

## HIGH COURT OF DELHI: NEW DELHI

### NOTIFICATION

No. 84/Rules/DHC

Dated: 17.08.2026

In exercise of the powers conferred by Section 7 of the Delhi High Court Act, 1966 (Act 26 of 1966) read with Article 227 of the Constitution of India and all other powers enabling it in this behalf, the High Court of Delhi, with the prior approval of the Lt. Governor of the Government of National Capital Territory of Delhi, hereby makes the following amendments in Chapter 24 of Volume IV of Delhi High Court Rules & Orders:-

### AMENDMENTS

THE FOLLOWING SHALL BE INSERTED AS CHAPTER 24A IMMEDIATELY AFTER THE EXISTING CHAPTER 24 OF VOLUME IV OF DELHI HIGH COURT RULES & ORDERS :-

#### Chapter 24A Data Base Registers (Civil Courts)

1. **Entries** - The Register for the use in Civil Courts shall be in the form of a Data Base. The entries in the Data Base Register should be maintained in English or Hindi or in any other official languages.
2. **Suggestions for changes**- If any Presiding Officer desires to suggest any change regarding any entry in the Data Base Register, he should address the proposed change(s) to the Principal District and Sessions Judge (Head Quarters) in writing who shall recommend such proposed changes to the High Court, as he thinks fit.
3. **Explanation of the list given in Appendix**- The Data Base Registers approved and recommended by the High Court and notified by the appropriate Government, either Central Government or Government of NCT of Delhi as the case may be, for the use in the Civil Courts, Delhi are enumerated in the Appendix to this chapter.
4. **Correct filing of the entries in the Data Base Registers**- The officials of Civil Courts shall be responsible to fill the relevant entries correctly in the Data Base Registers under the direct supervision of the Presiding Officers.
5. **Access to Data Base Registers**- The Data Base Register will be accessible for the judicial officers, lawyers, staff and litigants through a passcode key. The judicial officers and the staff will have a permanent passcode key. The judicial officers will be able to access the entire data base pertaining to his court and the staff will be able to access the

entire data base pertaining to his court and the staff will be able to access only those fields that are relevant to their job profile.

6. **Saving-** All the provisions relating to the registers to be maintained by the Civil Courts shall be governed and to be dealt by the provisions contained in this Chapter.

**PART A – IV**

**1. DATA BASE REGISTERS (CIVIL)**

| <b>Serial Number</b> | <b>Description of Entries</b>                              |
|----------------------|------------------------------------------------------------|
| 1                    | Unique Identification Number                               |
| 2                    | Date of Institution                                        |
| 3                    | Description of the Plaintiff (s)/ Appellant (s)            |
| 4                    | Description of Defendant (s)/ Respondent (s)               |
| 5                    | Pauper Suit (Details)                                      |
| 6                    | Claim                                                      |
| 7                    | Land Acquisition Cases                                     |
| 8                    | Letters of Administration and Succession certificates      |
| 9                    | Peshi                                                      |
| 10                   | Application (s) (Including Review applications)            |
| 11                   | Whether reference made under Section 89 CPC and the result |
| 12                   | Judgment/ Final Order                                      |
| 13                   | First Appeal                                               |
| 14                   | Second Appeal                                              |
| 15                   | Execution                                                  |
| 16                   | Details of Punishment for Contempt of Court                |
| 17                   | Return of Plaint/Documents                                 |
| 18                   | Consignment                                                |
| 19                   | Commission/ Receivers                                      |

Notes –

(1) For registers to be maintained by the Official Receiver, see Chapter 4-E of the Rules and Orders, Volume II.

