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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE

WEST DISTRICT: TIS HAZARI COURTS: DELHI

No 86-174 /Genl./West/THC/2025

Dated 06/01/26

CIRCULAR

Subject: Directions regarding proper handling of judicial files sent to Digitization Cell for scanning and uploading.

In order to avoid any inadvertent errors in scanning and uploading of judicial records on the TCR portal, and in view of an incident where a digitized record was uploaded to an incorrect case due to improper tagging and verification of documents, it has become necessary to reiterate and issue the following directions for strict compliance by the Ahlmads/Asstt. Ahlmads of all Courts:

1. Whenever any judicial file is required to be sent to the Digitization Cell for scanning and uploading, the same shall be forwarded in the prescribed and proper format, complete in all respects.
2. Any direction/order/letter received from the Hon'ble High Court of Delhi as well as Hon'ble Supreme Court of India requiring uploading of the Trial Court Record or digitized file shall be placed and tagged on the top of the physical judicial file before sending the file to the Digitization Cell, so as to ensure clarity regarding the purpose and case details.
3. The Ahlmaid/Asstt. Ahlmaid concerned shall clearly mention the correct case particulars, including case number, case title and case CNR number, while forwarding the judicial file for digitization.
4. At the time of receiving the judicial file back from the Digitization Cell, it shall be the duty of the Ahlmaid/Asstt. Ahlmaid concerned to verify and ensure that the scanned/digitized record has been uploaded correctly on the concerned case/application number on the TCR portal.
5. In case any discrepancy, error or incorrect uploading is noticed at the time of verification, the Ahlmaid/Asstt. Ahlmaid concerned shall immediately take steps to have the same corrected by the Digitization Cell without any delay.

All the Ahlmads/Asstt. Ahlmads are directed to strictly adhere to the above instructions. Any lapse or non-compliance shall be viewed seriously and may entail disciplinary action.

Aditi Choudhary

(Dr. Aditi Choudhary)

Principal District & Sessions Judge
West District, Tis Hazari Courts, Delhi

Dated 06/01/26

No 86-174 /Genl./West/THC/2025

Copy forwarded for information and necessary action to:-

1. All the Ld. Judicial Officers, West District, Tis Hazari Courts, Delhi.
2. PS to Ld. Principal District & Sessions Judge, West, Tis Hazari Courts, Delhi.
3. The Website Committee for uploading on centralized website as well as website of West District, Tis Hazari Courts, Delhi.
4. The R & I Branch, West District for uploading on LAYERS.

Aditi Choudhary
Principal District & Sessions Judge
West District, Tis Hazari Courts, Delhi