



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.

Ad. OIT/Admin
Jh
(ADP/ST/NAO/PHC)
21/01/25

21/1/25

(Sanjay Garg-I)
Principal District & Sessions Judge (HQs)
Tis-Hazari Courts, Delhi

Be circulated amongst
Staff of all courts and Branches of NDD, PHC
Sanjay Garg
OIT/Admin/24.01.2025



Parivartan Kendra, New Delhi District
Dairy No. 2271
Date: 21/1/25
New Delhi District

No. 4417-4897 /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.*
2. **All the Principal District & Sessions Judges**, Delhi/New Delhi – *with the request to give wide circulation amongst all concerned within their respective district.* **PHC**
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