## 2. MISCELLANEOUS DATA BASE REGISTERS (CIVIL)

| Serial Number | Description of Entries                        |
|---------------|-----------------------------------------------|
| 1             | Contingent expenditure                        |
| 2             | Files called from the record room             |
| 3             | Despatch of Judicial Record                   |
| 4             | Property received by the Nazir                |
| 5             | General Correspondence (Receipt and Despatch) |
| 6             | File Inspections                              |

### A. PROPOSED PROFORMA FOR DATA BASE REGISTER (CIVIL)

| 1                                                                                                         | 2                   | 3                                                                                   | 4                                                                                    | 5                          |               |                                                  |                                                 |                                  |
|-----------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------|---------------|--------------------------------------------------|-------------------------------------------------|----------------------------------|
| U. ID. NO. (WHICH SHALL BE PERMANENT IN ALL PROCEEDINGS INCLUDING APPEAL/REVIEW/ REVISION EXECUTION ETC.) | DATE OF INSTITUTION | DESCRIPTION (NAME, PARENTAGE, AGE AND RESIDENCE) OF THE PLAINTIFF(S)/ APPEALLANT(S) | DESCRIPTION (NAME, PARENTAGE, AGE AND RESIDENCE) OF THE DEFENDANT(S)/ RESPONDENT (S) | PAUPER SUIT (DETAILS)      |               |                                                  |                                                 |                                  |
|                                                                                                           |                     |                                                                                     |                                                                                      | FINAL ORDER ON APPLICATION | DATE OF ORDER | AMOUNT OF COURT FEE TO BE REALISED AND FROM WHOM | DATE OF DESPATCH OF COPY OF DECREE TO COLLECTOR | DATE OF REALISATION OF COURT FEE |
|                                                                                                           |                     |                                                                                     |                                                                                      |                            |               |                                                  |                                                 |                                  |

| 6              |                                                  |                                                     |                | 7                        |                          |                                |
|----------------|--------------------------------------------------|-----------------------------------------------------|----------------|--------------------------|--------------------------|--------------------------------|
| CLAIM          |                                                  |                                                     |                | LAND ACQUISITION CASES   |                          |                                |
| NATURE OF SUIT | PARTICULARS OF THE SUIT PROPERTY/ SUBJECT MATTER | VALUE OF THE CLAIM FOR THE PURPOSES OF JURISDICTION | COURT FEE PAID | DATE OF STATEMENT U/S 19 | COMPENSATION             |                                |
|                |                                                  |                                                     |                |                          | AWARDED BY THE COLLECTOR | AWARDED BY THE REFERENCE COURT |

| 8                                                              |                |                                                           |                |                                  |                 |                                                             |                                                                        |
|----------------------------------------------------------------|----------------|-----------------------------------------------------------|----------------|----------------------------------|-----------------|-------------------------------------------------------------|------------------------------------------------------------------------|
| LETTERS OF ADMINISTRATION AND SUCCESSION CERTIFICATES          |                |                                                           |                |                                  |                 |                                                             |                                                                        |
| NUMBER OF PROBATES/LETTERS OF ADMINISTRATION WITH WILL ANNEXED | COURT FEE PAID | NUMBERS OF LETTERS OF ADMINISTRATION WITHOUT WILL ANNEXED | COURT FEE PAID | NUMBER OF SUCCESSION CERTIFICATE | STAMP DUTY PAID | NUMBER OF LETTERS OF ADMINISTRATION AND CERTIFICATES ISSUED | NUMBER OF LETTERS OF ADMINISTRATION CANCELLED AND FRESH LETTERS ISSUED |

| 9               |           |                      | 10                                                |     |                  |                                        | 11                                       | 12                    |                             |
|-----------------|-----------|----------------------|---------------------------------------------------|-----|------------------|----------------------------------------|------------------------------------------|-----------------------|-----------------------------|
| FRESH           |           |                      | APPLICATION (S)<br>(INCLUDING REVIEW APPLICATION) |     |                  |                                        | WHETHER REFERENCE                        | JUDGMENT/ FINAL ORDER |                             |
| DATE OF HEARING | WORK DONE | NEXT DATE OF HEARING | FILING DATE                                       | NO. | DATE OF DECISION | DECISION (DETAIL OF OPERATIVE PORTION) | MADE UNDER SECTION 89 CPC AND THE RESULT | DATE                  | DETAIL OF OPERATIVE PORTION |

