

GOVT OF NCT OF DELHI  
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT  
6<sup>th</sup> Floor MAHARANA PRATAP ISBT BLDG, KASHMERE GATE, DELHI-110006  
(LITIGATION BRANCH)

F.61(888)/Court Case details/DD(Lit.)/DWCD/2015/11254-59 Dated:-

02 NOV 2020

ORDER

Time and again, for effective monitoring of the Court Cases, instructions have been issued aiming to streamline the handling process of litigation. It is in this connection, fresh instructions are circulated/ reiterated for strict compliance:-

1. Every fresh Court case received directly or otherwise shall be sent to Litigation Branch which will enter them in register and take immediate action for appointment of Govt. Counsel with prior approval of the competent authority.
2. Simultaneously, a copy of Petition will be sent to the concerned Branch(s) at HQ/ District(s)/ Institution(s)/ ICDS Project(s) initially for submission of brief facts of the matter followed by preparation of parawise comments.
3. In case, the Court matter relates to two or more Branches/ Offices, the petition shall be sent to the Branch/ Office to which matter at large primarily related. It shall be the responsibility of concerned Branch/ District/ Institution/ ICDS Project to collect all relevant information and documents in support from all concerned Branch/ Offices and prepare parawise comments.
4. An Officer competent and well versed with litigation issues is to be designated as Pairvi Officer in each Branch of the Department to process, maintain and follow-up court cases pertaining to the Branch and to coordinate with Govt. Counsels for briefing, advice and compliance, as the case may be.
5. The concerned Branch/District/Institution/ICDS Project shall prepare parawise comments at the earliest and then forward the

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same to Litigation Branch after obtaining approval of Competent Authority. The parawise comments shall invariably accompany copies of all relevant documents upon which the concerned Branch relies to defend the matter before Court.

6. Litigation Branch through Pairvi Officer of the Branch concerned shall forward it to the concerned Govt, Counsel appointed to defend the matter.
7. The Pairvi Officer of the Branch concerned shall attend Courts on every hearing of the matters as and when scheduled and subsequently place the status concerning direction of the Court concerned and proposed action in the matter.
8. In case Govt. Counsel needs further briefing or instructions in the matter, Deputy Director or an Officer (well conversant with facts & circumstances of the case) from the concerned Branch/ Office to which matter relates shall accompany the Pairvi Officer to brief the Counsel along-with relevant documents.
9. After receipt of Counter Affidavit/ Rejoinder or any other application prepared by Govt. Counsel, the same shall be sent to concerned Branch/ Office by the Litigation Branch.
10. The concerned Branch shall after vetting the same and obtaining approval of Competent Authority get the document signed from Authorised Officer, which in case of High Court, CAT and other Tribunal or lower Courts shall be Deputy Director or Branch-in-charge of Concerned Branch or District Women & Child Development Officer of the District concerned and in case of Supreme Court Joint/ Additional/ Special Director or Director, as the case may be. Then the documents to be filed duly signed with stamp of Concerned Officer along-with relevant Annexure shall be forwarded to Litigation Branch.
11. The Nodal Officer in Litigation Branch then shall ensure that the same is filed in Court within stipulated timeline. He will also remain in contact with Govt. Counsel for follow up of the matter on every date of hearing.



12. Concerned Branch shall also depute an Officer well conversant with facts & circumstances of the case to accompany Nodal Officer on every date of hearing and for the meetings as and when required with the Govt. Counsel for appropriate defence of the matter in Court. In case of High Courts and Supreme Court, an Officer of the rank of Superintendent/ CDPO/ Section Officer or above shall invariably provide assistance to Litigation Branch/Govt. Counsel and attend Courts whenever required along-with necessary details of the matter.
13. The present arrangement of sending files of Court matters from Litigation Branch to concerned Branch from time to time is dispensed with. Now, only a copy of Petition so received shall be forwarded to Branch concerned for appropriate action as mentioned above which will maintain a shadow/parallel file in their Branch.
14. The Concerned Branch/Districts/Institutions/ICDS Project Office shall also maintain a list of Court cases relating their Branches for record & follow up and shall be responsible for providing facts, figures, documents and their comments as well as prompt follow up on the directions of various Courts so that contempt of Court or adverse order from Courts are avoided. It shall be the responsibility of Concerned Branch/Districts/Institutions/ICDS Project Office In charge to ensure that all their actions are carried out with utmost promptness and are not delayed in any manner. He/ She along-with concerned official shall be responsible for any lapses in providing the correct/relevant information in time.
15. In the service matters, the Administration Branch will review each of the cases promptly and meticulously and any issues arising out of the Petitions which call for legitimate and undisputable action, must be taken up for firm decision cautiously and with all sensitivity that it leads to attenuation of pendency.
16. In the end, the importance of Court cases and promptness in dealing with them cannot be overlooked. As such, all concerned Branch/ Districts/ Institutions and Litigation Branch shall deal with Court matters



on TOP Priority in a Time Bound Manner. Delay or lapse if any on the part of any Officer/Official shall be viewed seriously and may invite disciplinary action against erring Officer/Official.

17. Litigation Branch shall ensure new entries on the e-litigation portal of Delhi Government and update the existing records on daily basis with respect to the Court Cases of the Department in coordination with the Branches and Government Counsels. A monthly list of branch-wise case details will be circulated to all the Branches and simultaneously Pairvi Officer of concerned Branch will also maintain the case records updating status of compliances.
18. Litigation Branch shall submit a Weekly report on progress and monitoring of Court cases to the undersigned in prescribed format on every Monday by 12.00 noon.

These instructions be brought to the notice of all concerned for strict compliance by District Social Welfare Officer/Concerned Branch-in-Charge/Head of Institutions/ ICDS Projects.

*R Singh*

Rashmi Singh (IAS)  
Director, DWCD, GNCTD

Dated: 02/10/2020

F.67(888)/Court Case details/DD(Lit.)/ DWCD/ 2015/11254-59

Copy for information Strict Compliance to:-

1. All Deputy Directors /District Officers DWCD HQ GNCTD.
2. All HOO/DDO/ Superintendents/CDPOs (Institutions/ CDPO Projects) under Dept. Of WCD, GNCTD
- ✓ 2. System Analyst, WCD for uploading it on the website of the Department.

Copy also to:-

1. PS to Secretary, DWCD-GNCTD
2. PA to Director, DWCD GNCTD
3. PA to Jt. Director, DWCD GNCTD
4. Guard File.

*R.S. Ruhil*  
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Dy. Director (Litigation)  
Nodal Officer-Court Cases