

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-  
WEST & NORTH DISTRICT) DELHI**

**CIRCULAR**

Pursuant to directions conveyed vide Circular No. F.No.01/CDC-DDC/THC/2024/34224-34624, Delhi, Dated-07.06.2024 issued by Ld. Chairman, IT & Digitization, Delhi District Courts, Delhi. It is impressed upon all the Ahlmads / Asst. Ahlmads of Rohini Court Complexes, New Delhi that for expediting the digitization work and to make the district courts self-reliant, the office has already provided the scanners in all the courts of Delhi District Courts. In this context, a training for digitizing the judicial files in searchable mode (OCR)/Accessible, bookmarking, converting the digitized file into PDF-A format as well as Digitally Signing and uploading the same on DMS of Delhi District Courts is required to be imparted for digitizing the files.

The Ahlmads/Asst. Ahlmads posted in the North-West & North Districts, Rohini Court Complex are directed to attend the aforesaid training for digitization of records on **11.06.2024 (Tuesday) at 4:00 PM in Conference Room, Fifth Floor, Rohini Courts, Delhi.**

*Sheela*  
10/6/2024  
**Branch Incharge  
Digitization Cell (N-W & North)  
Rohini Court, Delhi**

No. 21745-21824 Digicell / NW & N /RC/2024

Delhi Dated- 10/06/2024

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

1. P.S. to Ld. Principal District & Sessions Judge (North-West), Rohini Courts, Delhi.
2. P.S. to Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi.
3. All the Judicial Officers Posted at North-West & North Courts are requested to direct their Ahlmads/Asst. Ahlmads to comply the above directions without fail.
4. The Branch Incharge, Computer Branch to provide necessary assistance.
5. The Caretaking Branch, Rohini Courts, New Delhi to make necessary arrangements.

*sd*  
**Branch Incharge  
Digitization Cell (N-W & North)  
Rohini Court, Delhi**