

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

ORDER

The following *Internal Monitoring Committee of Digitized Records* are hereby ordered to be constituted to monitor and supervise the implementation of the directions contained in 'SOP on Digitization' issued by the Hon'ble e-Committee of Supreme Court of India as under:

Sl. No.	District	Committee comprising of	
1.	Central & West	Administrative Officer (Judicial), Record Rooms, THC, Delhi.	Chairperson
		Branch-in-charge (Computers)	Member
		Branch-in-charge (Record Room) *	Member
2.	Other Districts	Administrative Officer (Judicial)	Chairperson
		Branch-in-charge (Computers)	Member
		Branch-in-charge (Record Room) *	Member

*In the event of more than one Record Room in any District, the senior most Branch-in-charge among the three Record Rooms shall function as the *de-facto* third Member in the *ibid* Committee.

- Note:** (a) The Committee so constituted shall function under the supervision of the Officer-in-charge (Computers) of the concerned District / Complex.
(b) The *ibid* Committee will monitor as to whether the Vendor and the Court Staff have complied with the directions contained in *SOP on Digitization* issued by the e-Committee, Supreme Court of India or not.
(c) The aforesaid Committee shall also submit a report fortnightly to the Officer-in-charge, Digitization Cell of their respective District / Complex *to take any corrective steps in case of any deficiency.*


(Narottam Kaushal)


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

No. 1114 / 38603 - 674 / P&T/Admn.-II/HQs/2023

Dated, Delhi the 17 MAY 2023

Forwarded for information and necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judges, Delhi/ New Delhi.
3. The Officer-in-charges (Digitization), Delhi / New Delhi.
4. The Officer-in-charges (Computers), Delhi / New Delhi.
5. The Officer-in-charges (Record Rooms), Delhi / New Delhi.
6. Branch-in-charge, Digitization Cell (Central), THC, Delhi with the directions to circulate the copy of the *SOP on Digitization* issued by Hon'ble e-Committee, Supreme Court of India alongwith Minutes dated 30.03.2023 of Hon'ble Information Technology Committee, High Court of Delhi among all the newly created aforementioned Committee Members immediately.
7. PS to undersigned.
8. For uploading on LAYERS
9. For uploading on Website.
10. The officials concerned.


Principal District & Sessions Judge (HOs)