्लर्क और अन्य आगंतुक की सुरक्षा से संबंधित विषयों के लिए भी काम करती है। यह इकाई आपदा प्रबंधन समिति के निर्देशानुसार बैठकों को नियमित रूप से संचालित करवाने के लिए भी कार्य करती है। यह



इकाई आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा समिति के आदेशों/निर्देशों का पूर्णरूप से अनुपालन करती है व इसके आदेशों/निर्देशों को, क्रियान्वयन के लिए संबंधित आंतरिक एवं बाह्य कार्यालयों/विभागों तक पहुँचाती है।

#### **CARE TAKING BRANCH [CENTRAL DISTRICT]:**

1.	Judicial Assistant	To supervise whole work of the Branch in absence of undersigned. Maintenance of record and other work relating to the Central Store of Non-consumable items, issuance of Non-Consumable items within the Central District. Work related to repairing of furniture items, receiving back of repaired furniture, issuance of repaired furniture and maintaining proper record for the same.
2.	Judicial Assistant	To look after the work relating to day to day complaints to be dealt through PWD (Civil & Elect.). To make all written correspondence pertaining to Telephone with MTNL. Supervision of cleanliness of all Public toilets (Ladies) of the Court Building at THC. Miscellaneous correspondence work of the branch.
3.	Judicial Assistant	To look after the cleaning and sanitation work of entire area outside main building including, internal roads, parking, areas in occupation of Bar within boundary wall of the Court Complex, Tis Hazari. Work relating to inspection of roof of court building and overhead water tanks and to maintain its proper record/register. To look after all work relating to the Chowkidars including preparing of duty roaster, maintaining of their leave records etc. To report regarding unauthorized construction in Lawyers' Chamber block at THC. Supervision of outsourced workmen working outside main court building within the court complex. Work related to collection of name plates from other districts and their installation/affixation at THC.
4.	Judicial Assistant	Deployment of Farashes and Safai Karamcharies to keep and maintain cleanliness of the court rooms and Branches (inside court building). To deal with the leave records of Farash & Safai Karamcharies deputed in this branch. To look after the work and to maintain record of sanitation work proforma of all the Safai Karamcharies & Farashes of this office. To maintain register regarding intimation of leaves of Safaikaramchari & Farashes.
5.	Judicial Assistant	Matter relating to budget proposal etc. in respect of this Branch. RTI file. Correspondence relating to arrangement of trainings/functions held at THC. Repair of Coffee Machines. Purchase of Coffee Powder. Repair & distribution of Refrigerators. Installation/repair & recharge of Dish TV. Work relating to Monkey Expert Service Bills. To prepare the proposal of preparation of name & Designation plates and maintenance of bills relating to it. Bills relating to local Misc. Purchase
6.	Judicial Assistant	To look after all work relating to consumable store and issuance of consumable/miscellaneous articles and maintain its proper record.

7.	Judicial Assistant	Prepare the bills of refreshment provided during routine meetings/functions. To look after arrangements of routine meetings/functions to be held in this court complex. File related to Evening Court. Issuance of Vehicle Parking Stickers to Staff. To look after the bills and misc. administrative work of outsourcing agency meant for cleaning and sanitation work (both inside & outside). To deal the records of previous outsourcing agency/agencies (inside and outside).
8.	Judicial Assistant	To look after arrangements of routine meetings/functions to be held in this court complex, To liaison with PWD to deal with day to day Civil & Electrical complaints arising in Main Court building (Civil & Criminal side), Annexe - I and II at this Courts complex. To supervise the cleaning and sanitation work inside the Main Court Building (Civil & Criminal side), Annexe- I and II. He will supervise & look after the cleaning and maintenance work of Gents Public Toilets within Main Court Building, Annexe- I & II on daily basis and will ask PWD to remove the discrepancies, if any. Supervision of outsourced workmen working inside main court building. File pertaining to 'No Dues Certificate'. To look after all the work relating to the liveries articles. Supervision of outsourced workmen working inside main court building in the evening.
9.	Judicial Assistant	To deal with unclaimed almirahs. Work relating to removal of posters/banners/hoardings within the court complex. Work relating to shifting of furniture items of court rooms & branches at THC. To liaison with PWD to deal with day to day Civil & Electrical complaints arising in Main Court building (Criminal side) and, Annexe – I at this Courts complex. To look after the cleaning and sanitation work inside the Main Court Building (Criminal side) and Annexe-I. To supervise and look after the cleaning work of Gents Public Toilets on Criminal side within the Court Building and Annexe-I on daily basis and will liaison with PWD in case of noticing of any complaint with respect to maintenance work.
10.	Junior Judicial Assistant	Prepare the proposal of Consumable items of Central District. Work relating to Disaster Management Committee, Matter relating to CCTV. To deal with the estimates and files pertaining to Building Maintenance Committee. To deal with Environment Committee and Horticulture matter. Work relating to Scrutiny Committee, BMC, THC. Report/work regarding room allotment & their availability. Work related to AMC of inverters, To deal with files/matters pertaining to unauthorized construction and Security related issues. To prepare the proposal of non-consumable items of all Districts.
11.	Junior Judicial Assistant	To look after the files of Kiosks. To look after the work of Condemnation Board, THC. To deal with file of Contract for Canteen. Work related to Hindi Committee/section. Advertisements and Transport charges. To deal with the Electricity/Water bill of Tis Hazari Court Complex and residence of Ld. District & Sessions Judge (HQs). To deal with the bills of Pest Control Treatment.
12.	Junior Judicial Assistant	Matter relating to De-stress room. Purchase of Gur & Chana for Record Rooms. To prepare proposal for repairing of furniture items and bills pertaining to them. To liaison with PWD to deal with day to

		day Civil & Electrical complaints arising in Main Court building (Civil side) and Annexe – II at this Courts complex. To look after the cleaning and sanitation work inside the Main Court Building (Civil side) and Annexe- II. To supervise and look after the cleaning work of Gents Public Toilets on Civil side within the Court Building and Annexe- II on daily basis and will liaison with PWD in case of noticing of any complaint with respect to maintenance work. To deal with the complaints related to PWD (Horticulture) like replacement of old/broken potted plants of Ld. Judicial Officers, THC.
13.	Junior Judicial Assistant	Operate the Telephone Exchange/ EPBAX Board of this Court complex.

### **COMPUTER BRANCH, TIS HAZARI COURTS, DELHI**

The structure of Computer Branch (Central District), Tis Hazari Courts, Delhi is as under: -

Officer Incharge (Computers)  
 Nodal Officer (Computers)  
 Administrative Officer (Judicial) (Computers)  
 Branch Incharge/Senior Judicial Assistant  
 System Analysts  
 Store Incharge/Senior Judicial Assistant  
 Judicial Assistants  
 Junior Judicial Assistants  
 Data Entry Operators – Grade “A”  
 Peons (Class-C)

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

Sr. No.	Designation	Official working as
1.	Senior Judicial Assistant	Branch-in-charge, Copying Agency (Civil)
2.	Senior Judicial Assistant	Examiner
3.	Judicial Assistant	Examiner
4.	Judicial Assistant	Copyists
5.	Judicial Assistant	Computer Clerk
6.	Judicial Assistant	Facilitation Center – (For collecting C.A. Applications and distributing certified copies prepared against them)
7.	Judicial Assistant	File Fetcher
8.	Junior Judicial Assistant	Facilitation Center – (For distributing certified copies)
9.	Junior Judicial Assistant	File Fetcher
10.	Junior Judicial Assistant	Copyists
11.	Peons	For office work under direction of Branch-In-Charge

### **Stages of Preparation of Certified Copies**

1. Applicant applies the Certified Copy application in prescribed proforma along with copy of the same.
2. The Receipt Clerk at Facilitation Centre puts C.A. Number on the application and gives the receipt against received C.A. application.
3. The Receipt Clerk then sends the C.A. application to the concerned Copying Agency.
4. The Branch-in-charge then according to the court / branch, where the record is lying, marks the C.A. application to the concerned File Fetcher (a person who brings the file/record from the court/branch)
5. The File Fetcher then hands over the C.A. application to the Ahlmad for making available the concerned file/record.
6. According to the demand of the applicant, as mentioned in his/her C.A. application form, the Ahlmad sends the file/records to the Copying Agency through File Fetcher.
7. The Branch-in-charge marks the file/record to the Copyist (a person who prepares the certified copies) for preparation of Certified copies.
8. The Copyist then checks and correlates file as to whether the copies of items sought for by the applicant is in the file or not. Copyist also checks whether the applicant is the party to the case or not and if the applicant is not found to be the party or not related to the case, he is not allowed to have the copies of exhibited documents.
9. After copying the pages, beside putting other stamps, Copyist puts a large sized stamp (on which details viz. Name of the copyist, C.A. No., Number of copied pages etc. are mentioned) on the back of the first page/heading and fills up the relevant details in the columns of the stamp and also mentions whether the C.A. is applied in URGENT or ORDINARY mode (*It may be noted that the Process Fee of Rs. 25/- is charged in URGENT mode and Rs. 10/- is charged in ORDINARY mode and Rs. 5/- is charged for per copied page*). After completing all above, Copyist gives the prepared copies along with the relevant file to the Examiner (a person who examines and tallies the copy from the original record).
10. After having examined the copies, so prepared by the Copyist, the Examiner signs each page of the copy and after that the same is sent to the Facilitation Centre for its delivery.
11. The certified copies are then delivered to the applicant on presenting the receipt issued to him and if the copying fee is not covered under his earlier deposited fee, the balance recovery is charged from him accordingly.
12. The Receipt Clerk, after closing (at 3:45 PM) of counters meant for C.As. at Facilitation Centre deposits the entire cash, lying with him, to District Nazir.

### **Copying Agency (Criminal) [Central District]**

<b>No. of Officials</b>	<b>Designation</b>	<b>Official working as</b>
01	Sr. Judicial Assistant	Branch-in-charge
04	SJA/Judicial Assistant	Examiners
01	Judicial Assistant	Miscellaneous Clerk
05	Judicial/ Junior Judicial Assistants	File Fetchers
07	Judicial/Junior Judicial Assistants	Copyists
02	Junior Judicial Assistants	Delivery Clerk at Facilitation Centre
02	Junior Judicial Assistants	Receipt Clerk at Facilitation Centre

### **Stages of Preparation of Certified Copies**

1. Applicant files the Certified Copy form in prescribed proforma along with copy.
2. The Receipt Clerk at Facilitation Centre puts C.A. Number on the application and gives the receipt against received C.A. application.
3. The Receipt Clerk then sends the C.A. application to the concerned Copying Agency.
4. The Branch-in-charge then according to the court / branch, where the record is lying, marks the C.A. application to the concerned File Fetcher (a person who brings the file/record from the court/branch)
5. The File Fetcher then hands over the C.A. application to the Ahlmad for making available the concerned file/record.
6. According to the demand of the applicant, as mentioned in his/her C.A. application, the Ahlmad sends the file/records to the Copying Agency through File Fetcher.
7. The Branch-in-charge marks the file/record to the Copyist (a person who prepares the certified copies) for preparation of certified copies.
8. The Copyist then checks and correlates file as to whether the copies of items sought for by the applicant is in the file or not. Copyist also checks whether the applicant is the party to the case or not and if the applicant is not found to be the party or not related to the case, he is not allowed to have the copies of exhibited documents.
9. After copying the pages, beside putting other stamps, Copyist puts a large sized stamp (on which details viz. Name of the copyist, C.A. No., Number of copied pages etc. are mentioned) on the back of the first page/heading and fills up the relevant details in the columns of the stamp and also mentions whether the C.A. is applied in URGENT or ORDINARY mode (*It may be noted that the Process Fee of Rs. 25/- is charged in URGENT mode and Rs. 10/- is charged in ORDINARY mode and Rs. 5/- is charged for per copied page*). After completing all above, Copyist gives the prepared copies along with the relevant file to the Examiner (a person who examines and tallies the copy from the original record).
10. After having examined the copies, so prepared by the copyist, the examiner signs each page of the copy and after that the same is sent to the Facilitation Centre for its delivery.
11. The certified copies are then delivered to the applicant on presenting the receipt issued to him and if the copying fee is not covered under his earlier deposited fee, the recovery is charged from him accordingly.
12. The Receipt Clerk, after closing (at 3:45 PM) of counters meant for C.As at Facilitation Centre deposits the entire cash, lying with him with District Nazir.

### **COPYING AGENCY (SESSIONS) [CENTRAL DISTRICT]**

<b>Designation &amp; Strength</b>	<b>Official working as</b>
Senior Judicial Assistant	Branch-in-charge
Senior Judicial Assistants	Examiners
Judicial Assistant	Examiners
Judicial Assistant	Copyist
Judicial Assistants	File Fetcher
Judicial Assistant	Facilitation Centre – (For collection of C.A. Applications and distributing the same to the concerned File Fetchers before and after lunch.) + Examiner.

Judicial Assistant	Record Room (R.No.45 & 225) File Fethcer + Examiner in Record Room.
Judicial Assistant	Posted at Facilitation Center
Junior Judicial Assistant	Copyists
Junior Judicial Assistant	Computer Clerk
Junior Judicial Assistants	File Fetchers
JuniorJudicial Assistants	Posted at Facilitation Centre
Peons	To do the work on the direction of Branch Incharge

### **Stages of Preparation of Certified Copies**

1. Applicant applies for the Certified Copy in prescribed proforma in duplicate.
2. The Receipt Clerk at Facilitation Centre puts Copying Agency (CA) Number on the application and gives the receipt against his received Copying Agency (CA) application.
3. The Receipt Clerk then sends the Copying Agency (CA) application to the concerned Copying Agency (C.A).
4. The Branch-in-charge then according to the court / branch, where the record is lying, marks the Copying Agency (CA) application to the concerned File Fetcher (a person who brings the file/record from the court/branch)
5. The File Fetcher then hands over the Copying Agency (CA) application to the Ahlmad for making available the concerned file/record.
6. According to the demand of the applicant, as mentioned in his/her Copying Agency (CA) application, the Ahlmad sends the file/records to the Copying Agency through File Fetcher.
7. The Branch-in-charge marks the file/record to the Copyist (a person who prepares the certified copies) for preparation of Certified copies.
8. The Copyist then checks and correlates file as to whether the copies of items sought for by the applicant is in the file or not. Copyist also checks whether the applicant is the party to the case or not and if the applicant is not found to be the party or not related to the case, he is not allowed to have the copies of exhibited documents.
9. After copying the pages, beside putting other stamps, Copyist puts a large sized stamp (on which details viz. Name of the copyist, Copying Agency (CA) Number, Number of copied pages etc. are mentioned) on the back of the first page/heading and fills up the relevant details in the columns of the stamp and also mentions whether the Copying Agency (CA) is applied in URGENT or ORDINARY mode (*It may be noted that the Process Fee of Rs. 25/- is charged in URGENT mode and Rs. 10/- is charged in ORDINARY mode and Rs. 5/- is charged for per copied page*). After completing all above, Copyist gives the prepared copies along with the relevant file to the Examiner (a person who examines and tallies the copy from the original record).
10. After having examined the copies, so prepared by the Copyist, the Examiner signs each page of the copy and after that the same is sent to the Facilitation Centre for its delivery.
11. The certified copies are then delivered to the applicant on presenting the receipt issued to him and if the copying fee is not covered under his earlier deposited fee, the difference of amount is charged from him accordingly.
12. The Receipt Clerk, after closing (at 3:45 PM) of counters meant for C.As. at Facilitation Centre deposits the entire cash, lying with him, to District Nazir.

