

OFFICE OF THE CHIEF SECRETARY  
GOVERNMENT OF NCT OF DELHI  
5<sup>TH</sup> LEVEL, A-WING, DELHI SECRETARIAT, NEW DELHI - 02

No.: CS/2014/ 2436

Dated : 25/04/2014

CIRCULAR

It has been noticed that Court cases are not being monitored properly by many departments. In many cases, either the replies are not filed on time or the advocates do not appear in the Court for the proceedings. Adverse orders have been issued by the Supreme Court / High Court in such cases on several occasions. Even personal appearance of Chief Secretary has been sought in some cases, which causes major embarrassment to the Government.

In order to streamline the system of monitoring of court cases, all departments are hereby directed to devise fool-proof system for ensuring that all Court cases are attended to with due diligence. Departments / autonomous agencies must ensure inter-alia the following:-

1. A nodal officer / Law Officer must be nominated by every department. Bigger departments may nominate more than one nodal officer.
2. The nodal officer must make new entries and update the existing records on a daily basis with respect to the Court cases of the concerned department. This should be done on the existing web based e-litigation Court case monitoring system which can be accessed by other stakeholders in the department. The system may be modified by NIC to facilitate generation of pre-defined alerts on the registered mobile numbers and email ids of the concerned officers and the Counsel, so that time-bound action (including filing of reply, date of compliance etc.) can be taken. UTCS shall organise trainings regarding e-litigation Court case monitoring system for the Nodal Officers of various departments.
3. Replies / affidavits must be filed about a week before the case is listed for hearing. The tendency of filing replies on the last day should be discouraged as the Registry of the Supreme Court / High Court needs time for placing it on record.
4. A departmental representative well conversant with the matter must appear in the Court and assist the Counsel and inform the Nodal Officer about the day's proceedings.

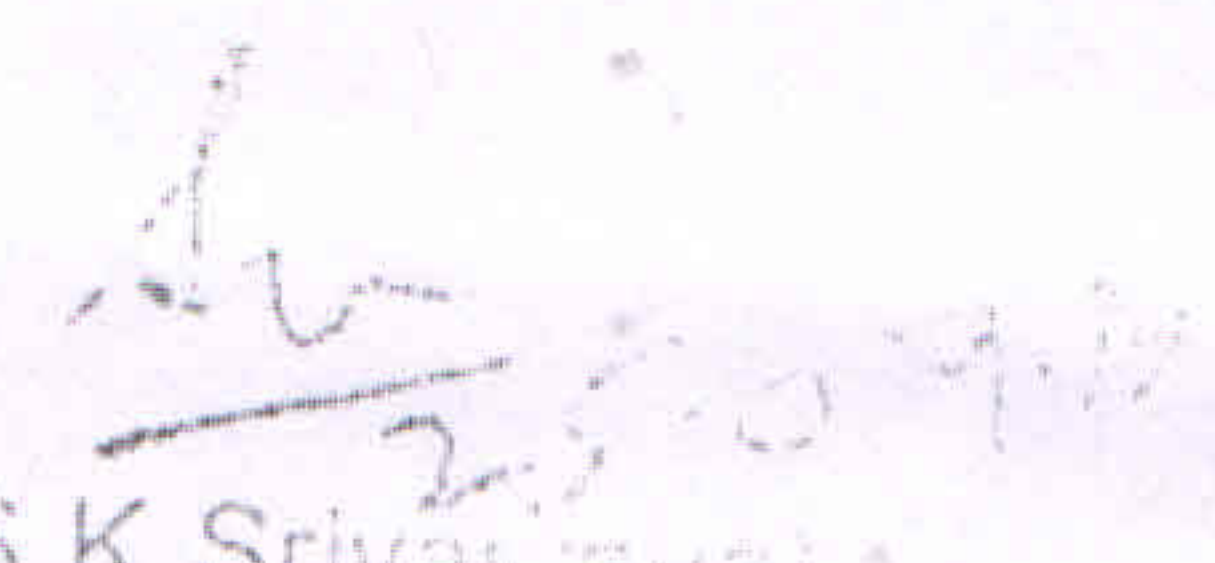
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5. In case any advocate does not appear before the Court on the date of hearing, this must be brought to the knowledge of Law Department and updated in the database for their performance evaluation. Law Department shall maintain a computerised record of performance of the counsels after including other performance evaluation criteria.
6. In case any Court has been constrained to direct the personal appearance of the Chief Secretary, the respondent department must forthwith get an affidavit prepared from the Counsel explaining therein the causes of delay in compliance of the orders of the Court, action taken already and further steps being contemplated. The affidavit on behalf of Chief Secretary should refer to the above for seeking exemption from personal appearance of the Chief Secretary.

In case of failure of any department to file response before the High Court or the Supreme Court on time, concerned HoD / Nodal Officer / Law Officer of the department shall be held personally responsible and action shall be initiated in accordance with the rules.

All Pr. Secretaries / Secretaries / HODs/  
Heads of All Autonomous Bodies of  
Govt. of NCT of Delhi

  
(S.K. Srivastava)  
Chief Secretary

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