

**HIGH COURT OF DELHI: NEW DELHI**

No. 260/Crl./DHC

Dated:15.03.2024

**CIRCULAR**

It has come to the notice that, despite issuance of requisition letter well in time, inconvenience with regard to LCRs/TCRs is being caused to the Hon'ble Courts because of the following reasons:-

- a) The LCR/ TCR are not uploaded on the portal before the next date of hearing, resulting into issuance of reminders/ unnecessary follow-ups, and unwarranted dates being issued only for want of properly bookmarked/indexed/paginated LCR/TCR.
- b) The LCR/ TCR often gets uploaded either just before the date of hearing or on the date of hearing itself, even though the requisition for the same is sent well before the time, resulting into non- availability of LCR/TCR for perusal of the Hon'ble Courts on the date of hearing.
- c) The records, being uploaded on the link/URL, are often not bookmarked/paginated/indexed which also results into a lot of inconvenience to the Hon'ble Courts.

All the Principal District & Sessions Judges are therefore requested to ensure that duly bookmarked/paginated/indexed LCR/TCR are uploaded on the TCR Portal of this Court immediately in urgent cases and within 7 days in other cases, from the time of receipt of requisition for the same so that no inconvenience is caused to the Hon'ble Courts, merely due to non-availability of duly bookmarked/paginated/indexed LCR/TCR.

-Sd-

(Kanwaljeet Arora)  
**REGISTRAR GENERAL**

Endst. No. 6157-73/Crl./DHC

Dated:15.03.2024

Copy forwarded for information and necessary action to:-

- 1 The Principal District Judge (HQ), Tis Hazari Court, Delhi, [pdj-central@ddc.nic.in](mailto:pdj-central@ddc.nic.in)
- 2 The Principal District Judge, West, Tis Hazari Courts, Delhi
- 3 The Principal District Judge, New Delhi, Patiala House Courts, Delhi
- 4 The Principal District Judge, South, Saket Courts, Delhi
- 5 The Principal District Judge, South East, Saket Courts, Delhi
- 6 The Principal District Judge, East, Karkardooma Courts, Delhi
- 7 The Principal District Judge, North East, Karkardooma Courts, Delhi
- 8 The Principal District Judge, Shahdara, Karkardooma Courts, Delhi
- ✓ 9 The Principal District Judge, North West, Rohini Courts, Delhi
- 10 The Principal District Judge, North, Rohini Courts, Delhi
- 11 The Principal District Judge, South West, Dwarka Courts, Delhi
- 12 The Principal District & Sessions Judge cum Spl. Judge(PC Act) CBI, RACC, New Delhi
- 13 The Principal Judge(HQ), Family Court, Delhi.
- 14 The Ld. Chariman( IT & Digitization), District Courts
- 15 Registrar(I.T.), High Court of Delhi
- 16 Director(I.T.), High Court of Delhi with the request to upload the circular on the website of this Court.
- 17 Branch Incharge, IT Cell, Delhi District Courts with a request to upload the circular on the website of all District Courts

Tushar  
15/3/2024  
DEPUTY REGISTRAR (CRIMINAL)

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (N/W), ROHINI COURTS, DELHI.**

No. : 9557 - 9599 F2(22)/Judl/NW/RC/2024

Dated : 20/03/2024

Copy forwarded for information and necessary compliance in letter and spirit to :-

1. All Ld. Judicial Officers posted in North-West District, Rohini Courts, Delhi.
2. Ld. Officer Incharge, Record Room, N/W, Rohini Courts, Delhi.
3. Ld. Officer Incharge, Digitization Branch, N/W, Rohini Courts, Delhi.
4. Personal Office of Ld. Principal District & Sessions Judge, N/W, Rohini Courts, Delhi.
5. The Branch In-charge, Computer Branch, N/W, Rohini Courts, Delhi, for uploading on the Website
6. The Branch In-charge, R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

(Dr. VIJAY KUMAR DAHIYA)  
Officer In-Charge,  
Judicial Branch, N/W  
Rohini Courts, Delhi.