## **FACILITATION CENTRE [CENTRAL DISTRICT]**

- Filing Branch: -** To receive fresh filing of cases pertaining to District & Sessions Judges (HQ) and Addl. District & Sessions Judges and bail applications.
- Senior Civil Judges:** To receive fresh filing of cases pertaining to Senior Civil Judges and Civil Judges.
- Rent Controller:** To receive fresh filing of cases pertaining to Rent Control Tribunal, Rent Controllers and Addl. Rent Controllers and to accept deposition of rent under orders of Courts and deposit in bank.
- Chief Metropolitan Magistrate:** To receive fresh filing of cases pertaining to Chief Metropolitan Magistrate and Addl. Chief Metropolitan Magistrate and Metropolitan Magistrate.
- Copying Agency (Sessions, Civil and Criminal):** To receive fresh C.A. applications for certified copies and to deliver ready copies from their respective counters.
- General Enquiry Counter:** To provide General Enquiry to litigants/general public/members of BAR, Receive official dak and maintain record of all types of correspondence. In order to ensure that the physically challenged litigants, victims or accused are not made to face hardships while attending their cases in the courts existing at various floors of Tis Hazari Courts Complex, Facilitation cum Information Centre provide special facility i.e., Wheel Chairs to such disabled person for their smooth movement. It is further submitted that one Kiosk Touch Screen Machine installed in front of General Enquiry Counter No. 01 for the facility of Member of Bar and Litigants to retrieve data/enquiry by themselves.
- PRO Office:** To attend queries of the Doctors/Expert Witnesses regarding availability of the Judicial Officers and recording of evidence promptly and maintain the records of receipt of call from the witnesses showing their inability to attend court and onward communication of the same to the concerned Courts.

## **FILING & SECTION WRITER BRANCH, CENTRAL DISTRICT**

Filing of Fresh Cases in respect of Central District:

1. Receiving of files for District Judge (Central) at Counter No. 2 at Facilitation Centre, Tis Hazari Courts, Delhi such as Civil Suits, Probate Cases, Regular Civil Appeals, Misc. Civil Appeals, Publics Premises Act Appeal, Appeals u/s 347D DMC Act & 256 NDMC Act, Criminal Revision, Criminal Appeal, Execution of Arbitration Awards, DAR for MACT cases, complaint cases for Electricity Court, Bail applications for Session Courts.

2. Checking of jurisdictions (pecuniary and territorial jurisdiction) of all the cases received at Counter No. 2
3. Checking the value of Suit, Court Fee, Vakalatnama, Affidavit, Paging and Signature of the applicant on the petition and also report regarding connected cases, pending in the court, if any.
4. Checking the Caveat in all the civil matter received at Counter No. 2 and if any Caveat found, it be attached with the file and making endorsement in the first page of Plaint regarding attaching of Caveat.
5. After Checking of files we put stamp of filing at the last page of plaint for filing.
6. Give Centralizing filling number to each file after making entry in the computer category wise.
7. We also receive caveats and make entry in the manual register and give number to each caveat.
8. Entry/E-court fee locked all files received at Counter No. 2 in Manual/Allocation Register and prepare the files for allocation/marking from District & Sessions Judge (HQs), Delhi.
9. District & Sessions Judge (HQs) mark the criminal files to Addl. Sessions Judge.
10. All fresh Civil Cases/CS(Comm.)/OMP (Comm.) pertaining to the Court of Ld. District & Sessions Judge (HQs)/Commercial District Judge/ADJ allocated randomly through NC CIS 3.0 software.
11. All OMP (Comm.) cases have been received through e-filing alongwith physical file at the filing counter.
12. After marking of files, allocate the concerned files in computer and transfer data to the courts through server.
13. After their allocation in Computer, the files send to the courts and also display the list at old filing counter.
14. We also receive transfer applications, guardianship cases, Adoption cases, disposal of case property, article filed by police official or parties and other misc. applications and documents for District & Session Judge (HQs), Delhi and also Succession Petition for Administrative Civil Judge of Central District, Tis Hazari Courts, Delhi.
15. We also send a letter to sole arbitrator in the matter of U/s 34 objection.

#### **FILING OF BAIL APPLICATIONS**

1. The Bail Applications are now disposed off by Bail Judge/Additional Sessions Judges. The Bail Applications are received and thoroughly checked in respect of Court Fee, Jurisdiction and enclosed documents by Dealing Clerks deputed at Facilitation Center.
2. Computerized Cause List is then prepared after sorting of these bail applications Police Station wise. Thereafter, these bail applications are sent to the concerned Bail Judge/Courts and copies of Bail applications are also sent to Prosecution Branch by Dealing Clerks deputed at Facilitation Center. A copy of the computerized Cause List so prepared is displayed at Facilitation Centre.
3. Attested copies of Bail Orders in bail applications, received from the Court of Bail Judge, Central Districts, Delhi are then prepared and copies of these bail orders are attested by Administrative Officer (Judl.) or official on duty for issuing the same to the litigants/lawyers and Prosecution Branch/Jail Dak/ Concerned MM.
4. Kharja of all these bail application is made daily on the Cause-list of Bail applications and thereafter, disposed off bail applications and sent to Bail Clerk at Room No. 306, for consignment to the Record Room after making necessary entries in Computer and Monthly Bail Report is prepared and sent to the Hon'ble High Court of Delhi, New Delhi.
5. Receiving of half yearly Bail Report from Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts and Saket Courts and sent to the Hon'ble High Court of Delhi after compilation.



## OTHER WORK

1. Preparation of Six Sets (photocopy) of Judicial Files in which accused is awarded sentence for life imprisonment by the Court of Additional Sessions Judge.
2. Attestation of Copies of Judgments/Orders passed by District & Sessions Judge (HQs), Additional Session Judges (Central) and Additional District Judges (Central) in which copies are being sent to the lower courts/courts concerned.
3. Criminal Cases committed to Sessions Court by Metropolitan Magistrates are received and put up before concerned District Judge & Sessions Judge (Central) for making. After making the entries in the computers, the same are sent to the courts concerned.
4. Certified copies of the Judgment and order on sentence are supplied to the accused free of cost in the open court of Additional Sessions Judges of Central Delhi by which accused get Session Trail sentence after attesting by the officials of the Section Writer Branch/Filing Section.

## राजभाषा हिन्दी अनुभाग कक्ष संख्या 238, द्वितीय तल, जिला न्यायालय, तीस हजारी दिल्ली

कला, संस्कृति एवं भाषा विभाग, दिल्ली सरकार के पत्र संख्या 20418 दिनांक 13.10.2006 के अनुसार तत्कालीन माननीय जिला एवं सत्र न्यायाधीश, दिल्ली के आदेश के द्वारा जिला न्यायालय दिल्ली में वर्ष 2007 में हिन्दी कार्यान्वयन समिति का गठन किया गया था। समिति, जिला न्यायालय दिल्ली में राजभाषा हिन्दी के प्रचार-प्रसार व प्रयोग को बढ़ावा देने के लिए निरंतर कार्य कर रही है।

प्रारंभिक चरण में हिन्दी कार्यान्वयन समिति ने जिला न्यायालय दिल्ली में राजभाषा हिन्दी के प्रचार-प्रसार को बढ़ावा देने के उद्देश्य से महत्वपूर्ण प्रयास किए, जिनमें प्रयोक्ता निर्देशिका का हिन्दी रूपांतरण किया गया, जिसमें जिला न्यायालय दिल्ली से संबंधित सभी महत्वपूर्ण जानकारियाँ दी गई थी। कला, संस्कृति एवं भाषा विभाग, दिल्ली सरकार तथा प्रशिक्षण निदेशालय, दिल्ली सरकार के द्वारा समय-समय पर जिला न्यायालय दिल्ली के कर्मचारियों को राजभाषा हिन्दी में सरकारी कामकाज का प्रशिक्षण दिया गया है।

वर्तमान समय में जिला न्यायालय दिल्ली के अन्तर्गत ग्यारह न्यायिक जिले हैं। इससे पूर्व नौ न्यायिक जिले थे। सभी न्यायिक जिलों में राजभाषा हिन्दी में कामकाज को समानान्तर तौर पर बढ़ावा देने के लिए माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली के आदेश संख्या 1218/33345-376/एफ.1(3)/गैज/2011, दिनांक 13 मई 2011 के द्वारा हिन्दी कार्यान्वयन समिति को केन्द्रीय हिन्दी कार्यान्वयन समिति का दर्जा दिया गया। आदेश संख्या 1217/33377-417/एफ.1(3)/गैज/2011, दिनांक 13 मई 2011 के द्वारा माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली ने केन्द्रीय हिन्दी कार्यान्वयन समिति के सुझाव पर सभी न्यायिक जिलों में राजभाषा हिन्दी का प्रचार-प्रसार व कार्य सुचारु रूप से चलाने के लिए नोडल अधिकारियों को मनोनीत किया। केन्द्रीय हिन्दी कार्यान्वयन समिति के सुझाव पर माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली के द्वारा समय-समय पर नोडल अधिकारियों के नामों का मनोनयन किया जाता है। जैसा कि वर्तमान में ग्यारह न्यायिक जिले हैं, अतः वर्तमान में नोडल अधिकारियों की संख्या भी न्यायिक जिलों के अनुसार ग्यारह है।

वर्तमान समय में जिला न्यायालय दिल्ली के सभी न्यायिक जिलों में हिन्दी अनुभागों की स्थापना की गई है जो संबद्ध जिले के नोडल अधिकारी व केन्द्रीय हिन्दी कार्यान्वयन समिति के नियंत्रण और दिशा निर्देशन में कार्य कर रहे हैं तथा उपलब्ध सीमित संसाधनों के द्वारा राजभाषा हिन्दी से संबंधित कार्यों में निरंतर सहयोग प्रदान कर रहे हैं।

जिला न्यायालय, दिल्ली में चपरासियों/अर्दलियों/चालकों व समकक्ष वर्ग के कर्मचारियों इत्यादि से संबंधित प्रशासनिक कामकाज राजभाषा हिन्दी में शुरू करवाने के लिए केन्द्रीय हिंदी कार्यान्वयन समिति, जिला न्यायालय दिल्ली द्वारा महत्वपूर्ण प्रयास किए गए। प्रशासन अनुभाग के कर्मचारियों को हिन्दी टंकण व हिन्दी में कामकाज का प्रशिक्षण दिया गया। यह प्रशिक्षण हिन्दी अनुभाग में तैनात जिला न्यायालय दिल्ली के कर्मचारियों के द्वारा ही दिया गया था। इसके अतिरिक्त महत्वपूर्ण प्रशासनिक प्रपत्रों को हिंदी में तैयार किया गया और उन्हें प्रशासन अनुभाग को उपलब्ध करवाया गया। इन प्रयासों के फलस्वरूप वर्तमान में प्रशासन अनुभाग-तीन में सुविधाजनक रूप से प्रशासनिक कामकाज राजभाषा हिन्दी में हो रहा है।

केन्द्रीय हिन्दी कार्यान्वयन समिति की बैठक समय-समय पर बुलाई जाती है, जिसमें जिला न्यायालय दिल्ली में राजभाषा हिन्दी के प्रचार-प्रसार व प्रयोग को बढ़ावा देने संबंधित सुझाव व अनुशंसाएं दिए जाते हैं। माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली की स्वीकृति के उपरांत केन्द्रीय हिंदी कार्यान्वयन समिति के मार्गदर्शन में व समिति के मतानुसार उन सुझावों व अनुशंसाओं पर कार्य किया जाता है।

हिन्दी अनुभाग के द्वारा विभिन्न न्यायालयों के आशुलिपिकों को यूनिकोड पर हिन्दी टाईप का प्रशिक्षण दिया गया है ताकि आवश्यकता पड़ने पर आशुलिपिक हिन्दी भाषा में काम करने में सक्षम हों। इसके अतिरिक्त कला, संस्कृति एवं भाषा विभाग दिल्ली सरकार के द्वारा तीस हजारी न्यायालय परिसर में संचालित हिन्दी टाईप एवं आशुलिपि प्रशिक्षण केन्द्र पर भी कर्मचारियों को हिन्दी टंकण का प्रशिक्षण दिलवाया गया था। इसके अतिरिक्त कला, संस्कृति एवं भाषा विभाग दिल्ली सरकार के द्वारा समय-समय पर आयोजित की जाने वाली हिन्दी कार्यशालाओं, हिन्दी प्रतियोगिताओं इत्यादि में भी जिला न्यायालय दिल्ली के कर्मचारियों को नामांकित किया जाता है।

प्राप्त पत्रों/मामलों पर हिन्दी अनुभाग के प्रशासनिक अधिकारी (न्यायिक) द्वारा आवश्यक कार्यवाही की जाती है। कनिष्ठ न्यायिक सहायक/न्यायिक सहायक पद के कर्मचारी निर्देशानुसार दिए गए विषय पर कार्यालय टिप्पण तैयार करते हैं जिसे वरिष्ठ प्रशासनिक अधिकारी (न्यायिक) अंतिम रूप देता है और इसके बाद विषय/मामला सदस्य(1), केन्द्रीय हिंदी कार्यान्वयन समिति के समक्ष प्रस्तुत किया जाता है। उनसे स्वीकृति एवं अनुमोदन के बाद विषय/मामले को माननीय अध्यक्ष, केन्द्रीय हिंदी कार्यान्वयन समिति के समक्ष प्रस्तुत किया जाता है। उनके अनुमोदन/स्वीकृति के उपरांत, जैसा भी निदेश/आदेश हो, विषय/मामले पर कार्यवाही की जाती है। माननीय अध्यक्ष, केन्द्रीय हिंदी कार्यान्वयन समिति की स्वीकृति के उपरांत महत्वपूर्ण विषयों को माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय) के समक्ष प्रस्तुत किया जाता है। महत्वपूर्ण विषयों व पत्रों को केन्द्रीय हिंदी कार्यान्वयन समिति, जिला न्यायालय दिल्ली के समक्ष बैठक में भी प्रस्तुत किया जाता है और तदोपरांत, जैसा भी लिखित या मौखिक आदेश/निदेश हो, संबंधित विषय पर कार्यवाही की जाती है।

केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय, दिल्ली ने जिला न्यायालय दिल्ली की हिन्दी वेबसाइटों के निर्माण कार्य में भी वेबसाइट समिति जिला न्यायालय दिल्ली का सहयोग दिया है।