| 13           |                                    |                                     |                    |           |                         |                      |                                                                                                |
|--------------|------------------------------------|-------------------------------------|--------------------|-----------|-------------------------|----------------------|------------------------------------------------------------------------------------------------|
| FIRST APPEAL |                                    |                                     |                    |           |                         |                      |                                                                                                |
| FILING DATE  | DESCRIPTION<br>OF THE<br>APPELLANT | DESCRIPTION<br>OF THE<br>RESPONDENT | PESHI              |           |                         | JUDGMENT/FINAL ORDER |                                                                                                |
|              |                                    |                                     | DATE OF<br>HEARING | WORK DONE | NEXT DATE OF<br>HEARING | DATE                 | DETAILS OF<br>OPERATIVE<br>PORTION<br>(INCLUDING<br>MODIFICATION, IF<br>ANY, IN THE<br>DECREE) |
|              |                                    |                                     |                    |           |                         |                      |                                                                                                |

| 14            |                                    |                                     |                    |           |                         |                      |                                                                                                |
|---------------|------------------------------------|-------------------------------------|--------------------|-----------|-------------------------|----------------------|------------------------------------------------------------------------------------------------|
| SECOND APPEAL |                                    |                                     |                    |           |                         |                      |                                                                                                |
| FILING DATE   | DESCRIPTION<br>OF THE<br>APPELLANT | DESCRIPTION<br>OF THE<br>RESPONDENT | PESHI              |           |                         | JUDGMENT/FINAL ORDER |                                                                                                |
|               |                                    |                                     | DATE OF<br>HEARING | WORK DONE | NEXT DATE OF<br>HEARING | DATE                 | DETAILS OF<br>OPERATIVE<br>PORTION<br>(INCLUDING<br>MODIFICATION, IF<br>ANY, IN THE<br>DECREE) |
|               |                                    |                                     |                    |           |                         |                      |                                                                                                |

|           |  |
|-----------|--|
| EXECUTION |  |
|-----------|--|

[illegible]

|           |  |
|-----------|--|
| EXECUTION |  |
|-----------|--|

[illegible]

| 16                                          |                           |                                          |                   |              |      |                              |                                 |                 |  |
|---------------------------------------------|---------------------------|------------------------------------------|-------------------|--------------|------|------------------------------|---------------------------------|-----------------|--|
| DETAILS OF PUNISHMENT FOR CONTEMPT OF COURT |                           |                                          |                   |              |      |                              |                                 |                 |  |
| DESCRIPTION OF THE OFFENDER                 | WHETHER PARTY TO THE SUIT | DATE OF COMMISSION OF OFFENCE AND NATURE | DATE OF DISCHARGE | PUNISHMENT   |      |                              |                                 |                 |  |
|                                             |                           |                                          |                   | IMPRISONMENT | FINE | IMPRISONMENT IN LIEU OF FINE | DETAIL/ DATE OF DEPOSIT OF FINE | DATE OF RELEASE |  |
|                                             |                           |                                          |                   |              |      |                              |                                 |                 |  |

| 17                         |                            |                |                                                 |           |                   | 18          |         |
|----------------------------|----------------------------|----------------|-------------------------------------------------|-----------|-------------------|-------------|---------|
| RETURN OF PLAINT/DOCUMENTS |                            |                |                                                 |           |                   | CONSIGNMENT |         |
| DATE OF ORDER              | NAME OF THE COURT/ OFFICER | DATE OF RETURN | DETAIL OF THE PERSON TO WHOM DOCUMENTS RETURNED | SIGNATURE | IDENTITY DOCUMENT | DATE        | DETAILS |
|                            |                            |                |                                                 |           |                   |             |         |

