



**Training Programme for Master Trainers on Core
Administrative Functions & Management of Records**

for

Two Ahlmads & One Reader from each District

on

18th July, 2023

***Venue: Delhi Judicial Academy, Dwarka, Sector - 14,
New Delhi – 110078
India***

INDEX

A. ACT

S. No.	Title
1.	The Destruction of Records Act, 1917

B. RULES AND GUIDELINES

S. No	Title	Author	Source
1.	Citizen Charter for Delhi District Courts	Delhi District Courts	https://delhicourts.nic.in/Citizen_Charter_January_2017.pdf
2.	Guidelines for Implementing Sevottam	Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions	https://darp.gov.in/sites/default/files/Sevottam_Guidelines_Sept_2011.pdf
3.	Guidelines for Designing and Implementing Sevottam Compliant	Performance Management Division Cabinet Secretariat, Department of Administrative, Reforms and Public Grievances	https://darp.gov.in/sites/default/files/Sevottam_RFD_Guidelines_August_2010.pdf
4.	Subordinate Services Attached to Civil Courts (other than High Court)	High Court of Delhi	https://delhihighcourt.nic.in/uploads/courtrule/CourtRuleFile_MUYU2TFG.PDF
5.	Records—Their Inspection, Grant of Copies and Destruction	High Court of Delhi	https://delhihighcourt.nic.in/uploads/courtrule/CourtRuleFile_NYV8HJ9U.PDF
6.	Records	High Court of Delhi	https://delhihighcourt.nic.in/uploads/courtrule/CourtRuleFile_BJFH096Q.PDF
7.	Processes, etc.	High Court of Delhi	https://delhihighcourt.nic.in/uploads/courtrule/CourtRuleFile_YM9P7543.PDF
8.	Dates and Cause Lists	High Court of Delhi	https://delhihighcourt.nic.in/uploads/courtrule/CourtRuleFile_0I7Y1RXU.PDF
9.	Superintendence and Control—Civil Courts	High Court of Delhi	https://delhihighcourt.nic.in/uploads/courtrule/CourtRuleFile_PNGBK AOR.PDF
10.	Correspondence	Punjab & Haryana High Court	https://highcourtchd.gov.in/sub_pages/left_menu/Rules_orders/high_co

			urt_rules/vol-iv-pdf/Volume%20IV,%20Chapter%2019%20Part%20A.pdf
11.	Correspondence	Delhi High Court	https://delhihighcourt.nic.in/uploads/courtrule/CourtRuleFile_HDX3VIW6.PDF
12.	Registers 12.1 Appendix	Delhi High Court	https://delhihighcourt.nic.in/uploads/courtrule/CourtRuleFile_FF0YU153.PDF

C. REPORT/SOPs

S. No	Title	Author	Source
1.	Process Re-Engineering (Civil) Report (2014)	Dr. Sudhir Kumar Jain, D.H.J.S Judge In-Charge, (Delhi Mediation Center, Tis Hazari Courts) and other companion DHJSs and DJSs	https://delhihighcourt.nic.in/uploads/public_notice/PublicNotice_W2AQSDHW.PDF (Pd. 1-206)
2.	Report On Process Re-Engineering for Criminal Cases (2014)	R.K. Gauba, District & Sessions Judge and	https://delhihighcourt.nic.in/uploads/public_notice/PublicNotice_W2AQSDHW.PDF (Pg. 207-409)
3.	DIGITAL PRESERVATION Standard Operating Procedure (SOP)	E-Committee, Supreme Court of India	https://delhicourts.nic.in/Circulars/2023/04/SOP%20for%20digital%20preservation%20issued%20by%20Hon'ble%20e-Committee%20Supreme%20Court%20of%20Inida.pdf
4.	Destruction of Administrative Records	Administrative Record Destruction (Rules) Committee	-

D. CIRCULARS

S. No	Title	Author	Source
1.	Enter details of all accused persons in the CIS software	Office of the Principal District & Sessions Judge (HQs) Delhi	https://delhicourts.nic.in/Circulars/2023/03/06d_0001.pdf
2.	Attested Notary	Office of the Principal District & Sessions Judge (HQs) Delhi	https://delhidistrictcourts.nic.in/Circulars/2022/Dec22/09_0001.pdf
3.	Book Marking	Office of the Principal District & Sessions Judge (HQs) Delhi	https://delhidistrictcourts.nic.in/Circulars/2022/Nov2022/25d_0001.pdf

