

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
KARKARDOOMA COURTS, DELHI**

CIRCULAR

Sub: Regarding updation of Undated, Unregistered & Cases Pending in Delay Management Module in CIS 4.0

It is brought to kind notice of all Ld. Judicial Officers (including Family Courts & JJB Courts) & Ld. Officer In-charge (Filing Sections) posted in KKD. Courts, Delhi that despite issuance of various directions/circulars regarding the updation of undated, unregistered and cases pending in delay management module in CIS 4.0, several **Undated Cases/Delay Reasons Cases/Unregistered cases/Unallocated Cases** are lying/pending for updation in Case Proceedings/Registration and Delay Management module in CIS 4.0.

Furthermore, Unregistered Cases are currently located in the Case Objection and Registration sections in CIS 4.0, while unallocated cases remain in the Allocation Sections. Undated data/Unregistered/Delay Reasons Cases are kept reflecting throughout the next day on CIS 4.0 as well shown on the National Judicial Data Grid (NJDG), an integral part of <http://ecourts.gov.in>, which is solely supervised and monitored by the Hon'ble e-Committee, Supreme Court of India, New Delhi and other Higher Authorities. This undated/unregistered/delay reasons/unallocated data constantly obstructs our goal of achieving a **"Zero Tolerance Level"**.

All Ld. Judicial Officers (including Family Courts & JJBs Courts) and Ld. Officer In-charge (Filing Sections) posted in KKD. Courts, Delhi are hereby requested to direct their concerned staffs' to update all the Undated, Un-registered, Delay Reasons cases & concerned filing sections to allocate the Unallocated cases on daily basis and clear the backlog with immediate effect. This will enable accurate data reconciliation on the NJDG. If the concerned officials/staffs encountering any issues are advised to contact the Computer Branch for necessary support.

This circular is issued after due approval from Ld. Principal District & Sessions Judges (East, North-East & Shahdara) Districts, Karkardooma Courts, Delhi.

Shuchi
(Shuchi Laler)

DJ-02/Officer In-charge (Computers)
Karkardooma Courts, Delhi.

No. 1047-1053 /Comp. Sec./KKD/2026/Delhi.

Dated 17 III 2026

Copy forwarded for information and necessary action to:

1. All Judicial Officers (including Family Courts & JJBs Courts) and Ld. Officer In-charge (Filing Sections), (East, North-East & Shahdara Districts) KKD. Courts with the request to direct their staff to clear the backlog from the database with immediate effect and update the cases on daily basis without any fail.
2. Ld. Chairman, Centralized Computer Committee, THC, Delhi.
3. Ld. Nodal Officers (East, North-East & Shahdara Districts), KKD. Courts Complex, Delhi.
4. PS to Ld. Pr. District & Sessions Judges (East, North-East & Shahdara Districts), KKD. Courts Delhi.
5. A.O. (Judl.), R&I Branch, (East, North-East & Shahdara Districts) for circulation and to upload the Circular on LAYERS.
6. Reader to the undersigned.
7. Website Committee, KKD. Courts, Delhi with the direction to upload the same.

Shuchi
DJ-02/Officer In-charge (Computers)
Karkardooma Courts, Delhi.