

**GOVT OF NCT OF DELHI**  
**DEPARTMENT OF TRADE & TAXES**  
**VYAPAR BHAWAN I.P. ESTATE, NEW DELHI**  
**(Law & Judicial Branch)**

No.L&J/Misc/T&T/2024-25/ 123-128

Dated: 04-03-25

**CIRCULAR**

There are number of ongoing litigation in various Courts where the Department of Trade & Taxes is the main respondent. It has come to the notice of the Competent Authority that summons/notices or directions issued by Hon'ble Supreme Court of India/High Court and District Courts are not complied with by the Ward Officer which is causing issuance of adverse orders and imposition of cost.

It is reiterated that Ward Officer is the Pairvi Officer for all the court cases of his/her Ward and are advised to exercise extreme caution while dealing with court matters. Therefore following instructions are issued to all concerned while dealing with court matters:

1. The Ward Officers being Pairvi Officer in case related to their ward shall attend court hearings as and when required by Court by way of Summons, orders or directions on time as scheduled by the Court and record if any, as and when called by Court, must be produced before the Court in accordance with the due procedure.
2. The Ward Officer/Pairvi Officer concerned being sole representative of their ward shall ensure timely preparation and submission of required documents, instructions, records and evidences to support the case whenever required in Court.
3. The Ward Officer/Pairvi Officer shall maintain effective communication and coordination with stakeholders, including Govt. Counsel, court officials and other government agencies.
4. The Ward Officer/Pairvi Officer shall maintain confidentiality and uphold the integrity of the office by avoiding any actions that may compromise the case or bring disrepute to the department.
5. The Ward Officer/Pairvi Officer shall maintain accurate and up-to-date records of all court-related activities and cases belonging to their ward including hearings, submissions, and communications.

Difficulty, if any, may be brought to the notice of the Zonal Incharge concerned and Law & Judicial Branch of this Department.

Any adverse ruling by the Hon'ble Courts due to negligence on part of any Officer/Official in the Wards shall be sole responsibility of the Officer/Official. Non-compliance of these directions shall attract strict action in accordance with law.

The instructions contained in this department circular No.F.4(355)/Vig/DT&T/2024/1500-1505 dated 1/1/2025 regarding roles and responsibilities of Ward officer (being Pairvi Officer) and Legal Assistant shall remain in force.

This issues with approval of the Commissioner (T&T).

  
(Asha Chaudhary Malhotra)  
Additional Commissioner-I

No. L&J/Misc/T&T/2024-25/

Dated:

Copy for information/necessary action to:

1. PS to Commissioner, DT&T.
2. PS to Spl. Commissioner (L&J), DT&T.
3. Asstt. Commissioner (Admn), DT&T.
4. All Wards/Branch incharges, DT&T.
5. Guard File.

  
Assistant Commissioner (L&J)