**संरचनात्मक ढाँचा**  
**केन्द्रीय हिन्दी कार्यान्वयन समिति**

अध्यक्ष (एक)

सदस्य (2)

नोडल अधिकारी (ग्यारह/प्रत्येक न्यायिक जिले में एक)

हिन्दी अनुभाग (केन्द्रीय) व अन्य सभी न्यायिक जिलों में भी स्थापित

वरिष्ठ प्रशासनिक अधिकारी (न्यायिक) (एक)/ केन्द्रीय जिला

न्यायिक सहायक (2)/ केन्द्रीय जिला

अर्दली (एक)

## **JUDICIAL BRANCH, TIS HAZARI COURTS, DELHI**

District & Sessions Judge (HQs)  
Officer Incharge  
Senior Administrative Officer (Judicial)  
Administrative Officer (Judicial)  
Senior Judicial Assistant  
Judicial Assistant  
Junior Judicial Assistant

### **Working of Judicial Branch**

1. Deal with the complaints against Judicial Officers (DHJS & DJS) and maintaining its record.
2. Sending the Inspection reports of Courts of Judicial Officer (DJS) to the Hon'ble High Court of Delhi, New Delhi.
3. Sending the Judgments to Hon'ble High Court of Delhi in respect of Inspection of Courts and keeping the records of ACRs of the Judicial Officers.
4. Matters dealing with the ACRs of all the Judicial Officers.
5. Security arrangement of Judicial Officers against threat to life.
6. Correspondence regarding appearance before Inspecting Committee of Hon'ble High Court of Delhi, New Delhi by DHJS/DJS officers.
7. Circulations of orders of transfer/postings of DHJS/DJS and Special MMs, received from Hon'ble High Court of Delhi, New Delhi.
8. Personal Correspondence relating to Judicial Officers of Central District with the Hon'ble High Court of Delhi, New Delhi.
9. Maintaining record of successor courts of DHJS & DJS.
10. Circulation of letter of appointment for deputation posts received from the Hon'ble High Court of Delhi, New Delhi.
11. Forwarding of transaction in movable and immovable property of Judicial Officers of Central District to Hon'ble High Court of Delhi, New Delhi.
12. Issuance of employment certificate, No Objection Certificate, Identity Card and Republic Day Celebration Beating retreat & Independence Day Celebration Card to the Judicial Officers.
13. Orders of Hon'ble High Court for Creation/Sanction/Continuance of the Posts of Judicial Officers.
14. Orders of Hon'ble High Court of Delhi, New Delhi on Seniority and promotion of Judicial Officers.
15. Orders of Hon'ble High Court of Delhi, New Delhi on Departmental Examination of the officers of Delhi Judicial Service (Probationers).
16. Forwarding of request to the Director, Prosecution for providing Public prosecutors/Addl. Public Prosecutors/ Assistant Public Prosecutors in Criminal courts.
17. Forwarding of request to the Director, Prosecution for providing Public prosecutors/Addl. Public Prosecutors/ Assistant Public Prosecutors in Criminal courts.
18. Order of Hon'ble Court on appointment of Special MMs.
19. Correspondence regarding Judicial Officers Association of DHJS & DJS to the Hon'ble High Court of Delhi, New Delhi.
20. Correspondence regarding Delhi Legal Service Authority and Delhi Legal Service Committee.
21. Cases transfer of DHJS& DJS, as per direction of the Hon'ble High Court of Delhi, New Delhi.
22. Power/Bail Powers/Notifications (All Judicial Officers) and Designated/Special Courts received from the Hon'ble High Court of Delhi, New Delhi.

23. Detention of Judicial Officers during Vacations, as per directions of the Hon'ble High Court of Delhi, New Delhi.
24. Forwarding of Duty Rosters of MM/Spl. MM to the Hon'ble High Court of Delhi, New Delhi.
25. Circulation of amendments of High Court Rules & Orders to Judicial Officers.
26. Circulation of list of Holidays and Calenders, received from the Hon'ble High Court of Delhi, New Delhi.
27. Constitution of Committees& authorization of officer in-charge of Branches at Tis Hazari Courts, Central District.
28. Allotment of Govt. Accommodation to Judicial Officers from Judicial Pool.
29. Training programme of Judicial Officers received from Delhi Judicial Academy and High Court of Delhi, New Delhi.
30. Courses/seminars related to Judicial Officers
31. Counter signature of advocates experience certificates for appearing in Judicial Service and Higher Judicial Service Examinations of the States.
32. All kinds of leaves of Officers of DHJS and DJS of Central District, Tis Hazari Courts, Delhi.
33. Leaves of Special Metropolitan Magistrates/Trainee Judicial Officers and others (under training)Officers and Officers on diverted capacity.
34. Intimation of proceeding of Judicial Officers for going on Evidence & TIP.
35. Quarterly disposal statement of Officers of DHJS &/DJS (Central) to the Hon'ble High Court of Delhi, New Delhi.
36. Month wise cases pendency of the court of DHJS and DJS Officers of all court complexes.
37. Filing reply of Parliament Question received from Hon'ble High Court of Delhi, New Delhi & GNCT of Delhi regarding institution, disposal and pendency of cases.
38. Correspondence with the Deputy Commissioner of Police Concerned to provide police aid as per request of the Civil Courts.
39. Installation / sanction of new telephone connections/ PRI Line in newly constructed court complexes.
40. Installation / sanction of new telephone connections for the residence as well as court chambers of Judicial officers.
41. Shifting of telephone connections.
42. Data Preparation & Distribution of telephone directory received from the Hon'ble High Court of Delhi, New Delhi.
43. Liaisoning work with (MTNL) regarding installation/transfer/disconnection of Govt. telephone connections.
44. Receiving and handing over the daily letters / dak of Judicial Branch.

### **LIBRARY SECTION [CENTRAL DISTRICT]**

Central District has one District Courts Library at Tis Hazari Courts, Delhi for the Judicial Officers and branches at District Courts, Delhi.

District Courts Library, Tis Hazari Courts, Delhi performs the following functions:-

Purchasing of Books, Bare Acts, Swamy's Books, General Books, Law Journals, Law Softwares, Library Articles, Binding of Law Journals, Purchasing of Newspapers and Magazines for the Ld. District & Sessions Judge (Headquarters), Delhi and Ld. District &

Sessions Judge (West District), Tis Hazari Courts, Delhi, Mediation Centre at Tis Hazari Courts, Delhi, Mediation Centre, Extension Block, Tis Hazari Courts, Delhi and District Courts Library, Tis Hazari Courts, Delhi, Providing of Books to District Courts Library situated at Patiala House, Karkardooma, Rohini, Dwarka, Saket and Rouse Avenue Courts Complex, Delhi/New Delhi and providing of Residential & Court Library to the Judicial Officers of District Courts, Delhi, Collection of Loose Parts of the Law Journals of Court & Residential Library of Judicial Officers from Designated Courts and District Courts Libraries at Patiala House, Karkardooma, Rohini, Dwarka, Saket and Rouse Avenue Courts Complex, Delhi/New Delhi for Binding and after binding the same are supplied back to them, etc.

### **STRUCTURE OF THE BRANCH**

S. No.	Designation
1.	<b>Incharge/Information Officer-cum-Librarian</b>
2.	<b>Senior Judicial Assistant</b>
3.	<b>Judicial Assistant</b>
4.	<b>Junior Judicial Assistant</b>
5.	<b>Peon</b>

Annual Report is available on the official website at [www.districtcourts.nic.in](http://www.districtcourts.nic.in)

### **MEDIATION CENTRE [CENTRAL DISTRICT]**

**LOCATION:-** Delhi Mediation Centre is situated on the 3<sup>rd</sup> floor of the Tis Hazari Court Building Complex, above Central Hall.

**MEDIATION ROOMS:** There are 11 Mediation Rooms in the Mediation Centre out of which 06 rooms are available in main Mediation Centre, 03 rooms in Annexe– 1 and 02 rooms in Annexe – 2. The Office of Judge In-charge is separate and he conducts mediations in his office itself.

**JUDGE INCHARGE:** Sh. Sunil K. Aggarwal is the Judge Incharge of Mediation Centre, Tis Hazari Courts, Delhi, who is an Officer of Delhi Higher Judicial Service.

**TOTAL NUMBER OF FUNCTIONAL MEDIATORS:** The present strength of Advocate Mediators is 66 & Judicial Mediators is 11, including the Judge In-charge. While the Advocate/Judicial Mediators work on one day in the week as Mediators, the Judge In-charge conducts Mediation on all days.

**SUPPORT STAFF:** There are three Senior Judicial Assistants, Nine Judicial Assistants, Two Junior Judicial Assistants, Four Personal Assistants and Six Peons in the Mediation Centre.

**INFRASTRUCTURE:** Mediation Centre, Tis Hazari comprising Office of Judge Incharge along with Room for Personal Assistants, two Receptions, Pre-litigation Desk, Eleven Mediation Rooms and one Room for Staff. The Mediation Centre is fully air conditioned. Mediation Centre is also provided with requisite infrastructure such as Computers, Photocopiers, Fax Machine, T.V., furniture etc.

### **NAZARAT BRANCH – CENTRAL DISTRICT**

**Bailiff:** To execute the warrants issued by the court.  
**Process-Server:** To serve the summons issued by the court and compliance as per direction of concerned court.

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

1. Receipt & Dispatch of letters/orders from and to Hon'ble Supreme Court of India/ Hon'ble High Courts of India and other Court Complexes of Delhi.
2. Received & Dispatch of letters/order from and to all other districts i.e. PHC, KKD, Rohini, Dwarka and Saket Courts.
3. To deal with the Production Warrants/ Bailable Warrants/ NBWs/ Summons/ Notices received from Hon'ble High Courts of India and other Court of Law from all over India.
4. Maintaining of Leave Record of Ld. MMs/ Spl. MMs and to send the same to the office of the Ld. District and Sessions Judge (HQ), Delhi.
5. Posting and transfer and extension of terms of Spl. MMs.
6. Maintaining of record of Successor Court i.e. Ld. CMMs/ACMMs/MMs of Central District.
7. Preparation of Duty Rosters & Link Rosters on monthly basis and on the request of Ld. Judicial Officers.
8. Monthly statements of Ld. MMs, Central District.
9. Monthly statements of Spl. MMs.
10. Quarterly statements of Spl. MMs.
11. To receive monthly statement of Evening Courts and to send the same to the Office of Ld. District & Sessions Judge (HQ), Delhi.
12. To receive the monthly statement from the Ld. Magisterial Courts in the respect of UTPs in custody and to send the consolidated report to the office of the Ld. District & Sessions Judge (HQ), Delhi.
13. To receive the quarterly statement from the Ld. Magisterial Courts in respect of applications for release of Case Property and to send the consolidated report to the office of the Ld. District & Sessions Judge (HQ), Delhi.
14. To call the record/data from the Ld. Magisterial Court in terms of the Directions of Hon'ble High Court & Ld. District & Sessions Judge (HQ) from time to time and to send the same to the office of the Ld. District & Sessions Judge (HQ), Delhi.
15. To deal with the complaints and other letters received from the Spl. MMs and forward the same to the high authorities.
16. Preparation of Production Warrants for production of UTPs before the Hon'ble Courts outside Delhi.
17. To deal with the TIP and recording of statement Under Sec. 164 Cr.P.C.

18. To receive the monthly statement of Juvenile Justice Boards and to send the same to the Hon'ble High Court of Delhi.
19. To receive the monthly statement and inspection reports from Child Welfare Committees and to send the same to the Hon'ble High Court.
20. To receive and deal with the monthly roster of Child Welfare Committees.
21. To deal with the work related the Jail Sitting at Tihar Jail Complex i.e. to call the files on robkas from the concerned districts and to prepare the list of the same for handing over the same to the Ld.MMs, deputed to hold the Jail Sitting.
22. To deal with the work related to Court Complaints.
23. Work related to transfer of cases and application for transfer of cases filed by the litigant and lawyers.
24. Work related to holding Evening Courts.

### **Work being done at Filing Counter**

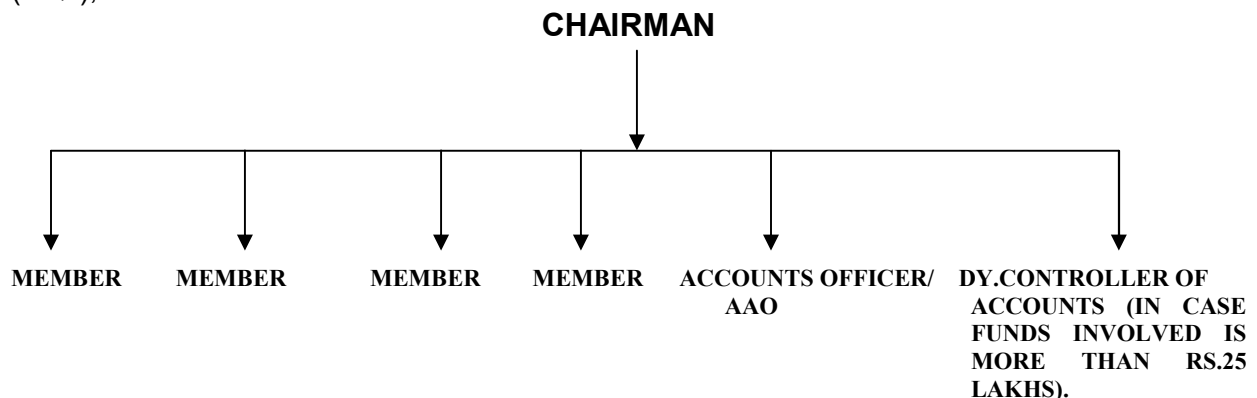
01. To receive the Charge-sheets filed by the Delhi Police Officials pertaining to Central District and allotment of CIS Number to each Charge-sheet. Thereafter, the same are sent to the concerned court against the proper receipt.
02. To receive the fresh complaint case files under section 138 NI Act and all other Criminal Complaints filed by the litigants and lawyers and allotment of CIS Number and further assignment of the same to the concerned Courts. Thereafter, the same are sent to the concerned court against the proper receipt.
03. To receive the all bail applications and allotment of CIS Number to each application. Thereafter, the same are sent to the concerned court against the proper receipt.
04. To receive the all applications for release of case properties, release of articles etc. Thereafter, the same are sent to the concerned court against the proper receipt.

### **PURCHASE CELL [CENTRAL DISTRICT]**

#### **Structure of Branch**

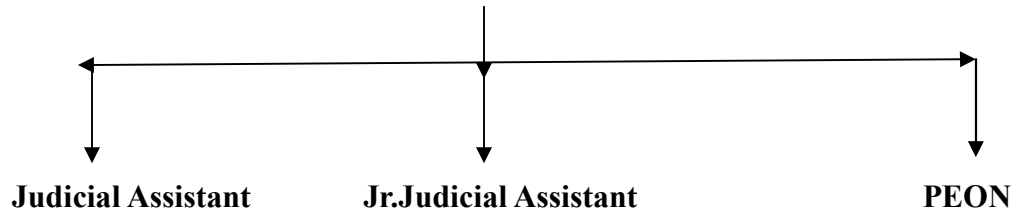
The purpose of constituting Purchase Cell was to assist the Centralized Purchase Committee duly constituted by the Ld. District & Sessions Judge (HQs), Delhi in purchasing different items/articles and award of various maintenance/rate contracts for the use of all the District Courts Complexes. It also provides technical assistance & facility to Centralized Purchase Committee.

