

Immediate/Out at Once

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

**CIRCULAR**

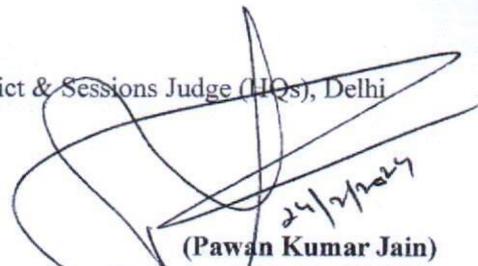
This is in continuation to this office circular No. 9868-10268/Comp./LAYERS/DSC/THC/2024 dated 13.02.2024, 4864-5264/Comp./LAYERS/DSC/THC/2024 dated 24.01.2024 and 2471-2870/Comp./LAYERS/DSC/THC/2024 dated 12.01.2024 whereby all the Stenographers, Sr. Judicial Assistants and Judicial Assistants on the strength of Delhi District Courts were directed to check and verify the pre-filled information reflecting in the respective login of LAYERS and to upload the scanned copy of required documents for creation of DSCs.

As per the information received from Hon'ble High Court of Delhi, service for creation of DSCs is awarded to M/s XtraTrust Digisign Pvt. Ltd. Considering the same, all concerned are hereby directed to cooperate with the service provider in processing/creating the Digital Signature Certificate and to share the OTPs received on the mobile numbers and email IDs and in conducting the video verification. The steps for creation of Digital Signature Tokens are:

<b>Step 1</b>	All requisite documents of applicants shall be shared by the Department to the Service Provider <b>(By office only)</b>
<b>Step 2</b>	OTP generation on Applicant's/officials Email ID and Mobile phone number.
<b>Step 3</b>	Link of Video verification sent on Applicant's/Officials Email ID. <b>(Once both the OTPs are verified)</b>
<b>Step 4</b>	Uploading of Video by the Applicant/official concerned through link provided on Email ID
<b>Step 5</b>	Verification of uploaded video by the service provider
<b>Step 6</b>	Download of application in USB E token by the nominated official of Computer Branch of respective court complex
<b>Step 7</b>	USB E token handed over to the official against proper receipt and record

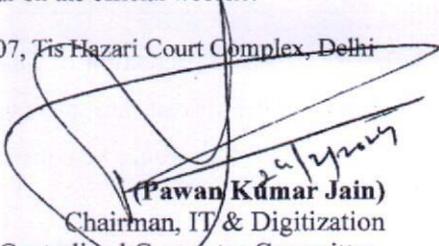
Needless to say, the creation of Digital Signature Certificate is a time bound process, therefore, all concerned officials are impressed upon to adhere to follow the aforesaid directions immediately else the office would be constrained to initiate strict disciplinary action against the erring officials.

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

**Copy forwarded for information and necessary action to:**

1. Ld. Principal District & Sessions Judges of all districts (except Central and West District) for information and 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.
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 posted within the Central and West District with a request to convey the directions to the Stenographers/Sr. Judicial Assistants/Judicial Assistants posted in the respective court for due compliance of the directions.
5. The Officer In-Charge (Computers) of all districts/court complexes, Delhi/New Delhi with a request to nominate official of respective Computer Branch for downloading and creation of eToken for DSC and to impart training/assistance regarding use of DSC to all concerned.
6. The AOJ/Branch In-Charge of all the branches functioning in Central and West District 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.
7. The AOJ/Branch In-Charge (Computers) of respective district/court complex with a request to convey the directions the concerned officials and to nominate dedicated officials for downloading and creation of DSC in eToken and to hand over the same to the concerned official against proper receipt and record.
8. The Branch In-Charge, IT Cell- Delhi District Courts, Tis Hazari Courts, Delhi.
9. Dealing Official, Website Committee for uploading of circular on the official website.
10. Dealing Officials-LAYERS, Computer Branch, Room No. 207, Tis Hazari Court Complex, Delhi
11. Office File.

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