

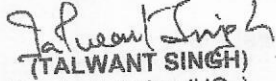
OFFICE OF THE LD. DISTRICT & SESSIONS JUDGE (HQs), DELHI

CIRCULAR

With reference to the directions received vide letter No. 105/RG/DHC/2018 dated 12th Oct. 2018 from Sh. Dinesh Kumar Sharma, Ld. Registrar General, Delhi High Court, it is noticed that pendency of Physical Cases is not matching with the pendency shown on CIS 3.0 Server and NJDG in the court of most of the Id. Metropolitan Magistrates and Civil Courts.

Some other discrepancies have also been observed. To curb such discrepancies, all the Ld. Judicial Officers posted in Central District and West District are requested to note the following steps and direct the concerned Readers & Ahlmads of their respective court to comply with the same strictly.

Sr. No.	STEPS TO BE TAKEN
01	All fresh cases put up before the Ld. Presiding Officers are to be registered within 24 hours, with Next Date of Hearing. Ld. Presiding Officers are requested to check it personally that the Ahlmads put up the list of New Case Registered with Registration Number within 24 hours upon receiving of the file.
02	Cases listed on daily causelist should be updated on the same day without fail by concerned Reader / Ahlmad (in case Reader is on leave).
03	If there are filing numbers which are pending in Ahlmad login and not required / duplicate entries etc. should be sent to Server Room for removal forwarded by the Ld. Presiding Officer of the Court.
04	Ld. Presiding Officers of the Courts are requested to login LAYERS on every Monday (or Court sitting day in case of leave on Monday) and check unregistered cases / Undated cases / Total pending cases pertaining to their respective courts. Ahlmads are also directed to login LAYERS and to get the Signatures of the Presiding Officer on the front page of LAYERS (screen-shot page)
05	At the end of every month (on the last working day) Ld. Judicial Officers are requested to ensure that Physical Pendency of Cases and Pendency on CIS 3.0 Server is matching. Ahlmads / Asstt. Ahlmads are directed to report to the Ld. Presiding Officer about matching of the physical case pendency and pendency on CIS 3.0 Server.

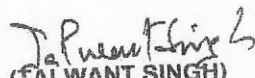

(TALWANT SINGH)
District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

Dated : 31-10-18

No. 68945-69095
/Comp.-Br./THC/2018

Copy forwarded for information and necessary information to :-

1. Ld. District & Sessions Judge (Officiating), West District, Tis Hazari Courts, Delhi.
2. Sh. Ravinder Dudeja, Judge Family Court / Chairman, Centralized Computer Committee, Tis Hazari Courts, Delhi.
3. All the Ld. Judicial Officers posted in Central and West District, with request to direct Readers / Ahlmads / Asstt. Ahlmads posted in respective court to comply with the directions.
4. Ld. Officer In-Charge, Judicial Branch, Central - District, Tis Hazari Courts, Delhi.
5. PS to the Ld. District & Sessions Judge (HQs), Delhi to place the same before Ld. District & Sessions Judge (HQs), Delhi.
6. Dealing Official (Website) to upload the circular on the official website.
7. Guard File.


(TALWANT SINGH)
District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi