

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (WEST), TIS HAZARI COURTS, DELHI

CIRCULAR

Sub: Strict compliance with the directions regarding uploading of daily orders/judgments on the Court website/e-Courts portal and ensuring digital signatures thereon.

It has been observed by the undersigned that in some cases, the orders/judgments are not being uploaded on the same day on which they are pronounced. There have also been instances of inordinate delay in uploading orders/judgments, uploading of orders/judgments without the digital signatures of the concerned Judicial Officer, and lack of requisite care and diligence on the part of the concerned staff officials in ensuring that the orders/judgments are uploaded correctly, completely and within the prescribed time.

Such lapses are contrary to the administrative directions issued from time to time and non-compliance with the prescribed procedure causes undue hardship and avoidable inconvenience to lawyers and litigants. In order to ensure strict and uniform compliance, all Judicial Officers posted in West District are hereby directed to ensure that the concerned staff official attached to their respective Courts uploads all daily orders/judgments on the same day on which they are pronounced, in accordance with the prescribed procedure.

The concerned Judicial Officer shall also ensure that every such order/judgment is duly digitally signed before/while being uploaded on the Court website/e-Courts portal, as required under the prescribed procedure. The concerned staff official shall exercise due care and diligence to ensure that the order/judgment is uploaded correctly, completely and within the prescribed time.

All concerned are, therefore, directed to ensure strict compliance with the aforesaid directions in letter and spirit. Any lapse in this regard shall be viewed seriously and the concerned erring staff official shall be held responsible for such lapse and may be subjected to strict disciplinary action in accordance with the applicable rules and prescribed disciplinary procedure.

(Vijay Kumar Dahiya)

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

No.: 67970 - 68070
West/CB/Orders/2026

Dated: 29 AUG 2026

Copy forwarded for information and necessary action to:

1. All Judicial Officers posted in West District, Delhi for information and to convey the directions to the concerned staff officials.
2. Sh. Sunil Kumar Sharma, District Judge/Officer In-charge (Computers), Tis Hazari Courts Complex, Delhi.
3. PS to the undersigned.
4. Dealing Official (Website) / LAYERS (R&I - West) with a direction to upload the circular on the official website and LAYERS software accordingly.

(Vijay Kumar Dahiya)

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