The Structure of Purchase Committee constituted by the Id. District & Sessions Judge (HQs), Delhi is as under: -



The Purchase Cell, Tis Hazari Courts works under the direction/guidance of Purchase Committee headed by the Ld. Chairman, Purchase Committee. The Purchase Cell is under the control of Administrative Officer (Judl.). The structure of Purchase Cell is as under :-

**BRANCH INCHARGE (SR. JUDL. ASSTT.)**



**RECEIPT & ISSUE SECTION (CENTRAL DISTRICT)**

Receipt & Issue Branch is mainly divided into two sub head i.e. Receipt Section & Dispatch Section.

**Receipt Section**

**Receipt-'A'** deals with all the Correspondence/Communications which are addressed to District & Sessions Judge (HQs) are received from Tis Hazari courts separate registers in the name of Receipt-A is maintained for this work after making entries no. and title of subject of the communications, all letters delivered through dak books to the concerned branches on the same day or very next day.

**Receipt-'B'** deals with the Correspondence/Communications received from other than Tis Hazari court i.e. Spl. MM and all Municipal Magistrate located in all Delhi, JJB, By Post Letters and files, Supreme Court Dak, Communication from deputation and retired Officers/officials, all the letters, High Courts all India Tihar Jail Govt. of Delhi which are addressed to District & Sessions Judge (HQs) are received only in Receipt-B. After making entries no. and title of subject in the main registers all the letters are sent to the concerned dealing branches.

**Receipt-'C'** deals with the Correspondence/Communications received from Rohini Courts Complex with Family Courts and DLSA, which are addressed to the District & Sessions Judge (HQs). All the letters are entered with the title of subject in the main register and sent to the concerned branches.

**Receipt-'D'** deals with the Correspondence/Communications received from Karkardooma Court Complex with Family Courts and DLSA, which are addressed to the District & Sessions Judge (HQs) are entered in the main register with title of subject and sent to the concern dealing branches.

**Receipt-'E'** deals with all the Correspondence/Communications are received from Patiala House Courts complex with Family Courts and DLSA, which are addressed to the District & Sessions Judge (HQs). After making diary no. and title of subject of the letter are sent to the concerned dealing branch.



**Receipt-'F'** deals with all the Correspondence/Communications are received from Dwarka Court Complex with Family Courts and DLSA, which are addressed to District & Sessions Judge (HQs) are entered in to main register with the title of subject and sent through dak book to the concerned dealing branch.

**Receipt-'G'** deals with all the Correspondence/Communications are received from Saket Court Complex with Family Courts and DLSA, which are addressed to District & Sessions Judge (HQs) are entered in to main register with the title of subject and sent through dak book to the concerned dealing branch.

**Receipt-'H'** deals with all the Correspondence/Communications are received from Rouse Avenue Court Complex, which are addressed to District & Sessions Judge (HQs) are entered in to main register with the title of subject and sent through dak book to the concerned dealing branch.

**Leave Receipt** all kind of Leave i.e. Casual Leave, Earned Leave, Medical Leave, Compensatory Leave, Paternity Leave, Maternity Leave, Child Care Leave, of the Judicial Officers/officials of Central District courts, and Diverted Capacity presently in other District are received in leave section after making diary no. with title of subject all the correspondence are sent to the concerned dealing branches for further necessary action.

**Delhi High Court Receipt** all the letters Confidential/Ordinary are received in Delhi High Court Receipt Seat. Record letters Stay orders, Bail orders proceedings are also received which are addressed in the name of the judicial officer at Tis Hazari Courts. After making diary no. with title of subject all the communications are sent to the concerned court/successor courts. The Judicial orders which are addressed to District & Sessions Judge Delhi are sent to A.O.Jud (General) for onward transmission to the concerned court/branch.

**Lower Court Record/Judicial Record Receipt** deals with judicial record related to Central and West District Tis Hazari Courts are received from Delhi High Courts in R & I Branch. After making diary number and full particulars of case all LCR are sent to the Concerned/Successor court and record rooms.

**Dispatch Section** is divided in SIX parts

1. **Local Dispatch**
2. **Delhi High Court Dispatch**
3. **Dispatch of Circular**
4. **Grievance Cell / Protocol Branch related Dispatch**
5. **ACR Cell**
6. **Nazarat Branch**

**Local Dispatch** deals with the Communications/Correspondences which are received from branches i.e. District Judge Office, Establishment Branch, Judicial Branch, Computer Branch, Vigilance/Litigation Branch, All Officer Incharge Chairman Committee delegated by Ld. District Judge, Delhi, All Copying Agency & All Record Room, Pool Car Branch, Care Taking Branch, Purchase Cell Branch, Hindi Section, Mediation Branch of Tis Hazari Courts are entered in the Local Dispatch register. After making entries in dispatch register with particulars of subject all the communications are sent to the destinations to outdoor dak to Government Offices, Private Department through our Spl. Messenger/Dak Peon or By post.

**Local Dispatch-I** Seat deals with the branches of Accounts, General, Library, Cash. All Communications of indoor, outdoor are entered in the dispatch register with particulars of subject and are sent to the destinations through our Spl. Messenger/dak book by DAK Peons or By Post.

**Delhi High Court Dispatch** seat deals with the Correspondences Letters and Judicial records received from various branches which are addressed to the Registrar General entered in the dispatch register with particular of case/subject and are sent to the High Courts of Delhi, New Delhi through Spl. Messenger /Dak Peon.

**Circular Seat** all the circulars are issued time to time from District & Sessions Judge (HQs), are entered in the circular registers. After making entries no. with particulars of subject all the circular are sent to the all district courts to concerned Judicial Officers/Officials other than Mediation News Letter, DLSA News Letter, JJB News Letters, Greetings Cards, Invitation Cards, Seminar Cards and Judicial Officers Mobile Bills. All type of Delhi High Court – ILR received from Library Tis Hazari are circulated to all the judicial officers of all district courts.

**'LAYERS' Seat** upload all the circular, orders etc. received from various branches of Central District for uploading on 'LAYERS' software as well as uploading on Centralized Website through 'LAYERS'.

### **RECEIPT SECTION**

<b>Receipt 'A'</b>	<b>Tis Hazari</b>
<b>Receipt 'B'</b>	<b>All Delhi</b>
<b>Receipt 'C'</b>	<b>Rohini</b>
<b>Receipt 'D'</b>	<b>KKD</b>
<b>Receipt 'E'</b>	<b>PHC</b>
<b>Receipt 'F'</b>	<b>Dwarka</b>
<b>Receipt 'G'</b>	<b>Saket</b>
<b>Receipt 'H'</b>	<b>Rouse Avenue</b>

**Leave receipt**  
**Delhi High Court Receipt**

### **DISPATCH SECTION**

1. Local Dispatch
2. Delhi High Courts Dispatch
3. Dispatch of Circular

4. Grievance Cell / Protocol Branch related Dispatch
5. ACR Cell
6. Nazarat Branch

#### **LOCAL DISPATCH**

- a) Judicial/Computer/Vigilance/C.A./R.R. Branch
- b) Administration/Pool Car/Hindi Section/Care Taking Branch
- c) RTI Branch.

#### **LOCAL DISPATCH – I**

- (a) Accounts Branch/Cash Branch/Fine & Audit Branch
- (b) General Branch
- (c) Library Branch

#### **RECEIPT SECTION**

- Receipt "A": Tis Hazari  
Receipt "B": All Courts  
Receipt "C": Rohini  
Receipt "D": KKD  
Receipt "E": PHC  
Receipt "F": Dwarka

Leave receipt  
Delhi High Court Receipt

- 1) Correspondence received regarding DJ/ADJ
- 2) Correspondence received regarding CMM/MM/CJ
- 3) Administrative Correspondence.
- 4) Judicial Record/LCR received.

#### **DISPATCH SECTION**

1. Local Dispatch
2. Delhi High Courts Dispatch
3. Dispatch of Circular
4. Grievance Cell / Protocol Branch related Dispatch
5. ACR Cell
6. Nazarat Branch

#### **LOCAL DISPATCH**

#### **LOCAL DISPATCH – I**

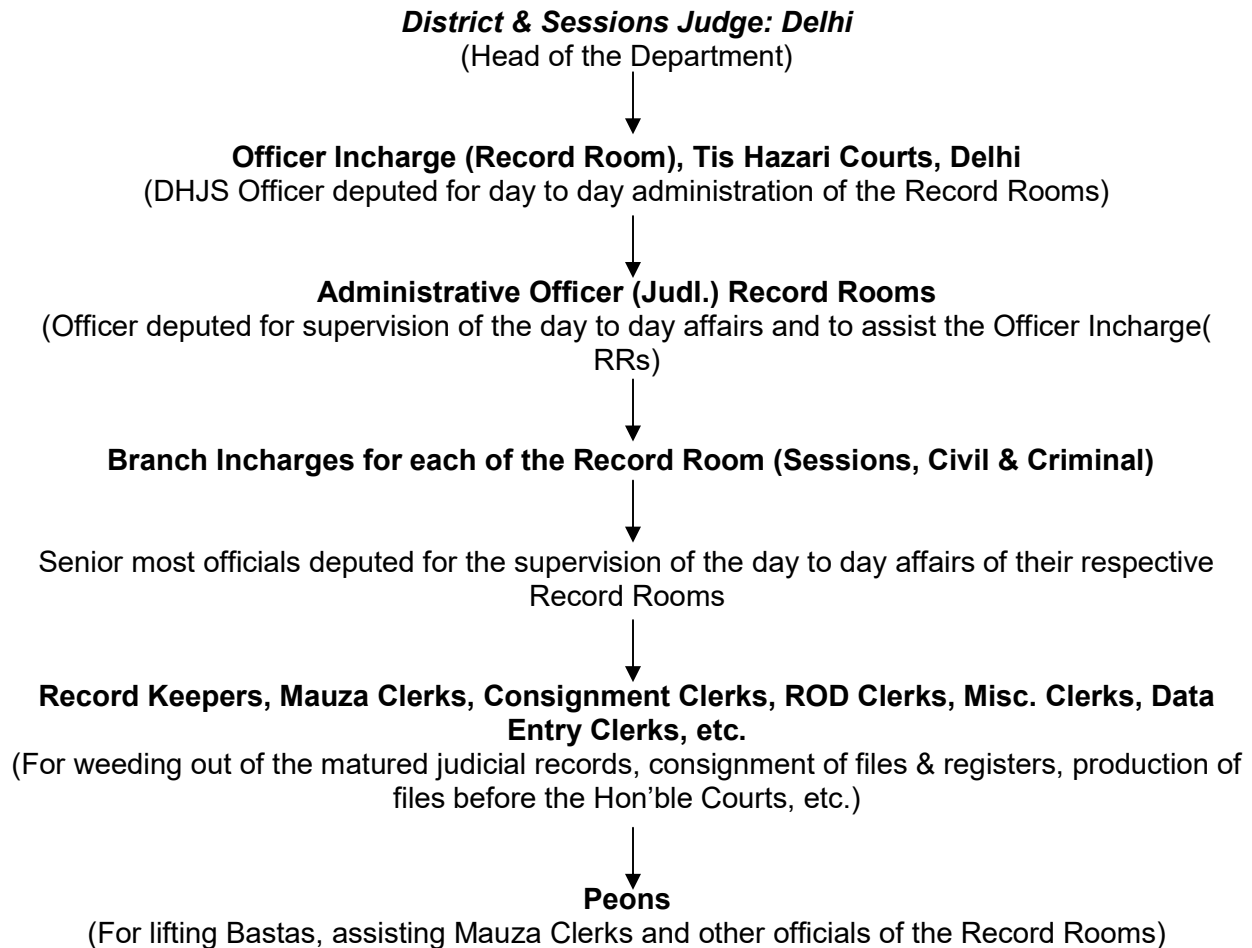
- (a) Accounts Branch/Cash Branch/Fine & Audit Branch
- (b) General Branch
- (c) Library Branch

#### **'LAYERS' SEAT**

- (a) Uploading on 'LAYERS' software.
- (b) Uploading on Centralized Website through 'LAYERS'.

## RECORD ROOMS [CENTRAL DISTRICT]

### Structure of the Branch



## RIGHT TO INFORMATION BRANCH – CENTRAL DISTRICT

RTI applications are being received by this office and the same are registered and given a specific ID number in a relevant register being maintained for the existing purpose and the data of such applications so received under the Act are feeded in the computer system offline and online on Govt. of NCT website as mandated by the Administrative Reforms Govt. of NCT of Delhi. All the applications are disposed off by the Public Information Officer (Central District), Tis Hazari Courts, Delhi within stipulated time and all such data is transmitted to the website of Govt. of NCT of Delhi. Appeals against the order of Public Information Officer are also attended before the First Appellant Authority.

## THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

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

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### ACCOUNTS BRANCH (CENTRAL)

Preparation of Salary & Arrear bills along with miscellaneous bills, Contingency bills, Medical bills, OTA bills, Honorarium bills, DTE bills, LTC/HT bills, Leave encashment bill, Long Term & Short Term Advance bills, Maintenance of Service Book & fixation of pay, GPF/CPF Pass books, Preparation and finalization of Revised and Budget estimate, preparation of pension cases, refund vouchers and local audit, Land Acquisition cases u/s. 18 & 30-31 of Land Acquisition Act, receipt/disbursement of any fine/payment as directed and submission of aforesaid bills to PAO for passing the same and other miscellaneous work.

