

HIGH COURT OF DELHI : NEW DELHI

No. 851/EI-1/Estt.I/ DHC

Date : 17.07.2026

C I R C U L A R

The Duties and Responsibilities of the posts of 'Private Secretary', 'Senior Personal Assistant', 'Personal Assistant' and 'Chauffeur' of this Court as duly approved by Hon'ble the Chief Justice, annexed as Annexure-'A', are herewith circulated.

By order

Sd/-
(Arun Bhardwaj)
Registrar General

Endst. No. 11818-11825/EI-1/Estt.I/ DHC

Date : 17.07.2026

Copy forwarded for information / necessary action to :-

1. Registrar -cum-Secretary to Hon'ble the Chief Justice.
2. All Registrars / Officers on Special Duty / Coordinator (DIAC)
3. Joint Registrar (Registrar General Secretariat)
4. All Joint Registrars / Deputy Registrars / Assistant Registrars
5. All Private Secretaries, Senior Personal Assistants, Personal Assistants and Chauffeurs
6. P.A. to Registrar (IT) with request to upload the circular on the intranet of this Court.
7. Notice Board
8. Guard File.

Bhawana Pant

(Bhawana Pant)
Joint Registrar (Establishment-I)

PA to Reg(IT) - As directed, Please get uploaded

Director(IT)

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AO (IT)

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Duties and Responsibilities of 'Private Secretary', 'Senior Personal Assistant', 'Personal Assistant' and 'Chauffeur' of Delhi High Court.

Private Secretary	a) To report in the office well in time, attend the Hon'ble Judge/Officer at the commencement of the day and obtain instructions, if any, from the Hon'ble Judge regarding the tasks, works and assignments to be undertaken during the day. b) To ensure that one of the regular staff members (the Usher or the Court Attendant attached to the Hon'ble Judge concerned) remains present during the cleaning of the Hon'ble Judge's Chamber. c) To maintain and update, on a day-to-day basis, a schedule of the Hon'ble Judge's engagements, appointments, meetings, invitations, functions and other official commitments, and to remind the Hon'ble Judge of the same either on the preceding day or in the morning of the scheduled engagement, as may be convenient to the Hon'ble Judge. The Private Secretary shall also ensure that all relevant files, papers and other materials relating to such engagements are placed before the Hon'ble Judge well in advance. d) To attend to all official, confidential and personal work of the Hon'ble Judge/Officer and render all necessary assistance in connection therewith, including the following : (i) To maintain a telephone diary with proper categorization of contact details, such as family, friends, colleagues, official contacts, frequently used numbers, clubs, general and miscellaneous contacts. (ii) To coordinate and schedule meetings of various Committees promptly, and to make all necessary arrangements in connection therewith, including booking of venues, hospitality for the Hon'ble Members/Judges of the Committee and other related logistics. (iii) To maintain the personal records/files of the Hon'ble Judge with appropriate categorization, such as confidential, personal, financial, official, general and other relevant categories. (iv) To maintain records relating to the banking and financial matters of the Hon'ble Judge and to render assistance in such matters whenever required by the Hon'ble Judge.
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	(v) To coordinate the redressal of complaints relating to infrastructure, equipment and other facilities in the Court, Chamber and residence of the Hon'ble Judge. (vi) To maintain an inventory of all items provided to the Hon'ble Judge from the Furnishing Fund, Office Store, Computer Branch, IT Cell and other concerned branches. (vii) To maintain the Leave Travel Concession (LTC) records of the Hon'ble Judge and eligible family members, as well as the leave account of the Hon'ble Judge. (viii) To prepare itineraries for domestic and foreign tours/visits in consultation with the Protocol Branch; to arrange air and railway tickets, including reservation, confirmation and upgradation, wherever permissible; to arrange medical insurance wherever required or directed by the Hon'ble Judge; and in the case of foreign visits, to coordinate with the Accounts Branch and other concerned branches/agencies for obtaining all requisite approvals and clearances, including political and financial clearances. (ix) To ensure the timely payment of income tax, property tax, service tax (where applicable), and other statutory dues, as well as the timely filing of the prescribed returns, in accordance with the directions of the Hon'ble Judge. (x) To arrange medical check-ups including consultations, diagnostic tests, and other medical examinations, such as dental / eye check-ups, as may be required or directed by the Hon'ble Judge. (xi) To coordinate with the Medical Officers of the Delhi High Court Dispensary, officers of the Medical Branch of this Court, and the concerned officials of the hospital where the Hon'ble Judge or any family member has an appointment, and to keep the chauffeur, security personnel and other concerned staff informed, wherever necessary. (xii) To maintain a checklist of due dates for payment of telephone, electricity, water, credit card, fuel, medical, newspaper and magazine bills, insurance premiums, and other recurring payments. (xiii) To ensure timely submission and processing of reimbursement claims relating to petrol, medical expenses (including spectacles), newspapers and magazines, LTC, official
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	tours/visits, and other admissible claims of the Hon'ble Judge. (xiv) To ensure timely renewal of passports, driving licences, arms licence, memberships and other documents requiring periodic renewal. (xv) To maintain a cordial, professional, and harmonious working environment among all staff attached to the Hon'ble Judge so as to ensure optimum efficiency, coordination and productivity of the entire establishment, including the Private Secretary. e) To keep the Hon'ble Judge informed, on regular basis, of the progress of the tasks, assignments and other work entrusted by the Hon'ble Judge; to maintain effective coordination with the Registry and other concerned branches/authorities; and to act as a liaison between the Hon'ble Judge and the Registry or other concerned quarters. f) To maintain strict confidentiality in respect of all matters, files, documents and assignments entrusted by the Hon'ble Judge/Officer. g) To attend to all official and personal telephone calls received for the Hon'ble Judge and to transfer such calls in accordance with the prescribed Protocol/Table of Precedence. When the Hon'ble Judge is in Court or otherwise unavailable, to record the particulars of the calls received and arrange for a call back at the convenience or as per the instructions of the Hon'ble Judge. h) To receive, acknowledge, give receipt and maintain all official and personal correspondence addressed to the Hon'ble Judge and to draft letters, messages and communications for various occasions, including festive greetings, New Year wishes, acknowledgements, expressions of gratitude, regrets, condolences and other similar communications. i) To ensure that no person enters the Chamber of the Hon'ble Judge without prior permission or in the absence of the Hon'ble Judge and to ensure the safe custody and confidentiality of all files, papers, notes, and other documents kept in the Chamber. j) To take dictation in Court, the Chamber or the residential office of the Hon'ble Judge, as and when directed by the Hon'ble Judge. k) To ensure that all orders and judgments typed by the Private Secretary or by the Senior Personal Assistants/Personal Assistants attached to the Hon'ble Judge, or deployed from the Pool of Establishment-II Branch, are thoroughly checked for accuracy before being submitted to the Hon'ble Judge; to supervise and guide the staff in the timely completion of assigned work; and to ensure that orders and judgments
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	are typed expeditiously without any undue accumulation of pending work. l) To carefully scrutinize all judgments before their pronouncement and/or uploading to the official website to ensure accuracy and completeness. m) To ensure that all signed orders and judgments are promptly authenticated, digitally signed wherever required, and uploaded/transferred to the designated server or official website; and to maintain a register recording the particulars of such uploads, including the case number, date of the order, date of upload/transfer and other relevant details. n) To maintain punctuality and regularity in attendance; to ensure that all staff attached to the Court, including the Chauffeur, are present in proper and complete uniform while on duty; and to ensure that no member of the staff leaves the Court during duty hours without the permission of the Hon'ble Judge. o) To maintain discipline, decorum and proper coordination among the subordinate personal staff attached to the Hon'ble Judge; and to obtain and forward their leave applications, wherever possible, sufficiently in advance to the concerned branch (Establishment-II Branch/Protocol-II Branch), along with the recommendations and no-objection of the Hon'ble Judge, wherever required. p) To ensure the proper and authorized use of official computers, laptops, printers, stationery, internet facilities and other office resources, and to prevent any misuse or unauthorized downloading of data or software. q) To perform such other duties and responsibilities as may be assigned by the Hon'ble Judge/Officer from time to time, as the duties and responsibilities enumerated herein are illustrative and inclusive, and not exhaustive. r) To ensure the smooth, efficient and seamless discharge of all official work entrusted to the office of the Hon'ble Judge, with the assistance of the staff attached thereto, so that no inconvenience is caused to the Hon'ble Judge in any manner whatsoever.
