

Delhi State Industrial & Infrastructure Development Corporation Limited
Plot No. 74-A, DSIIDC Office, Ring Road, Lajpat Nagar-III, New Delhi-110024
(A Govt. Undertaking)
(LEGAL CELL)

No. DSIIDC/LA/Mgt. of Court Cases/2025/1372.

Date: 23.10.2025

Office Order

Sub: Management of Court cases.

Instances have come into notice that due to lack of coordination among Legal Assistants, Panel Advocates and Officials of the Corporation, the legal matters have not been dealt properly resulting in either adverse order or imposition of penalty in form of cost on the corporation. Such instances clearly demand a need for SOP for proper monitoring of Court cases by the Legal Assistants and senior officials.

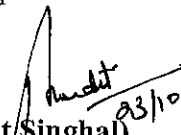
Therefore, to ensure effective management of cases pending before various courts, all Legal Assistants are hereby directed to prepare and maintain a report of court cases pertaining to them which are listed in the upcoming week. The report of these upcoming cases shall be shared with all concerned panel counsels, concerned divisions **positively by every Monday of the preceding week** for better coordination and case management. The draft format of the said report is as below:

Name and No. of Case	Name of Court	Next Date of Hearing	Name of Advocate	Concerned Division	Nodal Officer	Action to be taken

A copy of said report shall also be mailed to the Head (Legal), Sr. Manager(Legal) and ED Office.

Further, all concerned Legal Assistants shall also coordinate with concerned panel advocates and divisions to ensure all compliances in the upcoming matters be completed in time bound manner. All divisional heads are also requested to kindly direct and sensitize their junior officers to be proactive in handling Court cases and provide full support to the panel advocates and legal assistants.

This issues with the approval of Competent Authority.


(Mudit Singh)
D.M.(Legal)
23/10/25

All Legal Assistants.

Copy for information to:

1. P.S. to M.D. DSIIDC.
2. P.S. to E.D. DSIIDC.
3. All Divisional heads.
4. D.M.(IT): to upload on website