

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

**CIRCULAR**

This is in continuation to this office Circular No. 2471-2870/Comp./LAYERS/DSC/THC/2024 dated 12.01.2024 whereby all the Stenographers, Sr. Judicial Assistants and Judicial Assistants on the strength of Delhi District Courts were directed to check and verify the pre-filled information reflecting the respective login of LAYERS and to upload the scanned copy of required documents positively by 20.01.2024 (Saturday) to enable the office to send the requisite information to the Hon'ble High Court of Delhi. The office has informed that till date only 2357/3224 Stenographers, Sr. Judicial Assistants and Judicial Assistants have updated the information/documents.

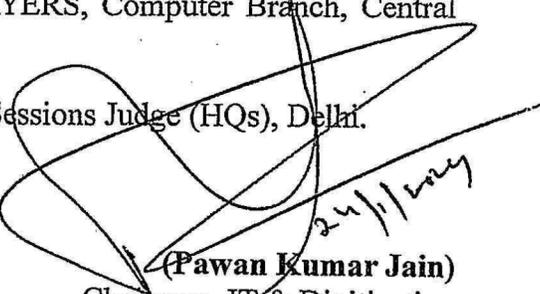
Considering the above and to comply with the directions of Hon'ble High Court of Delhi, **the Stenographers, Sr. Judicial Assistants and Judicial Assistants who have not provided the requisite information/documents are again directed to comply with the directions positively being mandatory latest by 30.01.2024 (Tuesday) failing which the strict departmental action shall be initiated against the erring officials.**

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

In case, any detail pre-filled in the form is incorrect, the same may get corrected through concerned Administration Branch or Officials dealing with LAYERS, Computer Branch, Central District, Room No. 207, Tis Hazari Courts Complex.

This issues with the approval of Ld. Principal District & Sessions Judge (HQs), Delhi.

  
**(Pawan Kumar Jain)**  
Chairman, IT & Digitization  
Centralized Computer Committee  
Delhi District Courts, Delhi

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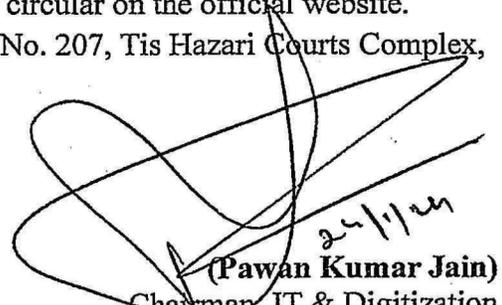
Ref. No. ....../Comp./LAYERS/DSC/THC/2024

Dated 24 JAN 2024

Copy forwarded for information and necessary action to:

1. Ld. Principal District & Sessions Judges of all districts (except Central and West District) for information with a request to convey the directions to all the Stenographers/Sr. Judicial Assistants/Judicial Assistants posted in the respective district/court complex for compliance of the directions within the stipulated period.
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 Stenographers/Sr. Judicial Assistants/Judicial Assistants posted in the respective court for compliance of the directions latest by 30.01.24 (Tuesday) positively.
5. The Officer In-Charge (Computers) of all districts/court complexes, Delhi/New Delhi.
6. The AOJ/Branch In-Charge of all the branches functioning in Central and West District, Tis Hazari Courts Complex, Delhi with a request to convey the directions to the Stenographers/Sr. Judicial Assistants/Judicial Assistants posted in the respective branch for compliance of the directions latest by 30.01.24 (Tuesday) positively.
7. The AOJ/Branch In-Charge (Computers) of respective district/court complex with a request to convey the directions to the Stenographers/Sr. Judicial Assistants/Judicial Assistants posted in the respective branch/office for compliance of the directions within the stipulated period.
8. The Branch In-Charge, IT Cell- Delhi District Courts, Tis Hazari Courts, Delhi.
9. The AO (Judl.)/Branch Incharge-Administration Branch-I and II to confirm that all the Stenographers/Sr. Judicial Assistants/Judicial Assistants on the strength of Delhi District Courts have submitted the requisite information and Ld. Chairman, Centralized Computer Committee be informed w.r.t officials who have no complied with the directions.
10. Dealing Official, Website Committee for uploading of circular on the official website.
11. Dealing Officials-LAYERS, Computer Branch-Room No. 207, Tis Hazari Courts Complex, Delhi.

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(Pawan Kumar Jain)  
Chairman, IT & Digitization  
Centralized Computer Committee  
Delhi District Courts