

**PRACTICE DIRECTIONS FOR ISSUANCE OF SUMMONS/NOTICES  
THROUGH SPEED POST / REGISTERED POST WITH PROOF OF  
DELIVERY (POD) IN THE HIGH COURT OF DELHI**

1. These practice directions will apply in all cases where the Hon'ble Court has ordered issuance of summons/notices through Speed Post or Registered Post. These Practice Directions will come into force immediately.
2. In all cases where summons/notices have been ordered by Hon'ble Court to be served through Speed Post or Registered Post the following procedure will be followed:
  - a) The Advocate/Party-in-Person will file Process Fee at the Filing Counter, Delhi High Court, clearly mentioning therein his contact number and address along with copies of the petition/application to be sent with the summons/notices and adequate numbers of the envelopes specially designed, containing proof of delivery (PoD) bearing the address of the respondent/addressee. These envelopes are available at the Extension Counter set up by the Department of Posts in the Receipt and Despatch Branch, Main Building, 'A' Block, Delhi High Court.
  - b) The Process Fee Form along with envelope(s) and the copies of petition/application so filed will be sent by the Filing Counter to the concerned Branch for preparation of summons/notices.
  - c) The concerned branch will prepare the summons/notices within a period of three working days of receiving the process fee form from the filing counter. The branch will immediately thereafter send the copies of summons/notices, envelope(s) and copy of the petition/application to the Receipt & Despatch Branch, which will seal the process in the envelope(s).
  - d) The Advocate/Party-in-Person will collect sealed envelope(s) from the Receipt and Despatch Branch and submit them directly at the extension counter set up by the Department of Posts.
  - e) The Advocates will pay the following charges directly at the Counter set up by the Department of Posts.
    - i) Speed Post charges for the article as determined by the Department of Posts.

- ii) Speed Post charges for the PoD as determined by the Department of Posts.
  - iii) Handling charges @ Rs.5/- per acknowledgment (PoD) at the time of booking of the article.
  - iv) Scanning charges for the PoD @ Rs.10/- at the time of booking of the article.
3. The Speed Post charges paid once will not be refunded even if the article is not delivered or is received back unserved.
  4. The concerned Advocate/Party-in-Person will file an affidavit of service along with the receipt of summons/notices sent in the specially designed envelope(s) through Speed Post and the tracking report as available on the net.
  5. The Department of Posts will send the scanned copy of the PoD electronically to the e-mail ID of the nominated officer of the Delhi High Court immediately on receipt of the same in the concerned Post Office.
  6. The undelivered/refused articles or the duly signed PoD (or its scanned copy) received in the Receipt & Despatch Branch will be sent to the concerned Branches for further necessary action.
  7. If the advocate/party concerned desires to have a scanned copy of the POD then he may furnish his e-mail ID at the time of filing of Process Fee form and should send a request to the Assistant Registrar (Appellate) (Email [arappellate.dhc@nic.in](mailto:arappellate.dhc@nic.in)) through email in this regard, who shall forward the scanned copy of the POD received electronically from the Department of Posts.