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

यह इकाई आपदा प्रबंधन समिति, जिला न्यायालय, दिल्ली के निर्देशानुसार माननीय जिला एवं सत्र न्यायाधीश(मुख्यालय), दिल्ली से स्वीकृति के उपरांत दिल्ली आपदा प्रबंधन प्राधिकरण (Delhi Disaster Management Authority) की मदद से न्यायालय में तैनात कर्मचारियों के लिए 'संभावित आपदाओं से सुरक्षा एवं बचाव के लिए प्रशिक्षण(Disaster Management Training Programme)' का एवं विभिन्न आपदाओं जैसे- आग, भूकंप इत्यादि के समय विभिन्न संस्थाएं उससे कैसे निपटेंगी, इसको परखने व प्रशिक्षण के लिए बनावटी प्रशिक्षण (Mock Drill) का आयोजन करवाती है। यह इकाई आपदा प्रबंधन समिति के निर्देशानुसार इसकी बैठकों को नियमित रूप से संचालित करवाने के लिए भी कार्य करती है।

यह इकाई आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा समिति के आदेशों/निर्देशों का पूर्णरूप से अनुपालन करती है व इसके आदेशों/निर्देशों को, क्रियान्वयन के लिए संबंधित आंतरिक एवं बाह्य कार्यालयों/विभागों तक पहुँचाती है। यह इकाई आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा समिति की बैठकों के लिए कार्यसूची तैयार करती है व उन बैठकों में निर्धारित समय और स्थान पर उपस्थित रहती है। इसके अलावा यह इकाई आपदा प्रबंधन समिति के निर्देशानुसार विभिन्न आंतरिक एवं बाह्य कार्यालयों/विभागों से सामंजस्य भी स्थापित करती है।

### COMPUTER BRANCH, TIS HAZARI COURTS, DELHI

Administrative Officer (Judicial)	Supervise overall work of Computer Branch, Tis Hazari Courts.
Branch Incharge	Assist the Administrative Officer (J) on day to day work in regard to all the matters of Computer Branch and look after the work of the court in absence of AO (Judicial).
Store Incharge	Assist the Administrative Officer (J) on day to day work of Store and to supervise the work of store.
Dak Seat	Receive/distribute dak to concerned dealing officials and other misc. works.
Computer Complaint Seat	Receipt of complaint regarding computers/printers/LAN Connectivity etc. and to get rectified through trouble shooters/AMC/vendor/supplier.
Purchase Seat	Process for procurement of computer

	systems/UPSs/Printers/Keyboards/Mouse etc. and to initiate tender process through GeMPortal for Computer Hardware's/peripherals and procurement of cartridges.
Budget Seat	Prepare budget, Maintenance and billing.
Computerization Seat	Prepare the proposal/requirements for computer system/printers/UPSs for all court complexes. Disposal of condemned article through e-waste agency. Process of installation/distribution of new hardware in all the Court Complexes. Allocation/maintenance of Broad Band Connections to all the Judicial Officers. Procurement of Data Card for the Judicial Officers.
AMC Seat (Computer Hardware)	Deal with the billing of AMC of computer hardware and its peripherals etc. in regard to all court complexes. Deal with the AMC/billing of servers.
AMC Seat (LAN)	Installation of LAN in Tis Hazari Court Complex Initiate the process to sort out the problem faced in the networking at Tis Hazari Court Complex. Initiate tendering process for AMC/ARC of LAN and process billing thereof.
Mobile Seat	Activation/deactivation of mobile plans as per policy and approval. Reimbursement of mobile phonebills purchased by Judicial Officers as per entitlement. Provide duplicate Sim Cards and new mobile phone numbers. Preparation of Digital Signature Certificates. Matter pertaining to Ease of Doing Business and Commercial Courts
Trouble Shooting Seat	Sort out the problems/faults occurred in the software/CIS/Ubuntu OS/computer systems/printers/LAN connections etc.
Store Room	Storage of all computer hardware and distribution thereof. Replacement of UPS batteries. Matter pertaining to Annual Maintenance Contract of Computer hardware Record of condemned computers/peripherals/UPSs etc. and other consumable items.
CCTV Seat	Matter related to CCTV system installed at Tis Hazari court Complex which are in domain of office.
Digitization seat	Matter related to billing of digitization of records in Delhi District Courts
RTI Seat	RTI Matters pertaining to the Computer Branch and reply to the applications after obtaining from the concerned staff/seat.
<i>Residence Seat</i>	Dealing with the record in respect of providing the technological devices for camp office of Judicial Officers which are within domain of this office.
CIS (Case Information System)	To deal with the matter related to Case Information System functioning in Delhi District Court. (through District System Administrator/System Administrator in coordination with concerned Committees)
Layers Seat	Regular Updation of transfer & posting orders of all cadres of Judicial Officers and Staff of Delhi District Courts.

## COPYING AGENCY (CIVIL) [CENTRAL DISTRICT]

The powers and duties of officers and employees of copying agency are available under Chapter – 17, Delhi High Court Rules regarding preparation and supply of copies.

### COPYING AGENCY (CRIMINAL)

#### A. BRANCH INCHARGE:

- Immediate head, entrusted with representing the branch by lending co-ordination, advice & supervision amongst the employees posted.
- Entrusted with the work in enabling the distribution of the C.A. Application/s to the official of the Courts/Branches, concerned.
- Entrusted with the work of marking/s the Chittha's or judicial file/s fetched to the copyists.
- Lending help, advice & Co-ordination to the staff members of the Branch/Office, in enabling to maintain & retain the smooth functioning of the daily Branch/Office work.
- Priority is to be given in speedy disposal of the C.A. Applications.
- Maintaining the order, discipline & office decorum in the branch.
- Maintaining the perspective Dak-Communications, related to the branch/office.
- To Check the attendance register of the branch, on regular basis.
- Endeavouring the staff in enabling to work with due diligence alongwith commitment towards the work entrusted to them.
- Playing a Medivial & vital role between the Higher Authorities and the staff/officials.
- Entrusted with the work of keeping a thorough perspective against the preparation of the **“DAILY WORK DONE REPORT”**.

#### B. Sr. Assistant/s Sr. Judicial Assistant/s Assistants/s/UDCs/Judicial Assistants:

- Works next to the Branch – Incharge, ought to work with having sense of great responsibility & diligence.
- While acting as a Branch – in – Charge (in case) they are entrusted with maintaining the smooth & regular Dak Communications, without having any un-due hinderances.
- Plays a key role in the work of Examining & Certifying the copies, on a top most priority.
- Lending support, advice & co-ordination to the other fellow employees next to them & so on.
- Committed & responsible enough towards the work assigned/entrusted with.
- Where the line of action is clear or the Higher Authorities/Branch-Incharge, as is the case, has/have given clear instruction/s, they must keep an ample perspective/s towards the entrusted work/assignment.
- Mainly entrusted with the work related to 'Examining & Scruitinising' the photocopied copies, certifying thereby the prepared copy being 'Examined & Correct'.
- While acting as a Branch-In-Charge (if, in case) they are entrusted with maintaining the smooth & regular Dak-Communications, without having any un-due hinderances without exceptions.
- Interact with the other miscellaneous office work, as well according to the assignment/s, if any, assigned therewith.

#### C. Jr. Judicial Assistants:

##### (a) File Fetcher/s

- Maintain the office decorum and due diligence towards the work, entrusted with.
- Entrusted with the work of distributing the C.A. Application/s to the officials of the Courts/Branches concerned.

- The original Chittha/s or judicial file/s fetched from the courts/branches concerned, is/are then handed over to the copyist by getting them duly marked and are also entrusted with the returning of the same to the courts/branches after the preparation/s of the copies.
- Keeping a thorough check on day to day basis, with regard to the disposal & pendency of the C.A. Application/s, if any.
- Endeavor in eliminating any pendency, if any on top-most priority.

**(b) Copyist/s**

- Maintain the office decorum and due diligence towards their work, entrusted with.
- Entrusted with the work of Photocopying of the Chittha/s or file/s copied.
- After photocopying the marked Chittha/s/File/s, the necessary stamping/s is/are done, according to the respective direction/s laid down on the photocopied papers.
- Make the monetary calculation/s & endorsement/s on both the C.A. Application/s and the Prepared Copies, as well.
- After preparation of the same, hand-it-over back (the original Chittha/s/Judicial file/s, in original) to the file fetcher/s concerned, enabling them to return it back to the respective courts/office/s.
- Endeavor in eliminating any pendency, if any, on top-most priority.

**D. Staff deputed at Copying Agency Filing & Delivery Counter/s:**

**(a) Application Filling Counter/s -**

- Generally a JJA/LDC is being deputed at the designated application submission counters at the "Facilitation Centre".
- Entrusted with receiving & making entries, as well, of C.A. applications form received from the advocates/parties etc. to acquire certified copies.
- Maintain the office decorum and due diligence towards their work, entrusted with.
- All the collected applications, for the day, are then handed over to the officials concerned of the respective branches, generally two times a day, without exception.
- Prepare the cash statement for the day and the total cash collected against the receipt of said C.A. Applications are then deposited with the "District – Nazir" in the Cash Branch alongwith the Cash Statement.
- Entrusted with the work to prepare & maintain the consolidated monthly cash statement (respective counter) with respect to the total nos. of fresh applications filed & cash received against them, during the month.

**(b) Delivery/Supply Counter/s –**

- Generally a JJA/LDC is being deputed at the designated delivery/supply counters at the "Facilitation Centre".
- Maintain the office decorum and due diligence towards their work, entrusted with.
- Entrusted with the work of delivery/supply & making entries of the respective prepared certified copies, delivered /supplied to the Advocates/Parties etc. concerned.
- Prepare the cash statement for the day and the total cash collected against delivered/supplied copies, are then deposited with the "District-Nazir" in the Cash Branch alongwith Cash Statement as per rule.
- Entrusted with the work to prepare & maintain the consolidated monthly cash statement (respective counter) with respect to the total nos. of delivered/supplied certified copies, during the month.



**(c) Miscellaneous Clerk/s –**

- Generally a JJA/LDC is being deputed at the Miscellaneous Clerk's seat.
- Maintain the office decorum and due diligence towards their work, entrusted with.
- Usually, deals in keeping & maintaining the Dak-Communications/records, pertaining to the Branch/Office.
- Entrusted with the work of updating the entries against the markings and also with the updating of details of the "Prepared Certified Copies" against the respective quota of the copyists.
- Entrusted with the work of preparation of "Work-Done-Report" on day to day criterion.
- Entrusted with preparation of the "Consolidated Monthly Statement" with respect to all the respective counters i.e. both Filing & Delivery/Supply Counters.
- Entrusted with the work of noting & drafting, besides other miscellaneous work assigned, time & again.
- Initiate the steps with regard to the requisition & consumption of stationeries' by the branch employees.

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

The powers and duties of officers and employees of Copying Agencies are available under Chapter – 17, Delhi High Court Rules regarding preparation and supply of certified copies.

**EVENING COURTS CELL**

- a) The records of Six Evening Courts is being maintained daily, weekly as well as on monthly basis.
- b) The statement of cases of all Six Evening Courts, Tis Hazari Courts is being prepared weekly and on monthly basis.
- c) It is further apprised that at present there are three Ahlmads who are looking after the work of Six Evening Courts.
- d) At present, no substitute Ahlmad is available in place of any Ahlmad happens to be on leave in the Evening Courts, Tis Hazari, Delhi.

**FILING BRANCH/SECTION WRITER BRANCH**

1. Receive fresh cases/Misc. Application and Caveats of Ld. District & Sessions Judge, pertaining to Central at counter no.2 of Facilitation Centre, Tis Hazari Courts Delhi the same is checked and enter particulars of each cases in computer and after that e-court fee is also locked, if filed. The fresh cases of Administrative Civil Judge (Central & West District) and all the misc. applications/applications for the District & Sessions Judge (Central & West) are received.
2. Receive Caveats of Two Districts (Central & West Districts) and the same is entered, also check Caveat in all the fresh cases received at Counter No.2 and if any Caveat found, it is attached with the file and making endorsement in the 1<sup>st</sup> page of plaint regarding attaching of Caveat.
3. List of fresh files/cases such as Criminal revision, criminal appeal and Session Commit cases is prepared for allocation by Ld. District & Sessions Judge and marked by Ld. District & Sessions Judge to different courts of Additional District & Sessions Judges of Central District.

4. All the fresh Civil Cases/ CS (Comm.)/ OMP (Comm.), RCA, MCA, PPA, Probate and executions pertaining to the court of Id. District & Sessions Judge (HQs)/ Commercial District Judge/ ADJ allocated randomly through NC CIS 3.0 software.
5. Receive Bail Applications/ misc. applications for ASJ's and ADJ's at counter No.2 same checked and entered in computer/manual register.
6. Kharza/entry of the bail application/order in cause list, and prepare the attested copies of bail orders for supplying to the Advocates/Litigants and also sent the attested copy of orders to the Concerned Id. Metropolitan Magistrate/Jail Superintendent/ and Investigating Officer as per direction in the order.
7. Supply of attested copies of Judgment and order on sentence on conviction by the Id. ASJs and Special Courts (Central District) to the accused at free of cost in the courts. Receiving of the Sessions Committal Cases from courts of Id. CMMs, ACMMs, MMs after checking.
8. Attested copies of the orders of Id. District & Sessions Judge (HQs), Delhi and ASJ's are prepared by this branch.

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

Sl. No.	Dealing Seat	Duties Assigned
1.	Photocopier & Sanction Seat	<ul style="list-style-type: none"> <li>➤ Purchase and Maintenance of all the Photocopiers Machines and Fax Machines installed at all the 11 District Courts Complexes, Delhi/New Delhi.</li> <li>➤ Obtaining reports about working of photocopier machines as per directions of Purchase Committee, Central District from all the actual users of 11 District Courts Complexes, Delhi/New Delhi.</li> <li>➤ Maintenance of all the stock registers pertaining to photocopiers/ ink cartridges/ AMC etc.</li> <li>➤ Dealing with all the matters pertaining to Sanctions (Administrative Approval &amp; Expenditure Sanction) from Government of NCT of Delhi.</li> <li>➤ Dealing with reply &amp; query received from Government of NCT of Delhi in respect of sanctions.</li> </ul>
2.	Supreme Court & High Court Seat	<ul style="list-style-type: none"> <li>➤ Requisitions received from the Registrar General, Hon'ble High Court of Delhi, New Delhi are forwarded to the concerned courts situated in all District Courts according to the successor Registers duly maintained.</li> <li>➤ Forwarding the MACT's court monthly report and six monthly report to the High Court of Delhi, New Delhi.</li> <li>➤ Judicial files alongwith Transfer petition orders of Hon'ble Supreme Court of India, New Delhi are received from various District Courts are forwarded to the Registrar General, Hon'ble High Court of Delhi, New Delhi through Officer In-charge with the request to send the file to concerned States and a copy of Hon'ble Supreme Court of India, New Delhi for information &amp; acknowledgement received in this regard are sent to concerned courts.</li> <li>➤ Every month statement of LCRs sent to High Court of Delhi, New Delhi called from each Court of Central District, THC, Delhi for onward transmission to Hon'ble High Court of Delhi, New Delhi as per direction of Hon'ble High Court of Delhi, New Delhi.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Circulation of Judgments/orders of Hon'ble Supreme Court of India, New Delhi &amp; Hon'ble High Court of Delhi, New Delhi to all the Judicial Officers of District Courts for information and necessary compliance.</li> <li>➤ Necessary proceedings are to be done when the judicial records are not traceable by the order of Id. Officer In-charge &amp; Id. District &amp; Sessions Judge, Delhi.</li> <li>➤ To deal with the miscellaneous letters received from the Hon'ble Supreme Court of India, New Delhi &amp; Hon'ble High Court of Delhi, New Delhi or from any Court situated in District Courts.</li> <li>➤ Forwarding Quarterly statement/report of Central District in respect of disposal of case property in compliance of judgment dated 10.09.2014 passed by Hon'ble Mr. Justice J.R. Midha, Hon'ble High Court of Delhi in Criminal M.C 4485 of 2013 titled as Manjit Singh Vs. State.</li> <li>➤ Service of the summons reports is sent to High Court of Delhi service effected through concerned Ld. MM.</li> <li>➤ Request letter of Ld. Judicial Officers for summoning witnesses to other State has been sent through High Court of Delhi.</li> <li>➤ Issue circular time to time as directed by Ld. OIC and Ld. District &amp; Sessions Judge related to TCR.</li> </ul>
3.	Jail Seat	<ul style="list-style-type: none"> <li>➤ Dealing with matters pertaining to Central Jail Tihar, New Delhi along with District Jail Rohini, Mandoli &amp; OHB-II for Boys at Kingsway Camp, Children Home For Girls-I &amp; II, Nirmal Chhaya Complex, Tihar Jail.</li> <li>➤ Judicial Appraisals of punishment of all the 16 Jails.</li> <li>➤ Forwarding the Jail inspection Report of all the 16 Jails to the Registrar General, DHC, Principal Secretary (Home), Director General, CJ Tihar &amp; Jail Superintendent.</li> <li>➤ Dealing with Jail Complaints received from jail inmates, their relatives, advocates of inmate &amp; High Court of Delhi.</li> <li>➤ Sentence Reviewing Board Meeting.</li> <li>➤ District Jail Committee.</li> <li>➤ Matters received from Jail regarding Surety Conditions of the UTP granted bail but could not be released from the jail.</li> <li>➤ Matter received from the Jail of the UTP's, who are entitled to the benefit of the section 436-A.</li> <li>➤ Forwarding the Inspection report of OHB-II for Boys at Kingsway Camp, Children Home For Girls-I &amp; II, Nirmal Chhaya Complex, Tihar Jail.</li> <li>➤ Preparation of monthly and quarterly report regarding granting of bail from all District Courts in compliance of the WP(C) titled as Ajay Verma Vs. NCT of Delhi and onward submission to Hon'ble High Court of Delhi and Tihar Jail, Delhi.</li> </ul>
4.	BMC Seat	<ul style="list-style-type: none"> <li>➤ Building Maintenance Committee, THC.</li> <li>➤ Security &amp; Safety Arrangement Committee of THC.</li> <li>➤ Lawyers Chamber Allotment Committee of KKD, Saket, Rohini, Dwarka.</li> <li>➤ District Level Committee/Development of Infrastructure Committee, THC.</li> <li>➤ Core Group Courts/ Lawyers Chambers/ Augmentation of</li> </ul>