| 19          |                   |                                                 |                                                 |                          |     |                                     |                                                              |         |
|-------------|-------------------|-------------------------------------------------|-------------------------------------------------|--------------------------|-----|-------------------------------------|--------------------------------------------------------------|---------|
| COMMISSIONS |                   |                                                 |                                                 |                          |     |                                     |                                                              |         |
| UID NO.     | DATE OF INSTITUTE | DESCRIPTION OF THE PLAINTIFF(S) / APPEALANT (S) | DESCRIPTION OF THE DEFENDANT(S) /RESPONDENT (S) | NAME OF THE COMMISSIONER | FEE | DATE OF WHICH COMMISSION WAS ISSUED | DATE FIXED BY THE ISSUING COURT FOR RETURN OF THE COMMISSION | REMARKS |
|             |                   |                                                 |                                                 |                          |     |                                     |                                                              |         |

**B. MISCELLANEOUS DATA BASE REGISTER (CIVIL)**

| 1                      |      |                       |                       |                  |                 |                   |                                             |         |
|------------------------|------|-----------------------|-----------------------|------------------|-----------------|-------------------|---------------------------------------------|---------|
| CONTINGENT EXPENDITURE |      |                       |                       |                  |                 |                   |                                             |         |
| UID NO.                | DATE | NATURE OF EXPENDITURE | SANCTIONING AUTHORITY | DISBURSED AMOUNT | DETAILS OF BILL | PROGRESSIVE TOTAL | TO WHOM THE SANCTIONED AMOUNT WAS DISBURSED | REMARKS |
|                        |      |                       |                       |                  |                 |                   |                                             |         |

| 2                                 |                            |                           |                   |                        |                                  |                   |                                                                                     |         |
|-----------------------------------|----------------------------|---------------------------|-------------------|------------------------|----------------------------------|-------------------|-------------------------------------------------------------------------------------|---------|
| FILES CALLED FROM THE RECORD ROOM |                            |                           |                   |                        |                                  |                   |                                                                                     |         |
| UID NO.                           | NUMBER OF<br>FILE AND YEAR | NAME OF<br>THE<br>PARTIES | NATURE OF<br>CASE | DATE OF<br>REQUISITION | DATE OF<br>RECEIVING<br>THE FILE | DATE OF<br>RETURN | NAME AND<br>EMPLOYEE CODE<br>OF THE OFFICIAL<br>TO WHOM THE<br>FILE WAS<br>RETURNED | REMARKS |
|                                   |                            |                           |                   |                        |                                  |                   |                                                                                     |         |

| 3                           |                                        |                                                          |                                             |         |
|-----------------------------|----------------------------------------|----------------------------------------------------------|---------------------------------------------|---------|
| DESPATCH OF JUDICIAL RECORD |                                        |                                                          |                                             |         |
| DATE OF DESPATCH            | DESCRIPTION OF<br>RECORD<br>DESPATCHED | DESCRIPTION OF<br>AUTHORITY TO WHOM<br>RECORD DESPATCHED | NAME AND<br>DESIGNATION<br>OF<br>DESPATCHER | REMARKS |
|                             |                                        |                                                          |                                             |         |



| 6                |                     |                                                 |                                    |                                       |                                           |                                        |         |
|------------------|---------------------|-------------------------------------------------|------------------------------------|---------------------------------------|-------------------------------------------|----------------------------------------|---------|
| FILE INSPECTIONS |                     |                                                 |                                    |                                       |                                           |                                        |         |
| UID NO.          | DATE OF INSTITUTION | NAME OF THE FIRST PLAINTIFF AND FIRST DEFENDANT | DATE OF APPLICATION FOR INSPECTION | DATE, TIME AND DURATION OF INSPECTION | NAME OF THE PERSON WHO INSPECTED THE FILE | ON WHOSE BEHALF INSPECTION CARRIED OUT | REMARKS |
|                  |                     |                                                 |                                    |                                       |                                           |                                        |         |

**NOTE:** THESE AMENDMENTS SHALL COME INTO FORCE FROM THE DATE OF THEIR PUBLICATION IN THE GAZETTE.

BY ORDER OF THE COURT  
Sd/-  
**(ARUN BHARDWAJ)**  
**REGISTRAR GENERAL**