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ADMIN

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

**OFFICE ORDER**

**Sub: Circulation of office orders/circulars through e-mode.**

In modern administrative practices, it has become increasingly important to circulate office orders and circulars via individual emails and official websites, instead of relying on paper-based circulation. The transition from paper-based circulars & orders to digital communication offers numerous benefits in terms of efficiency, speed, cost-effectiveness, centralized & quick access to the information, environmental impact, improved accessibility etc. In today's fast-paced, technology-driven world, this shift not only aligns with global trends but also strengthens the effectiveness and transparency of governmental operations.

Hence, in a bid to adapt technological advancements in Delhi District Courts, paper-based circulation of all the circulars / orders is hereby dispensed with and; instead, these shall henceforth be delivered / circulated via official e-mail IDs/ LAYERS login through R&I Branches of respective districts.

It is, therefore, impressed upon all the Judicial Officers, AO(J), Sr. AO/AO, Br. I/Cs as well as staff members to keep a check on their official e-mail IDs/LAYERS login on regular intervals (*at least once in a day*) as the orders/circulars/directives circulated through aforementioned e-mode shall be deemed to be served *per se* for all intents and purposes.

**Note:**

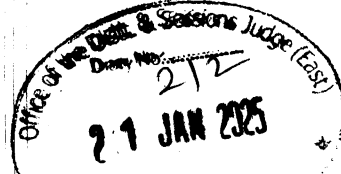
- (i) As an exception, important circulars/orders may be circulated through paper-based circulation, if so deemed necessary by the issuing authority of respective district/branch, subject to making specific endorsement to that effect in the circular/order itself.
- (ii) All the officials are directed to ensure proper functioning of their e-mail IDs/LAYERS login and, in case, the same is not created or is inactive they may approach the Computer Branch (Central) for the needful.

Be circulated through R&I  
2014  
22/11/15

20/11/15

(Sanjay Garg-I)  
Principal District & Sessions Judge (HQs)  
Tis-Hazari Courts, Delhi

129  
21/1/25



Admn  
13439

No. 4417-4697 / Misc./Admn.II(HQs)/2025

Dated Delhi the 20 JAN 2025

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

1. **The Registrar General, Hon'ble High Court of Delhi, New Delhi**- with the request to circulate amongst all the officers/officials of this establishment working in diverted capacity/deputation, under their kind control.
2. All the **Principal District & Sessions Judges, Delhi/New Delhi** – with the request to give wide circulation amongst all concerned within their respective district.
3. The **Principal Judge, Family Courts (HQs), Dwarka** - with the request to circulate amongst all the officers/officials of this establishment working in diverted capacity/deputation, under their kind control.
4. The **Member Secretary, DSLSA, RACC** - with the request to circulate amongst all the officers/officials of this establishment working in diverted capacity/deputation, under their kind control.
5. **The Director (Administration), Delhi Judicial Academy, Dwarka, New Delhi**
6. All the **Judicial Officers (DHJS/DJS), Central, Tis Hazari Courts, Delhi** including the Officers on deputation.
7. The **Officers-in-Charge, All Branches, Central, Tis Hazari Courts, Delhi**
8. The **Principal Magistrates, JJB-I, II & III, Delhi**
9. The **A.O.(J)/Branch-in-Charge, Administration Branches & R&I Branches, all Districts, Delhi/New Delhi** for compliance.
10. The **A.O.(J)/Branch-in-Charge, All Branches, Central, THC, Delhi**
11. The **Branch-in-charge, Computer Branch (Central), THC, Delhi** to ensure creation / activation of official e-mail IDs/LAYERS login of all concerned, if not done so earlier.
12. Personal office of the undersigned.
13. For uploading on LAYERS
14. For uploading on website

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