

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

CIRCULAR

This is in continuation to this office earlier Circulars w.r.t. preparation of Digital Signature Certificates of officials whereby SPA/PA/SJA/JA were directed to check and verify the pre-filled information reflecting in the respective login of LAYERS and to upload the scanned copy of required documents to enable the office to create Digital Signature Keys.

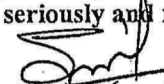
Further, in terms of the directions, an information sheet for Junior Judicial Assistants posted in the Courts of Central and West District has been prepared on the LAYERS containing pre-filled information based on data base reflecting on accessing the LAYERS platform through respective login ID/password.

All the Junior Judicial Assistants posted in the Courts of Central and West District, Tis Hazari Courts are hereby directed to check and verify the pre-filled information reflecting in the respective login of LAYERS and to upload the scanned copy of required documents within three days to enable the office to create Digital Signature Keys.

The steps to check/verify/upload the requisite information/documents on LAYERS are as under:

1. Login to LAYERS
2. Click on Misc. Forms on left menu
3. Click on Digital Signature
4. Click on Application Form
5. Upload Scanned Copy of following documents in the relevant column:
 - Colour photo
 - ID card (Both Side)
 - PAN Card in respective columns
6. Check all the pre-filled details reflected in the form
7. Click on get OTP
8. Fill in the OTP received on mobile number used in the form
9. Click on checkbox of undertaking
10. Click on Submit button
11. Your form has been submitted

Needless to say, the non-compliance of the directions and non-providing of requisite information/documents through LAYERS within the stipulated period shall be viewed seriously and may invite disciplinary action against the erring officials.



(Sunil Kumar Sharma)
Chairman, IT & Digitization/
Centralized Computer Committee (Officiating)
Delhi District Courts, Delhi

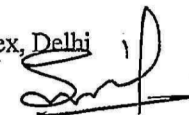
Ref. No. 18855-19055/Comp./LAYERS/DSC/THC/2024

Dated.....

18 MAR 2024

Copy forwarded for information and necessary action to:

1. Ld. Principal District & Sessions Judges of Central and West District, Tis Hazari Courts.
2. Ld. Registrar, Hon'ble High Court of Delhi, New Delhi.
3. Ld. Joint Registrar (Judicial)/Central Project Coordinator (CPC), Hon'ble High Court of Delhi.
4. All Judicial Officers holding courts functioning in Central and West District, Tis Hazari Courts Complex, Delhi with a request to convey the directions to the Junior Judicial Assistants posted in the respective court for compliance of the directions within 03 days from the date of issuance of this circular.
5. The Branch In-Charge, IT Cell- Delhi District Courts, Tis Hazari Courts, Delhi.
6. Dealing Official, Website Committee for uploading of circular on the official website.
7. Dealing Officials-LAYERS, Computer Branch, Room No. 207, Tis Hazari Court Complex, Delhi



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