		<p>infrastructure.</p> <ul style="list-style-type: none"> <li>➤ District Court Bar Clerks Committee.</li> <li>➤ De-stress Committee, THC.</li> <li>➤ Redevelopment of Lawyers Chambers &amp; Family Courts in Delhi.</li> <li>➤ Lok Sabha unstirred question no. 746 regarding lack of basic facility in courts.</li> <li>➤ Committee regarding construction of District Court in Delhi.</li> <li>➤ Redevelopment of THC.</li> <li>➤ BMCC (High Court), BMCC-Rohini, KKD, PHC.</li> <li>➤ Matters pertaining to Pragtisheel Mahila Sangathan, THC.</li> <li>➤ Name Plates/badges with designation of staff of all Court Complex.</li> </ul>
5.	Rubber Stamp & Local Purchase	<ul style="list-style-type: none"> <li>➤ Making annual stationary indent for the purchase of non-printed stationary articles.</li> <li>➤ Preparing sanction to be sought from GNCTD for purchase of stationary items.</li> <li>➤ Preparing indent for printing of various forms and registers to be used in the Courts &amp; Branches of all District Courts, Delhi and got them printed through Govt. Press.</li> <li>➤ Making payments to various press in lieu of printed stationary.</li> <li>➤ Making local purchase of urgently required stationary items as per the GFR from Kendriya Bhandar, Delhi Consumer's Co-operative wholesale store and local market and processing their bills.</li> <li>➤ Making arrangements for procuring rubber stamps to be used in courts &amp; branches and processing their bills.</li> <li>➤ Dealing with matter related to Uniform/Jacket for Group-C.</li> <li>➤ Making arrangements for procuring Identity Cards of Judicial Officers, Pensioners as well staff members and processing their bills.</li> <li>➤ Dealing with RTI pertaining to above stated work.</li> </ul>
6.	CA, Admn, RR & Summons Seat	<ul style="list-style-type: none"> <li>➤ Environment Committee.</li> <li>➤ JJB Committee, Committee to examine and suggest measures for reduction of waste in courts and District Courts Welfare Committee.</li> <li>➤ Monthly pendency report from all the Copying Agencies at all the District Court Complexes and forwarding to the High Court of Delhi after compilation.</li> <li>➤ Monthly meetings convened by OIC, Copying Agencies.</li> <li>➤ Monthly cash &amp; Revenue statement from all the Copying Agencies at all the District Court Complexes and forwarding it to the Accounts Branch, THC after compilation.</li> <li>➤ Monthly pendency of CA from OIC, Copying Agency for Id. District &amp; Sessions Judge (HQ).</li> <li>➤ Issuance notices/letters on the directions of Id. OIC, General Branch in the aforesaid CA pendency from OIC, Copying Agency.</li> <li>➤ Consignment of Administrative Records.</li> <li>➤ Issuance of circular prior to summer vacations as well as winter vacations regarding clearance of pendency of CA application under the signatures of Id. District &amp; Sessions Judge (HQ), Delhi.</li> <li>➤ Administrative Record Room.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Welfare Committee.</li> <li>➤ Service Allowed of Summons.</li> </ul>
7.	Dak & Misc. Seat	<ul style="list-style-type: none"> <li>➤ Received incoming dak from various District Courts and dispatch the internal dak.</li> <li>➤ Dealing with all the complaint received from general public.</li> <li>➤ Issue No-Dues Certificate to the Court Officials of all the District Courts.</li> <li>➤ All the matters pertaining to Audit Objection &amp; Budget regarding Calculator and Typewriter.</li> <li>➤ Matters relating to Sanction of Calculators &amp; issue &amp; replacement of the same.</li> <li>➤ Granting permission for extra territorial journey to the court staff.</li> <li>➤ Forwarding of inter-district Judicial Records to the concerned courts/tribunal.</li> <li>➤ Maintenance of leave record of the Branch Staff.</li> </ul>
8.	Stationary Store (Non-Printed)	<ul style="list-style-type: none"> <li>➤ Distribution of Stationary Articles to the courts of all the Judicial Officers as well as their residential offices in all the District Court Complexes.</li> <li>➤ Distribution of Stationary Articles to all the branches of all the District Court Complexes.</li> <li>➤ Prepare the stock report for making the annual stationary demand/indent for all nine districts.</li> <li>➤ Receipt &amp; Issue the uniforms of Group C employees of District Courts and maintain the record for the same.</li> <li>➤ Dealing with the preparation of reference book of circular and practice directions issued from time to time.</li> </ul>
9.	Stationary Store (Printed)	<ul style="list-style-type: none"> <li>➤ Distribution of Printing Stationary in all District Courts and providing of summons, notices, warrants etc.</li> <li>➤ Managing the bills and transaction of all the Government Presses as well as private press (by the order of Id. DJ), if any.</li> <li>➤ Arranging for the stationary for various departments or Judicial Officers on their special demand for e.g. Do Pad etc.</li> </ul>
10.	Daftri Room	<ul style="list-style-type: none"> <li>➤ Receipt and Dispatch Release Warrants, Production Warrants &amp; Orders of all Jail related to Ld. ASJ's, ADJ's ACMM, MM's, Nirmal Chhaya, Juvenile Court, Railway Courts &amp; Children Home.</li> <li>➤ Work of by Post, Registered Post &amp; Speed Post of all Ld. DJ, ASJ, ADJ &amp; R&amp;I, THC, PHC, Rohini, Dwarka &amp; KKD Courts, Delhi, New Delhi.</li> </ul>
11.	Gestatnor Operator	<ul style="list-style-type: none"> <li>➤ Operation of Duplicating Machines.</li> </ul>

हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली

- हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली के नियंत्रण एवं मार्गदर्शन में कार्य करता है तथा अधिकारी एवं कर्मचारीगण नियमानुसार एवं निदेशानुसार जिला न्यायालय, दिल्ली की व्यवस्था में राजभाषा हिन्दी के प्रचार – प्रसार एवं इसके प्रयोग को बढ़ावा देने से संबंधित कार्य करते हैं।

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

The work of the branch is looked after by the Administrative Officer (Judicial) under the supervision of Learned Officer In-Charge. As regard the powers and duties of the officers and employees, the same is given below :

- A. General duties Distribution of work among the staff as evenly as possible, Training, helping and advising the staff, Management and coordination of the work, Maintenance of order and discipline in the section, Maintenance of a list of residential addresses and contact phone numbers of the Judicial Officers.
- B. After receipt of the Dak, the same is scrutinized and distributed amongst the staff and efforts are made to take up the action expeditiously. It is also ensured that the record of the distribution of work is maintained properly.
- C. Work of every seat is being supervised to check that a proper and correct draft is submitted to the higher authority. Record relating to complaints made against Judicial Officers is maintained confidentially and dealt with care. Record relating to the Inspection reports of courts is also maintained properly and sent to Hon'ble High Court of Delhi, New Delhi.
- D. Maintaining of record of ACRs of the Judicial Officers and representations against ACR remarks.
- E. Obtaining list of cases for transfer as per the directions of the Hon'ble High Court of Delhi, New Delhi and to communicate/ convey the order of Designated/ Special Court received from Hon'ble High Court of Delhi, New Delhi. Circulation of amendments of High Court Rules and Order to the Judicial Officers and Order of transfer/ Posting of Judicial Officers received from Hon'ble High Court.
- F. Sending data of Monthly work done by the Judicial Officers to the Hon'ble High Court and submitting the replies of parliament questions and to convey training programmes to the Judicial Officers.
- G. Maintaining leave record and allotment of Judicial Pool accommodation to the Judicial Officers and to comply with the directions of higher authorities given from time to time.
- H. Duties in respect of recording and indexing to approve the recording of files and their classification to review the recorded files before weeding, to order and supervise periodic weeding of unwanted records ensuring proper maintenance of registers required to be maintained in the section, ensuring proper maintenance of folders of office orders etc. and keep them up-to-date, ensuring neatness and tidiness in the section.

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

The powers and duties relating to the Judicial Officers in the Library Branch work be sought from the concerned branch. As regard to the duties of Incharge Library and its staff:-

- (A) General Duties (Distribution of work among the staff as evenly as possible, helping and advising the staff, maintaining of order and discipline in the branch.
- (B) After receipt of the Dak, the same is scrutinized and efforts are made to take up the action expeditiously.
- (C) To see that all corrections have been made in the draft before it is marked for issue, to check that a proper and correct draft is submitted to the higher authority.
- (D) Purchase of Law Books, Bare Acts, Swamy's Books, General Books, Purchase of Law Journals of Court & Residential Library & District Courts Libraries, Binding of the Law Journals of Court & Residential Library of the Judicial Officers of District Courts, Delhi

and District Court Libraries, Purchase of Law Softwares for the Judicial Officers of District Courts, Delhi and District Court Libraries, Purchase of Library Articles, Purchase of Newspapers & Magazines, Providing of Law Books, Bare Acts, Swamy's Books, General Books, etc. to District Courts Library situated at Patiala House, Karkardooma, Rohini, Dwarka, Saket and Rouse Avenue Courts Complex, Delhi/New Delhi and providing of Residential & Court Library to the Judicial Officers of District Courts, Delhi and Collection of Loose Parts of the Law Journals of Court & Residential Library of Judicial Officers from Designated Courts and District Courts Libraries at Patiala House, Karkardooma, Rohini, Dwarka, Saket and Rouse Avenue Courts Complex, Delhi/New Delhi for Binding and after binding the same are supplied back to them, etc.

### **NAZARAT BRANCH –CENTRAL DISTRICT**

1. Incharge: To look after all administrative works of Nazarat Branch (Central) Tis Hazari Court and work of all seats of Nazir/Junior Judicial Assistants.
2. Civil Nazirs and Naib Nazirs: As the Notices/Summons received from the courts and the same are marked to the Process Servers beat wise and delivery report is submitted by Process Servers forwarded the same to the Concerned Courts and information thereon kept in record.
3. Bailiff's: When warrant/s marked by Ld. Administrative Civil Judge to Bailiff/s he/they visit the spot and execute the same as per direction of the concerned court/s and file their report/s to the concerned court/s through Civil Nazir.
4. Process Server's: When Notices/Summons marked by the Civil Nazirs/Nazirs they visit the spot and file their report as per Law to the concerned courts through concerned beat Civil Nazirs/Naib Nazirs.
5. Peon's: Civil Nazir's/Naib Nazir's enter the Warrant's/Notice's/Summon's/Memo's in the Dak register after report submitted by the Bailiff's/Process Server's and the Dak Peon's distribute the same to the concerned Courts/Branch's.

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

1. To receive leave applications of MMs (Central) and also Special MMs of Delhi, Letters from all District Courts of Delhi, Hon'ble High Court of Delhi, Hon'ble Supreme Court of India and Special MMs, Summons, Notices, Warrants, Production Warrants, Warrants of Attachments, Recovery Warrants from authority (Central District) under Shops & Establishment Act, Monthly Statement from MMs, Central District, Special MMs of Littering/DJB/Beggar Courts.
2. To deal with the RTI application and applications u/s. 164 Cr.PC. , Jail Sitting Work.
3. Preparation and dispatch of B.Ws/NBWs/Summons/Warrant of Attachment, Production Warrant, Recovery Warrant pertaining to Central District and to get the compliance report of the same.
4. Keeping of circular files and complaint matters.
5. Preparation of plea bargaining roaster, duty roaster of MMS, Link Roaster, Evening Court Roaster and IHBAS Roaster.
6. To deal with the transit remand/report from jail authorities, parole work and correspondence with the jail authorities.
7. To deal with case transfer and Misc. Applications filed by Advocates w.r.t. case pending in the Court of MMs, Central District .
8. To receive files of u/s. 138 NI Act and other misc., complaints and further marking to concerned MMs.

## **PURCHASE CELL – CENTRAL DISTRICT**

**For Officers:** As per power delegated by the HOD. For more, it should be obtained from concerned branch:

**For Employees:-**

1. Purchase of all kind of furniture articles for the use of all District Courts complex as well as for the residential office of the Judicial Officers.
2. All kind of stationery articles for the use of all the District Courts complexes as well as for the residential office of the Judicial Officers.
3. Purchase of all non-consumables as well as consumables for the working of an establishment.
4. Purchase of Vehicles for the use of Judicial Officers.
5. Awarding contract for Hiring of private vehicles for the use of Judicial Officers.
6. Purchase of local purchase under the power of Ld. HOD on urgent requirement.
7. Awarding the contract of comprehensive/annual maintenance contract of the various equipments (i.e. photocopiers, inverters, Fax Machines, furniture articles etc.) installed at the different District Courts Complexes as well as for the residential office of Judicial Officers.
8. Award of rate contract for rubber stamps, name & designation plates, repairing of furniture articles, refilling of fire extinguishers, washing of clothes, printing of monthly newsletter for Mediation Centre and consumables, etc.