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Senior Personal Assistant and Personal Assistant	a) To report in the office well in time; to maintain punctuality, discipline, decorum and professional conduct at all times; and to discharge official duties with utmost sincerity, diligence and devotion. b) To remain available at the assigned seat during office hours; not to leave the place of duty without obtaining the prior permission of the Hon'ble Judge or the Private Secretary concerned; and to wear the prescribed uniform, complete in all respects, while on duty. c) To take dictation of Court proceedings, orders, judgments and other official matters in Court, the Chamber or the residential office of the Hon'ble Judge, as directed by the Hon'ble Judge, and to transcribe the same accurately and expeditiously. d) To ensure that all transcribed or typed orders, judgments, and other documents are thoroughly checked for accuracy, completeness and correctness before being submitted or placed before the Hon'ble Judge. e) To ensure that all orders and judgments, after being signed by the Hon'ble Judge, are promptly authenticated, digitally signed wherever required, and uploaded or transferred to the designated server or official website; and to maintain a register recording the particulars of such uploads, including the case number, date of the order, date of upload/transfer and other relevant details. f) To provide all necessary assistance to the Private Secretary in the discharge of secretarial and administrative functions so as to ensure smooth functioning of the office / Court of the Hon'ble Judge and that no inconvenience is caused to the Hon'ble Judge. g) To discharge the duties and responsibilities of the Private Secretary during his/her absence or whenever so directed by the Hon'ble Judge. h) To scrutinize, maintain and keep in safe custody all administrative files, briefs, paper books, judicial records and personal files or papers of the Hon'ble Judge or the Officer concerned entrusted from time to time. i) To ensure the proper tagging, pagination and placement of signed orders and judgments in the relevant judicial case files wherever physical case-files are called to the Court. j) To coordinate with the Court Master, the Registry and other concerned Branches to facilitate the timely movement, production and availability of case records and other official files.
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	k) To maintain absolute confidentiality in respect of judicial proceedings, draft judgments, official correspondence, confidential records and all other sensitive information that comes to his/her knowledge in the course of official duties. l) To ensure the secure handling and safe custody of electronic records, passwords, digital files, storage devices and other confidential official data entrusted to him/her. m) To prevent any unauthorized access, copying, downloading, transmission, disclosure, alteration or misuse of judicial records, official documents or electronic data. n) To upload, retrieve, process and manage official documents and judicial records through the electronic systems of the Court wherever authorized or as directed by the Hon'ble Judge or the Officer concerned. o) To liaise with the various Branches of the Registry for obtaining records, communicating judicial directions, processing administrative references and ensuring timely compliance with the orders and directions of the Hon'ble Judge or the Officer concerned. p) To receive, acknowledge, give proper receipt and maintain proper custody of all official documents, files, papers, records and other materials entrusted to him/her. q) To perform such other secretarial, judicial, administrative or ancillary duties as may be assigned by the Hon'ble Judge or the Private Secretary from time to time. r) To perform duties beyond normal office hours, on holidays, or at the residential office of the Hon'ble Judge, whenever so required in the interest of justice or for the efficient discharge of official work. s) To perform such other duties, tasks or responsibilities as may be assigned by the Hon'ble Judge or the Private Secretary from time to time as the duties and responsibilities enumerated herein are illustrative and inclusive, and not exhaustive.
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Chauffeur	a) To drive the official vehicle safely, carefully and efficiently, strictly adhering to the provisions of the Motor Vehicles Act, applicable rules and traffic regulations. b) To remain available for duty as directed by the Hon'ble Judge or the competent authority and to report punctually at the designated place and time. c) To maintain absolute confidentiality regarding the movements, engagements, discussions and official or personal affairs of the Hon'ble Judge / Officer concerned. d) To ensure that the official vehicle is kept clean, roadworthy and in proper running condition at all times. e) To carry out daily checks of the vehicle, including fuel, engine oil, coolant, battery, tyre pressure, brakes, lights and other essential components and promptly report any defect requiring repair or replacement. f) To maintain the prescribed log book, mileage records, fuel consumption records and other registers relating to the official vehicle accurately and promptly. g) To ensure timely servicing, repairs, insurance (if any), pollution under control (PUC) certificate, registration, fitness certificate and other statutory requirements of the vehicle in coordination with the Registry. h) To ensure that sufficient fuel is available in the vehicle before commencement of duty and to obtain fuel in accordance with the prescribed procedure. i) To exercise due care and vigilance for the safety and security of the Hon'ble Judge / Officer concerned while on official or authorized journeys and to comply with security protocols issued from time to time. j) To coordinate with the Private Secretary, security personnel and the Registry regarding the travel programme of the Hon'ble Judge. k) To keep the vehicle properly secured when parked and ensure that no unauthorized person uses or travels in the official vehicle without permission. l) To immediately report any accident, damage, theft, mechanical failure or untoward incident involving the official vehicle to the Hon'ble Judge and the Registry and render all necessary assistance in accordance with law. m) The Chauffeur must immediately report any physical or electronic challan (e-challan) to the concerned officer. The Chauffeur is personally liable to pay the fine amount for challan of any nature whatsoever.
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	n) To wear the prescribed uniform, maintain proper turnout and observe discipline, courtesy and decorum while on duty. o) Not to consume alcohol, intoxicating substances or any medication affecting driving ability while on duty and to ensure compliance with all applicable safety norms. p) Not to leave the place of duty or the official vehicle without the permission of the Hon'ble Judge or the competent authority during duty hours. q) To maintain proper behaviour, courtesy and professionalism towards the Hon'ble Judge, officers, officials and members of the public. r) To assist in handling official luggage, files and articles of the Hon'ble Judge / Officer concerned whenever required. s) To perform such other duties as may be assigned by Hon'ble the Chief Justice/Hon'ble Judge/Officer concerned or the Registry from time to time. t) To perform such other duties and functions as may be assigned by the Private Secretary / Hon'ble Judge / Officer concerned from time to time. u) In the event of being posted in the Registry, to strictly adhere to the duty roster and such instructions as may be issued by the Registry from time to time.
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