



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.

(Sanjay Garg-I)

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

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH), ROHINI COURTS, DELHI

No. 2754-2818 FIN(1)/Admn.-I, II & III/Cir./North/RC/2025

Dated: 24-01-2025

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Copy forwarded for information and necessary action to:

1. All Ld. Judicial Officers (DHJS & DJS) including Family Courts & DLSA, North District, Rohini Courts, Delhi with the request to bring this Office Order to the knowledge of the staff working under their kind control.
2. All Branch-in-charge of North District, Rohini Courts, Delhi with the directions to bring this Office Order to the knowledge of the staff working in their respective Branch.
3. The Branch-in-charge, Copying Agency, VWDC, Facilitation, Stationery, Filing Section, CTB, Record Rooms & R&I Branch, Rohini Courts, Delhi with the directions to bring this Office Order to the knowledge of their staff posted from North District.
4. The PS, Personal Office of Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi.
5. The Branch In-charge, Caretaking Branch, Rohini Courts, Delhi with the directions to get the Office Order displayed on the Notice Board/s.
6. The Branch-in-charge, R&I, Rohini Courts, Delhi with the directions to upload the Office Order on L.A.Y.E.R.S.
7. The Branch-in-charge, Computer Branch, Rohini Courts, Delhi with the directions to upload the Office Order on the Website of North District

(Dhirendra Rana)

Officer-in-charge, Admn.-III/
Spl. Judge (NDPS),
North District, Rohini Courts, Delhi

(Sushil Kumar)

Link Officer-in-charge, Admn.-II/
Addl. Sessions Judge-04,
North District, Rohini Courts, Delhi

(Anil Kumar)

Officer-in-charge, Admn.-I,
District Judge (Commercial Court-01)
North District, Rohini Courts, Delhi