***Details of work assigned:-***

- 1) Branch Incharge:- Supervise the work of Purchase Cell. They make arrangement of meeting of Purchase Committee/visit outside from the office as and when required for the office work. He also gets signatures from the members of Purchase Committee. He also takes part in the meeting with regard to Budget provision with Accounts Branch. He goes to the Delhi Secretariat in connection of new circulars of Govt. of NCT of Delhi issued from time to time. All the files are routed through them before placing it before the Purchase Committee.
- 2) The Staff posted at Purchase Cell works under the directions of their senior officers and as per officer procedure.



- i) Upon receiving the proposals from different branches, put up before Purchase Committee for necessary directions.
- ii) The Purchase Committee after due deliberation and discussion decides to invite limited tender, e-tender, e-open tender & bidding on GeM for the purchase of various items in accordance with rules as laid down in General Financial Rules 2017 through GeM & tender and guidelines/instructions issued by Finance Department & Central Vigilance Commission time to time.
- iii) Also publish the tender notices in the daily newspapers and Indian Trade Journal as per GFR 2017 for attracting more participants.
- iv) In the matter in which the budget involved is less than Rs. 50000, direct orders are placed on the GeM portal. Matters involving budget above Rs. 50000/- may either be purchased through bidding on GeM or e-tender, limited tender.
- v) They also place the tenders on the website of Delhi Govt. & District Courts for healthy competition.
- vi) After opening the tender/bidding by the Purchase Committee, signatures are appended on the minutes and comparative chart are prepared with detailed specification and place it before the Purchase Committee.
- vii) The Purchase Committee on the basis of samples (in e-tender/limited tender only) received in the tender and comparative chart, shortlist/select the appropriate item as per rules and minutes are prepared by the officials concerned on the basis and put up before the Ld. District & Sessions Judge, Delhi for final approval.
- viii) After approval, the supply/contract orders are prepared and placed upon the firm (through online in case of GEM or manually in case of other than GEM) in terms of the resolution of Purchase Committee and get it signed by the Ld. Chairman, Purchase Committee.

- ix) Upon receiving the supply from the respective firms, satisfactory report are being sought from the concerned branch for completing the inspection process.
- x) After inspection, prepared the sanction order for payment of respective suppliers and place it before the competent authority for signature. Thereafter send to Account Branch for necessary payment to the respective suppliers.
- xi) In the urgent matter, sometimes Dasti quotations are obtained from the supplier all around the NCR region.
- xii) All representation/letters received from Suppliers/Govt. Stores are put up before Purchase Committee.

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

It preserves the decided cases of Civil Suits and Arbitration cases. The work profile of the officials posted in RR (Civil) is detailed below:-

<b>Branch Incharge:</b>	The duties to look after the branch so also the public dealing.
<b>High Court Dealing Clerk:</b>	To receive and send the files/summons/reports to and from Hon'ble High Court of Delhi.
<b>Weeding out Clerk:</b>	To destroy the matured files as per the High Court Rules.
<b>Documents Return Clerk:</b>	To return the documents of the decided files to the concerned parties as per High Court Rules.
<b>Mauza Clerk:</b>	Receives the consigned files from Consignment Clerk. On receipt of CA Application/Robkars, make available the files so also for inspection. Appear in the court with the files/documents on receipt of summons/notices.
<b>Consignment Clerk:</b>	Receives the files from ahlmads of respective district, checks the documents and pages and then make entry in the general register and then in the Goshwara Register and issue Goshwara Number to the Ahlmad.
<b>Data Entry Clerk:</b>	To make entry of Goshwara Number in the Computer.
<b>Copyist:</b>	Prepare and send the certified copies of the documents required by the applicant in CA Application.
<b>Inspection Clerk:</b>	Receive the inspection applications from parties/lawyer, enter in the inspection register and inspection is got conducted by the Inspection Clerk.
<b>Misc. Clerk:</b>	Deals with all the correspondence, inquiries etc. and assists Branch Incharge in all the misc. work.
<b>Peons:</b>	For lifting of bastes, assisting mauza clerks and other officials of the Record Rooms.

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

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

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**ACCOUNTS BRANCH (CENTRAL):**

The matter is put up by the dealing Assistant (JJA/JA/Sr. JA ) for the perusal & kind approval of competent authority according the following hierarchy and according to the matter. (All matters deals according to their requirement)

District & Sessions Judge (HQ), Delhi  
Controlling Officer  
Head of office  
Drawing & Disbursing Officer  
Accounts Officer/Assistant Accounts Officer  
Senior Judicial Assistant  
Judicial Assistant  
Junior Judicial Assistant

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

आपदा प्रबंधन से जुड़े सभी सुझाव/निर्णय इत्यादि आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा समिति द्वारा लिए जाते हैं। इस हेतु समय-समय पर बैठकों का आयोजन किया जाता है तथा समिति द्वारा दिए गए सुझावों पर माननीय जिला एवं सत्र न्यायधीश मुख्यालय दिल्ली की अनुमोदन एवं स्वीकृति के उपरांत उनके क्रियान्वयन से संबंधित सभी कार्य आपदा प्रबंधन इकाई के द्वारा किए जाते हैं।

**COMPUTER BRANCH. TIS HAZARI COURTS, DELHI**

The matters are used be placed before the Centralized Computer Committee, Learned Officer Incharge and Nodal Officer, Computer Committee, Central District through Administrative Officer (Judicial)/ Branch In-charge.

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

Every month a meeting related to the problems of copying agencies are held, headed by Id. Officer Incharge (Copying Agencies), the copying agencies works is supervise by Officer Incharge, Administrative officer (Judicial), CAs and Branch Incharges of respective copying agencies and with regard to accountability, Rule 41, Chapter 17 of Delhi High Court Rules may be referred to.

**COPYING AGENCY (CRIMINAL) – CENTRAL DISTRICT**

Every month a meeting related to the problems of copying agencies is held, headed by Id. Officer Incharge (Copying Agencies), the copying agencies works is supervised by Officer Incharge, Administrative officer (Judicial), CAs and Branch Incharges of respective Copying Agencies and with regard to accountability, Rule 41, Chapter 17 of Delhi High Court Rules may be referred to.

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

Every month a meeting related to the problems of Copying Agencies are held, headed by Id. Officer Incharge (Copying Agencies). The Copying Agencies work is supervised by Officer Incharge, Administrative Officer (Judicial), CAs and Branch Incharges of respective Copying Agencies and with regard to accountability, Rule 41, Chapter 17 of Delhi High Court Rules may be referred to.

## **EVENING COURTS CELL**

The Judicial files/Case records pertaining to Evening Courts are put up before the Ld. Presiding Officer/MM for final decision.

## **GENERAL BRANCH – CENTRAL DISTRICT**

### **1. Decision Making Process:**

Decisions are taken by the Officer-in-charge of the Branch on the noting put up by the Branch Head.

Also various Committees deal with the matters pertaining to Branch which are direct source of Decision Making viz.

- Environment Committee
- Building Maintenance Committee
- Condemnation Board
- Committee on Citizen Charter
- Committee for Uniform to Group C Employees

### **2. Supervision and Accountability:**

Subordinate staff remains in direct supervision of the Branch Head and the Branch is also being inspected by the Officer-in-charge, from time to time.

## **हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली**

राजभाषा हिन्दी के प्रचार – प्रसार से संबंधित सुझाव/निर्णय इत्यादि केन्द्रीय हिन्दी कार्यान्वयन समिति के द्वारा लिए जाते हैं, इस हेतु समय-समय पर बैठकों का आयोजन किया जाता है तथा समिति द्वारा दिए गए सुझावों पर माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली की स्वीकृति के उपरांत उनके क्रियान्वयन से संबंधित कार्य केन्द्रीय हिन्दी कार्यान्वयन समिति के नियंत्रण एवं मार्गदर्शन में हिन्दी अनुभागों के द्वारा किए जाते हैं।

## **JUDICIAL BRANCH- CENTRAL DISTRICT**

As per rules laid down in Swamy's Manual of Office Procedure.

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

Incharge/Information Officer-cum-Librarian put up the matter before the Chairperson Centralized Library Committee/Officer Incharge Library and Chairperson Centralized Library Committee/Officer Incharge Library directed/marked that the matter be put up before the Centralized Library Committee. Thereafter, Incharge/Information Officer-cum-Librarian put up the matter before Centralized Library Committee and the Committee gives their recommendations/opinion in the Minutes, which is finally put up before Ld. District & Sessions Judge (Headquarters), Delhi for approval. After such approval, the steps are taken for making compliance of the directions/resolutions in the Minutes.

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

Notes are prepared by dealing clerk, checked by A.O (j) and approved by LD. CMM.

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

Branch Incharge, Purchase Cell places the matters/proposals (as received from other branches) relating to procurement of articles/items as per requirement to run the establishment, award of contract for maintenance of equipments, rate contract, before Purchase Committee (Central) duly constituted by the Ld. District & Sessions Judge (HQs.), Delhi.

The Purchase Committee after due deliberations, consideration & discussions in accordance with rules as laid down in the General Financial Rules 2017 and guidelines/instructions issued by Finance Department & Central Vigilance Commission time to time initiates the matter further and gives their recommendations/opinion for final approval of Ld. District & Sessions Judge (HQs), Delhi i.e. the HOD.

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

The Record Room (Civil), discharges the whole official obedience as per the rules of the Hon'ble High Court of Delhi.

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## 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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**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)]

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**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](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.

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

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

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**ACCOUNTS BRANCH (Central District)**

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

<b>S.No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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)**

<b>S. No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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**

<b>S.No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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**

<b>S. No.</b>	<b>Record Maintained</b>
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).

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**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH,  
OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE  
FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

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

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**ACCOUNTS BRANCH (CENTRAL DISTRICT)**

No such facility/provision presently available in Accounts Branch (HQ) and further matter pertains to Administration Branch (HQ), Delhi.

**COMPUTER BRANCH, TIS HAZARI COURTS, DELHI:**

All inputs/suggestion are solicited for smooth functioning computerization.

**GENERAL BRANCH – CENTRAL DISTRICT**

This branch do not deal with general public and all its functions remain in constant supervision of the Officer-in-charge of the branch.

**हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली**

यदि आवश्यकता है तो केन्द्रीय हिन्दी कार्यान्वयन समिति के सुझाव पर माननीय जिला एवं सत्र न्यायाधीश, दिल्ली की स्वीकृति के बाद आम जनता के व्यक्ति/प्रतिनिधि को सुझाव/परामर्श देने के लिए समिति की बैठक में आमंत्रित किया जा सकता है।

**JUDICIAL BRANCH-CENTRAL DISTRICT**

Does not connect to the public matters.

**DISTRICT COURT LIBRARY – CENTRAL DISTRICT**

No such consultation has been arranged for formulation or implementation of any policy.

**PURCHASE CELL – CENTRAL DISTRICT**

As of date, no such consultation has been arranged for formulation or implementation of any policy.

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**A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

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

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**ACCOUNTS BRANCH (Central District):**

Minutes of meeting (if any), can be accessible for public after obtaining necessary approval from the Competent Authority/Chairperson, as the case may be and further matter pertains to Administration Branch (HQ), Tis Hazari Courts, Delhi.

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

आपदा प्रबंधन इकाई आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा समिति जिला न्यायालय तीस हजारी दिल्ली में माननीय न्यायिक अधिकारी (एक अध्यक्ष एवं छः सदस्य) मनोनीत हैं। रिकार्ड अनुसार ऐसा कोई विवरण उपलब्ध नहीं है। सूचना का अधिकार अधिनियम, 2005 अथवा अन्य अधिनियम में दिए गए प्रावधानों के अनुसार बैठकों के विवरण की प्रति उपलब्ध करवाई जा सकती है।

**GENERAL BRANCH – CENTRAL DISTRICT**

Building Maintenance Committee  
Committee of Security and fire safety  
De-stress Committee  
Welfare Committee (Judicial Officer)  
Infrastructure Development Committee  
District Level Committee  
Condemnation Board  
Vulnerable Witnesses Facilities Committee  
JJB Committee  
Environment Committee  
Committee on destruction of Administrative Record  
Committee on stamps and seals  
Committee on uniform to Group C Employees

**हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली**

केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय तीस हजारी दिल्ली में तीन माननीय न्यायिक अधिकारी (एक अध्यक्ष एवं दो सदस्य) मनोनीत हैं। माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली से प्राप्त अनुमति के अनुसार आम जनता से किसी व्यक्ति को सुझाव देने इत्यादि के लिए आमंत्रित किया जा सकता है। सूचना का अधिकार अधिनियम 2005 अथवा अन्य अधिनियम में दिए गए प्रावधानों के अनुसार प्रति उपलब्ध करवाई जाती है।

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

The Committees for various administrative purposes/ disposal are constituted and information with regard to the minutes of meetings is being provided / supplied at the request of information seeker/ applicant.

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

The Centralized Library Committee is constituted by Ld. District & Sessions Judge (Headquarters), Delhi for purchase of Law Books, Bare Acts, General Books, Law Journals of Court & Residential Library & District Courts Libraries, Purchase of Law Softwares for the Judicial Officers of District Courts, Delhi & District Court Libraries, Purchase of Library Articles, Purchase of Newspapers & Magazines and Binding of the Law Journals of Court & Residential Library, etc. for the Judicial Officers of District Courts, Delhi and District Court Libraries, etc. and presently it consists of One Chairperson and Seven Members.

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

Being court record confidential in nature, Meetings are not open to the public and Minutes are not accessible for public.

