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

CIRCULAR

Sub: Update nature of the case in all the cases under 138 NI Act cases

In Compliance to the directions of Hon'ble High Court of Delhi, all the Judicial Officers posted within Central & West District (ASJ, CMM, ACMM & MM) are requested to direct the concerned staff official(s) to update the nature of the case i.e. Cheque Bounce cases under 138 NI Act cases in NC – CIS.

The following steps for entering nature in 138 NI Act Cases:

Steps to be followed to update the cases already registered:

1. Click on **Update Case Information**
2. Enter Case Type, Case No. and Year and then press OK button
3. Go to last tab (**Registration Section**) and enter nature of case.
4. Then, click on Save button.

Steps to be followed to while registering new case:

1. Click on the Registration Section and Select Case Registration option.
2. Select the filing number from drop-down box.
3. Go to last tab (**Registration Section**) and enter nature of case.
4. Then, click on Save button.

This has been approved with the prior approval of ld. Principal District & Sessions Judge (West) and ld. Principal District & Sessions Judge (HQs).

(Man Mohan Sharma)
District Judge (Commercial) /Officer In-Charge
Computer Branch, Central District
Tis Hazari Courts, Delhi

Ref. No. 37334 - 37400 **/Server Room/File No. 72/THC/2021**

Dated: 22 NOV 2021

Copy forwarded for information & necessary action to :-

1. All the Judicial Officers (only ASJ, CMM, ACMM & MM)) posted within Central & West District, Tis Hazari Courts, Delhi with request to direct the concerned to update the nature of cases in 138 Cases.
2. Sh. Abhilash Malhotra, Joint Registrar (Judicial)/CPC, Hon'ble High Court of Delhi for information.
3. PS to Ld. Principal District & Sessions Judge (HQs) to place the same before Ld. Principal District & Sessions Judge (HQs).
4. PS to Ld. Principal District & Sessions Judge, West District, to place the same before Ld. Principal District & Sessions Judge (West).
5. In-Charge, IT-Cell, Delhi District Courts, Tis Hazari Courts, Delhi.
6. Dealing Official, Website Committee/Layers for uploading the circular on the Website/Layers.

District Judge (Commercial) /Officer In-Charge
Computer Branch, Central District
Tis Hazari Courts, Delhi