

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, costeffectiveness, 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, paperbased 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.

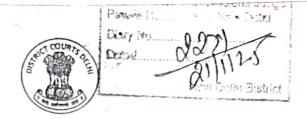
It is, therefore, impressed upon all the Judicial Officers, AO(J), Sr. AO/AO, Br. I/Cs as well as staff members to keep a check on their official e-mail IDs/LAYERS login on regular intervals (at least once in a day) as the orders/circulars/directives circulated through aforementioned e-mode shall be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

Note:

As an exception, important circulars/orders may be circulated through paper-(i) 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.

All the officials are directed to ensure proper functioning of their e-mail (ii) 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)



N9417-4697

/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.

ithe 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