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## A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

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

### DIRECTORY OF CENTRAL DISTRICT, TIS HAZARI COURTS, DELHI DIRECT NO. OF TIS HAZARI COURT COMPLEX, DELHI – 011-23950919

1.	ADMINISTRATION BRANCH – I	011-23950919/Extn.1204
2.	ADMINISTRATION BRANCH – II	011-23950919/Extn.1228
3.	ADMINISTRATION BRANCH – III	011-23950919/Extn.1203
4.	आपदा प्रबंधन इकाई, केन्द्रीय जिला न्यायालय तीस हजारी दिल्ली ।	011-23950919/Extn.1237
5.	COMPUTER BRANCH	011-23950919/ Extn.1232
6.	COPYING AGENCY (CIVIL)	011-23950919 /Extn.1311
7.	COPYING AGENCY (CRIMINAL)	011-23950919/ Extn.
8.	COPYING AGENCY (SESSION)	011-23950919/ Extn.1321
9.	EVENING COURT CELL	011-23950919 /Extn.1163
10.	FACILITATION CENTRE	011-23950919 /Extn.1040
11.	GENERAL BRANCH	011-23950919 /Extn.1128
12.	राजभाषा हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली	011-23950919/Extn.1238
13.	JUDICIAL BRANCH (CENTRAL)	011-23950919/ Extn. 1304
14.	DISTRICT COURTS LIBRARY	011-23950919 Extn. 1374 (DIRECT NUMBER) 011-23938010
15.	OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE	011-23950919 /Extn.1177
16.	PURCHASE CELL	011-23950919/ Extn.1214
17.	RECORD ROOM (CIVIL)	011-23950919/ Extn. 1312
18.	RTI BRANCH	011-23950919/ Extn. 1237
19.	ACCOUNTS BRANCH	011-23950919/ Extn. 1320
20.	FILING & SECTION WRITER BRANCH	011-23950919/ Extn.1003
21.	CARETAKING BRANCH	011-23950919/ Extn. 1305
22.	MEDIATION CENTRE	011-23950919/ Extn. 1325
23.	NAZARAT BRANCH	011-23950919/ Extn.1104
24.	RECEIPT & ISSUE BRANCH	011-23950919/ Extn. 1205

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**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND  
EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS  
REGULATIONS**

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

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**ACCOUNTS BRANCH (CENTRAL DISTRICT)**

**(A) JUDICIAL OFFICER PAY SCALE**

<b>S. No</b>	<b>Designation</b>	<b>Pay Scales as per (Retd.) Justice E.Padmanabhan Committee Report</b>	<b>Existing 7th CPC Revised Corresponding Pay Matrix &amp; pay level</b>	
1	Civil Judge (Jr. Division) (DJS-Entry Level)	27700-770-33090-920-40450-1080-44770	10	56100-177500
2	Civil Judge (Jr. Division) 1st Stage ACP Scale, (DJS- Time Scale)	33090-920-40450-1080-45850	11	67700-208700
3	Civil Judge (Jr. Division) 2nd Stage ACP scale	39530-920-40450-1080-49090-1230-54010	12	78800-209200
4	Civil Judge (Sr. Division), Entry Level, (DJS-Sr. Division)	39530-920-40450-1080-49090-1230-54010	12	78800-209200
5	Civil Judge (Sr. Division) 1st stage ACP scale	43690-1080-49090-1230-56470	13	118500-214100
6	Civil Judge (Sr. Division) 2nd Stage ACP scale	51550-1230-58930-1380-63070	13A	131100-216600
7	District Judge (Entry Level-DHJS)	51550-1230-58930-1380-63070	13A	131100-216600
8	District Judge (Selection Grade-DHJS)	57700-1230-58930-1380-67210-1540-70290	14	144200-218200
9	District Judge (Super Time Scale-DHJS)	70290-1540-76450	15	182200-224100

**(B) MINISTERIAL STAFF'S PAY SCALE\***

<b>.No.</b>	<b>Designation</b>	<b>Pay Scales in pre-revised and Pay Matrix in revised</b>
1	Sr. Administrative Officer (Judicial)	15600-39100/- +7600/- Pay Matrix Level 12
2	Administrative Officer (Judicial)	15600-39100/- + 6600/- Pay Matrix Level 11
3	Accounts Officer	9300-34800/- + 5400/- Pay Matrix Level 9
4	Assistant Accounts Officer	9300-34800/- + 4800/- Pay Matrix Level 8

5	Sr. Personal Assistant (Steno Gr-I: In compliance of administrative order dated 13/07/18)  Sr. Personal Assistant ( as per Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012 )	15600-39100/- + 6600/- Pay Matrix Level 11  9300-34800/- + 4800/- Pay Matrix Level 8
6	Sr. Judicial Assistant (In compliance of Hon'ble High Court of Delhi order dated 27/05/2016)	9300-34800/- + 4800/- Pay Matrix Level 8
7	Personal Assistant (Steno Gr-II : In compliance of administrative order dated 13/07/18)  (Steno Gr-III: In compliance of Hon'ble High Court of Delhi order dated 27/05/2016)	9300-34800/- + 4800/- Pay Matrix Level 8  9300-34800/- + 4600/- Pay Matrix Level 7
8	Judicial Assistant (In compliance of Hon'ble High Court of Delhi order dated 27/05/2016)	9300-34800/- + 4600/- Pay Matrix Level 7
9	Junior Judicial Assistant	5200-20200/- + 2800/- Pay Matrix Level 5
10	Process Server	5200-20200/- + 2400/- Pay Matrix Level 4
11	Driver	5200-20200/- + 2400/- Pay Matrix Level 4
12	Peon/Dak Peon /Orderly /Farash /Safai Karamchari etc.	5200-20200/- + 2000/- Pay Matrix Level 3
13	Civil Nazir	9300-34800/- + 4600/- Pay Matrix Level 7
14	Naib Nazir	9300-34800/- +4200/-Pay Matrix Level 6
15	Baliff	5200-20200/- + 2800/- Pay Matrix Level 5
16	Daftari	5200-20200/- + 2400/- Pay Matrix Level 4
17	Book Binder	5200-20200/- + 2400/- Pay Matrix Level 4
18	Head Jamadar	5200-20200/- +2400/- Pay Matrix Level 4

**\*DENOTES THE ABOVE PAY SCALES IS SUBJECT TO VERIFICATION WITH ADMINISTRATION BRANCH.**

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

आपदा प्रबंधन इकाई में तैनात अधिकारियों व कर्मचारियों को जिला न्यायालय में कार्यरत अन्य अधिकारियों व कर्मचारियों के समान ही, नियमानुसार मासिक वेतन मिलता है, किसी प्रकार का कोई अतिरिक्त मासिक पारिश्रमिक या मुआवजा नहीं मिलता है।

## **हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली**

हिन्दी अनुभाग में तैनात अधिकारियों व कर्मचारियों को जिला न्यायालय में कार्यरत अन्य कर्मचारियों व अधिकारियों के समान नियमानुसार ही मासिक वेतन मिलता है, इसके अतिरिक्त राजभाषा हिंदी में किए गए कार्यों के लिए जो भी पारितोषिक, भत्ते इत्यादि, नियमानुसार, दिए जा सकते हैं।

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

The monthly remuneration (i.e. salary) are received according to the seventh pay commission and designation of the officers and employees as per rules.

Compensation: For officers:-deals with account branch.

For employees:-Not applicable.

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**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS  
OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS  
MADE**

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

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**ACCOUNTS BRANCH (CENTRAL DISTRICT)**

**As per reconciliation statement provided by PAO VI, Tis Hazari Courts, Delhi.**

**Non Plan Head**

<b>Financial Year</b>	<b>Budget/Fund</b>	<b>Expenditure</b>
2000-01	481091000	393968959
2001-02	395380000	391703149
2002-03	61100000	59326500
2003-04	76568000	75613497
2004-05	87455000	83479981
2005-06	116950000	112966757
2006-07	139337000	133272540
2007-08	1059685000	970594288
2008-09	1545400000	970594288
2009-10	2661100000	2101951456
2010-11	2380877000	2170175595
2011-12	3735750000	3417851675
2012-13	3360900000	3311644859
2013-14	3585300000	3484771341
2014-15	4850300000	3949114490
2015-16	8460700000	5290400258
2016-17	8772300000	7479572346
2017-18	8751000000	7797144924
2018-19	9782800000	7839449491

**PLAN HEAD**

<b>Financial Year</b>	<b>Budget/Fund</b>	<b>Expenditure</b>
2000-01	0	0
2001-02	0	0
2002-03	0	0

2003-04	18500000	6029067
2004-05	57500000	22332084
2005-06	60000000	18199370
2006-07	33523000	14597061
2007-08	31000000	19972761
2008-09	31000000	13068671
2009-10	27000000	13208644
2010-11	180000000	1682197
2011-12	34100000	5545681
2012-13	45000000	12354155
2013-14	70000000	43985220
2014-15	55000000	34905144
2015-16	30000000	11852663
2016-17	50000000	16200759
2017-18	0	0

### **हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली**

वित्त वर्ष 2020-2021 के लिए रू 3,00,000/- के बजट का प्रावधान करने के लिए लेखा अनुभाग, केन्द्रीय को पत्र लिखा गया है। राजभाषा हिंदी के कार्यों हेतु विभिन्न न्यायिक जिलों के सामान्य अनुभागों में बजट का प्रावधान करने हेतु निर्देश दिए गए हैं, चूंकि बजट का आबंटन लेखा अनुभाग का विषय है अतः इस संबंध में सटीक जानकारी लेखा अनुभाग से प्राप्त की जा सकती है।

### **PURCHASE CELL-CENTRAL DISTRICT**

Being a purchase Branch, this office has no budget of its own. However, the same is allocated by the concerned branches in their budget estimate while making proposals. The same is allocated within the consolidated budget sanctioned to the office of District & Session Judge, Tis Hazari Courts, Delhi.

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**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

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

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**ACCOUNTS BRANCH (CENTRAL DISTRICT)**

No such subsidy programmes has been executed by the Accounts Branch (HQ).

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

आपदा प्रबंधन इकाई, तीस हजारी न्यायालय, दिल्ली का कार्यक्षेत्र जिला न्यायालय, दिल्ली में आपदा प्रबंधन आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा संबंधित कार्यों से है तथा यह इकाई किसी सब्सिडी प्रोग्राम का निष्पादन नहीं करती है।

**हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली**

हिन्दी अनुभाग, केन्द्रीय, तीस हजारी न्यायालय, दिल्ली का कार्यक्षेत्र केन्द्रीय जिला, तीस हजारी, जिला न्यायालय, दिल्ली में हिन्दी के प्रचार-प्रसार से संबंधी कार्यों तक ही सीमित हैं, यह अनुभाग किसी सब्सिडी प्रोग्राम का निष्पादन नहीं करता है।

**PURCHASE CELL – CENTRAL DISTRICT**

Any such subsidy programmes are not being dealt with the Purchase Cell.

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**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS  
GRANTED BY IT  
[Section 4(1)(b)(xiii)]**

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

आपदा प्रबंधन इकाई, जिला न्यायालय दिल्ली में रियायतें, परमिट या प्राधिकार देने संबंधित कोई कार्य नहीं किया जाता है।

**EVENING COURTS CELL**

There are no such recipients in Evening Courts Cell.

**हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली**

हिन्दी अनुभाग जिला न्यायालय, दिल्ली में रियायतें, परमिट या प्राधिकार देने संबंधित कोई कार्य नहीं किया जाता है।

**PURCHASE CELL – CENTRAL DISTRICT**

No grant/concession is provided to anyone by the Purchase Cell.

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**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT,  
REDUCED IN AN ELECTRONIC FORM**

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

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**ACCOUNTS BRANCH (Central District)**

All the relevant circulars related to Accounts Branch are available on official website i.e. [www.delhicourts.nic.in](http://www.delhicourts.nic.in)

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

समस्त सूचनाएँ, जिला न्यायालय तीस हजारी, दिल्ली में आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा से संबंधित हैं व फाईलों में उपलब्ध हैं तथा उनको इलैक्ट्रॉनिक रूप में नहीं रखा गया है।

**COMPUTER BRANCH, TIS HAZARI COURTS, DELHI**

The relevant information available on the official website [www.delhicourts.nic.in](http://www.delhicourts.nic.in)

**COPYING AGENCY (CIVIL) - CENTRAL DISTRICT**

The records are available only on the main server of the concerned district.

**COPYING AGENCY (CRIMINAL)- CENTRAL DISTRICT**

The records are available only on the Main Server of the Concerned District.

**COPYING AGENCY (SESSION)- CENTRAL DISTRICT**

The records are available only on the main server of the concerned district.

**GENERAL BRANCH - CENTRAL DISTRICT**

No electronic record is maintained.

**हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली**

संबंधित नहीं। समस्त सूचनाएँ मूल रूप व प्रतिलिपि रूप में उपलब्ध है।

**JUDICIAL BRANCH – CENTRAL DISTRICT**

Data of monthly work done statement of the Judicial Officers, leave records, allotment of Judicial pool accommodation, personal correspondence of the Judicial Officers, Inspection reports and record of ACRs of the Judicial Officers.

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**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

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

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

आपदा प्रबंधन इकाई, जिला न्यायालय, दिल्ली की एक इकाई है तथा इसका कार्यक्षेत्र जिला न्यायालय, दिल्ली की आंतरिक व्यवस्था के आपदा प्रबंधन संबंधित कार्यों तक ही सीमित है। यह इकाई कार्यालय में आपदा प्रबंधन, सुरक्षा व अग्नि सुरक्षा संबंधित कार्यों के लिए अपनी सेवाएँ प्रदान करती है।

**COPYING AGENCY (CIVIL) - CENTRAL DISTRICT**

Partly relates to copying agency (civil). However, Enquiry Counter at Facilitation Centre provides information in respect of certified copies.

**COPYING AGENCY (CRIMINAL) – CENTRAL DISTRICT**

Partly relate to Copying Agency (Criminal). However, Enquiry Counter at Facilitation Centre provides information in respect to certified copies.

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

Partly relates to copying agency (Civil). However, Enquiry Counter at Facilitation Centre provides information in respect of certified copies.

**GENERAL BRANCH – CENTRAL DISTRICT**

There is no Library or Reading Room for public use and this Branch do not provide any facility to the general public.

**हिन्दी अनुभाग, केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली**

हिन्दी अनुभाग, केन्द्रीय, केन्द्रीय हिन्दी कार्यान्वयन समिति के तहत तीस हजारी, जिला न्यायालय, दिल्ली का एक अनुभाग है तथा इसका कार्यक्षेत्र तीस हजारी, जिला न्यायालय, दिल्ली की आंतरिक व्यवस्था में हिन्दी के प्रचार-प्रसार संबंधी कार्यों तक ही सीमित है। यह अनुभाग कार्यालय में हिन्दी भाषा से संबंधी कार्यों के लिए अपनी सेवाएँ प्रदान करता है।

**JUDICIAL BRANCH – CENTRAL DISTRICT**

Depends upon the nature of the information. The readily available information is provided when accessed to the holder or any other concerned official for such information and dissemination is processed without delay. Rest of the information does not pertain to this branch.

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

District Courts Library is only for Judicial Officers of District Courts, Delhi and it provides its services only to Judicial Officers of District Courts, Delhi and different Branches of District Courts, Delhi.

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

Citizens can obtain any of the information related to CMM Office by visiting personally in the office.

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

Library is not open to General Public. However, recreation room is maintained by the Caretaking Branch for the Kids/children who visits the Courts in the case where the trial is pending before the courts.

For more information, it should be asked from Caretaking Branch, THC.

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

All the work are done in accordance to Delhi High Court Rules & Orders, Vol IV, Chapter 16.

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**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS  
OF THE PUBLIC INFORMATION OFFICERS**

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

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Name	Ms. Usha Arora
Designation	Senior Administrative Officer (Judicial)/Public Information Officer (Central)
Address	Room No.237, RTI Branch, Tis Hazari Courts, Delhi.



**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;**  
[Section 4(1)(b)(xvii)]

**ACCOUNTS BRANCH (CENTRAL DISTRICT)**

All the relevant circulars related to Accounts Branch are available on official website i.e.  
[www.delhicourts.nic.in](http://www.delhicourts.nic.in)

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