

HIGH COURT OF DELHI : NEW DELHI

No. 643

Dated: 11/08/14

C I R C U L A R

It is hereby circulated for information of all concerned that working of the Extension Counter of the Post Office opened in Despatch Branch regarding issuance of summons/notices through Speed Post/Registered Post with Proof of Delivery (POD) in Delhi High Court was reviewed in the meeting of Computer Committee held on 16.07.2014 and following directions duly approved by Hon'ble the Chief Justice were given to be followed by all concerned:-

1. The Advocate/litigant should mention the serial number of the parties (Plaintiffs/Defendants etc.) in the case on the envelope/PoD.
2. Summons/notices through ordinary process will not be dispatched unless Speed Post charges are deposited and steps for service by that mode are taken by the Advocate/litigant.
3. The steps for issuance of summons/notices through Speed Post be taken within seven working days after the order of the Court or as directed by the Court concerned.
4. At least seven days prior to the next date, the Advocate /litigant must file the tracking report (available online) of Speed Post service along with an affidavit of service.

All concerned are directed to comply with the same.


(SANGITA DHINGRA SEHGAL)
REGISTRAR GENERAL

Endst. No. 20896 - 20905

Dated : 11/08/14

Copy forwarded for information and necessary action to:

1. Registrar-cum-Secretary to Hon'ble the Chief Justice.
2. All Private Secretaries/Administrative Officer (Judicial)/Court Masters with the request to bring the contents of the circular to the kind notice of the respective Hon'ble Judges.
3. All Registrars/Co-ordinator, DHC International Arbitration Centre/O.S.Ds.
4. All Joint Registrars/Deputy Registrars.
5. All Assistant Registrars/Deputy Controller of Accounts/P.A. to Registrar General.
6. All Administrative Officers.
7. System analyst for uploading on the website of Delhi High Court.
8. To be published in the Cause List.
9. The Secretary, Delhi High Court Bar Association.
10. Notice Board.


Assistant Registrar (Appellate)