4.	Quality Check of Files in Digitization Centre	Office of the Principal District & Sessions Judge (HQs) Delhi	https://delhidistrictcourts.nic.in/Circulars/2022/Nov2022/17c_0001.pdf
5.	Circular/Directions for Ahlmad/Assistant Ahlmad regarding digitization of decided Judicial records	Office of the Principal District & Sessions Judge (HQs) Delhi	https://delhicourts.nic.in/Circulars/2022/Nov2022/17c_0001.pdf
6.	Regular Entry in CIS 3.2 Server	Office of the Principal District & Sessions Judge-Cum-Special Judge (PC-Act) (Cbi) Rouse Avenue District Courts, New Delhi	https://delhidistrictcourts.nic.in/Circulars/2022/Nov2022/29i_0001.pdf
7.	Order regarding creation of Login ID/User Id and Password of CIS for Court Staff (Ahlmad, Assistant Ahlmad and Stenographer)	Office of the Principal District & Sessions Judge (HQs) Delhi	https://delhicourts.nic.in/Circulars/2022/Oct22/19f_0001.pdf
8.	Circular for Ahlmads/Staff Members regarding lying of Almirahs in the corridors/galleries of Main court Building, Court Building Annexe-I & Annexe-II at Tis Hazari Court Complex	Office of the Principal District & Sessions Judge (HQs) Delhi	https://delhicourts.nic.in/Circulars/2022/Sep22/12g_0001.pdf
9.	Deployment of Sr. PAs/PAs on day-to-day arrangements/meetings	Office of the Principal District & Sessions Judge (HQs) Delhi	https://delhicourts.nic.in/Circulars/2021/April21/9q.pdf
10.	Ahlmad to send copies of Awards from Labour Courts to concerned Labour Commissioner's Office	Office of the Principal District & Sessions Judge cum Special Judge (PC-Act) CBI, Rouse Avenue District Court, New Delhi	https://delhicourts.nic.in/Circulars/2021/March21/25a.pdf
11.	Ahlmads of the court to inform the date and timing of preliminary hearing to the counsel / litigants immediately upon the receiving the newly allocated matters	Office of the Principal District & Sessions Judge (HQs) Delhi	https://delhicourts.nic.in/Circulars/Oct20/20a.pdf
12.	Readers to ensure details w.r.t. NDOH and its purpose and upload	Office of the District & Sessions Judge (HQs) Delhi	https://delhicourts.nic.in/Circulars/March20/21d.pdf

	through CIS on the same day		
13.	Directions for Readers and Ahlmads regarding Non Recording of Expert Witness	Office of the Principal District & Sessions Judge (HQs) Delhi	https://delhicourts.nic.in/Circulars/2019/sep/24d.pdf
14.	Locking of Court & Ahlmad Room/ Branches at THC	Administrative Civil Judge (Central) Tis Hazari Courts, Delhi	https://delhicourts.nic.in/Circulars/2018/Dec/24b.pdf
15.	Directions to Ahlmad/Asstt. Ahlmad of the Courts w.r.t letters/orders/dak etc. received from the Hon'ble High Court of Delhi	Office of the District & Sessions Judge (Shahdara), Karkardooma Courts, Delhi	https://delhicourts.nic.in/april17/19b.pdf
16.	Limitation of Weeding Out	Office of the District & Sessions Judge (HQs) Delhi	https://delhidistrictcourts.nic.in/feb17/20g.pdf
17.	Circular regarding instruction to the Ahlmad make the record available to the court commissioners	Office of the District & Sessions Judge (HQs) Delhi	https://delhicourts.nic.in/july17/14c.pdf
18.	Directions of Hon'ble High Court of Delhi to all the Ahlmads / Nazirs attached to the court of all Judges of Central and West District to get their files scanned before sending them to Record Rooms (Session, Civil & Criminal) for consignment	Office of the District & Sessions Judge (HQs) Delhi	https://delhicourts.nic.in/March17/7d.pdf
19.	Reference Book containing a chronological compilation of the circulars and practice directions issued by the Hon'ble High Court of Delhi and Delhi District Courts	Hon'ble High Court of Delhi and Delhi District Courts	https://districts.ecourts.gov.in/east-delhi/reference-book-containing-chronological-compilation-circulars-and-practice-directions-iss

E. CASE LAW

S. No.	Title	Citation
I. Reconstruction of Records		
Supreme Court		
1.	<i>State of U.P v. Abhai Raj Singh & Anr.</i> (¶¶ 6, 8, 10)	MANU/SC/0192/2004
High Court of Delhi		
2.	<i>Ramesh Kaushik v. State (NCT of Delhi)</i>	2022 SCC OnLine Del 4185
II. Digitization of Records		
Supreme Court		
1.	<i>Jitendra Kumar Rode v. Union of India</i>	2023 SCC OnLine SC 485
High Court of Delhi		
1.	<i>State of NCT of Delhi v. Tarif Singh</i> (¶ 12 in Or. Dt. 01.06.23)	CRL.A. 736/2008 Order Dt.: 01.06.23 & 09.01.17
III. Code of Conduct		
High Court of Delhi		
1.	<i>Sunil Kumar Saini v. District & Sessions Judge</i>	MANU/DE/3980/2022

F. Suggested Readings

S. No.	Title	Source
1.	CJI DY Chandrachud Pushes For Digitizing Court Records, E-Filing (2022)	https://www.livelaw.in/top-stories/cji-dy-chandrachud-district-court-digitization-hubs-orissa-high-court-e-committee-216639
2.	Duties of a Reader - Vani Gopal Sharma, Additional District & Sessions Judge-cum, Faculty Member Chandigarh Judicial Academy (2016)	https://cja.gov.in/Download/Ministerial%20Staff%20Training/Reader%20PPT.pdf
3.	Day to Day working of Ahlmad, Execution Clerk Stenographer Grade-I, II & III – Navjot Kaur, Addl. District & Sessions Judge-cum Faculty Member Chandigarh Judicial Academy	https://cja.gov.in/Download/Ministerial%20Staff%20Training/Ahlmads%20Execution%20Clerk%20Stenographer.pdf
4.	Use of CIS for Performance of Core Duties	A Presentation prepared by Mr. Dev Chaudhary, DJS

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