

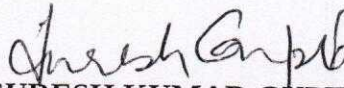
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)
ROHINI COURTS, DELHI**

CIRCULAR

This is in continuation of Circular No.-1293/25502-27502/IT Cell/THC/Delhi Dated 18.09.21 issued by the O/o The Ld. Principal District & Sessions Judge (HQs) and circulated in this district vide this office's endorsement No.28432-28561/Comp./RHC/Delhi/2021 dated 21.09.21 (copy enclosed).

It has come to the notice of the undersigned that directions given therein have not been complied with by the Readers/Branch In-Charges/concerned Officials.

All the Readers/Branch In-Charges/concerned Officials are hereby impressed upon to comply the directions of the said Circular scrupulously.


(SURESH KUMAR GUPTA)

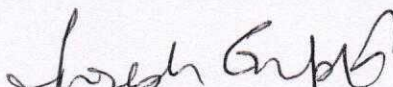
PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)
ROHINI COURTS DELHI.

No. F2(1)/Admn./NW/RC/2021/ 31971-32047

Date 21/10/21

Copy forwarded for information and necessary action to:-

1. The Ld. Principal District & Sessions Judge (HQs), Delhi.
2. The Chairman, Centralized Computer Committee, Tis Hazari Courts, Delhi.
3. All the Ld. Judicial Officers posted in North-West District, Rohini Courts, Delhi with the request to bring the same into the notice of the officials working under their control.
4. The Judge Incharge, Mediation Centre, North-West District, Rohini Courts, Delhi with the request to bring the same into the notice of the officials working under their control.
5. The Secretary, DLSA, North-West District, Rohini Courts, Delhi with the request to bring the same into the notice of the officials working under their control.
6. All the Branch In-Charges (North-West), Rohini Courts, Delhi with the direction to bring the same into the notice of the staff posted in their Branches.
7. Personal Office of the Ld. Principal District & Sessions Judge (North-West), Rohini Courts, Delhi.
8. Record Officer, North-West, Rohini Courts, Delhi.
9. The Branch Incharge, Computer Branch, Rohini Courts, Delhi for uploading on the official website.
10. Dealing official, R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.


PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)
ROHINI COURTS, DELHI.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI
CIRCULAR

Subject: Mandatory verification/updation of employees in LAYERS software

The Branch In-charges/Court Readers of all the branches/courts in all the Judicial Districts are hereby directed to verify the posting details, employee code and other particulars of employees posted in the LAYERS software latest by 05.10.2021. The facility is available in the LAYERS software of all the Branch In-Charges and Readers.

The LAYERS software can be accessed through URL: - <http://10.199.37.5/layers> by observing the following simple steps:

1. Log-in to LAYERS using your user-id and password
2. Click on the menu at left panel
3. Go to 'Employees' -> 'My Employees'.

In "My Employees" section posting details of the employee can be verified by clicking on "VERIFY" button.

After verification, the "VERIFY" button shall be removed and verifier details (Branch In-Charge/Court Reader) along with date and time of said verification shall be displayed.

Discrepancy (if any) found, in the posting details i.e. either the list of employees does not contain the name of the employee/s actually posted in any given branch/court or there are names of employees who are actually not posted in the respective court or branch, the administration branch of concerned district may be contacted to update the said incorrect/incomplete particular/details.

All the administration branches may however get the entries corrected/updated through LAYERS seat only upon providing the requisite documents (transfer order, relieving report and joining report) of the respective employees to the LAYERS Seat, Tis Hazari Courts, Delhi. All the Branch In-Charges of Administration Branch shall also verify the employees of their respective Office Pool, or officers/officials on Deputation or in Diverted capacity (if any). In case, the Branch In-charge/Reader is unable to access the list of employees posted in his/her branch/court for verification as per the above procedure or the role of Branch In-Charge/Reader is not specified in their LAYERS login, he/she must contact LAYERS seat immediately.

Contact persons of LAYERS seat are Mr. Kuldeep Kumar/ JA and Mr. Kumar Gaurav / JJA, they are also available on Phone no. - 011-23935772.

Individual employees are also directed to check and ensure that their respective Branch In-charge or Reader has verified their details in LAYERS Dashboard by log-in into LAYERS.

The employees verified in LAYERS by their respective Branch In-Charge/Readers shall only be considered as posted in their respective Branch/Courts and all the remaining employees shall be considered w.e.f. 06.10.2021 as posted in Office Pool of Administration Branch - I, II and III, Tis Hazari Courts, Delhi

It must be noted that it is a very important mandatory drive undertaken for the first time in Delhi District Court and any complacency, leniency or non-compliance (if any), by the any employees shall be taken very seriously.

GIRISH
KATHPALIA

Digitally signed by GIRISH
KATHPALIA
Date: 2021.09.18 14:42:04 +05'30'

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

Dated 18 SEP 2021

No. 1293/25502 - 27502
AT Cell/THC/Delhi

Copy forwarded for information and necessary action to;

1. The Registrar General, High Court of Delhi/ New Delhi.
2. All the Ld. Principal District & Sessions Judges, (Central / West / South / South East / East / North East / Shahdara / New Delhi / North / North West / South West/ RACC) District Courts, Delhi/New Delhi.
3. All the Ld. Principal Judges, Delhi Family Court.
4. All the Ld. Judges of Delhi District Court Establishment with request to ensure the compliance by the Readers and Branch In-charge under their control.
5. Readers of all the Courts at Delhi District Courts with the direction to verify the employees of their respective court.
6. Branch In-charge, all branches at Delhi District Courts with the direction to verify the employees of their respective branch.
7. Branch In-charge, R & I Branch, Central district to upload the circular on LAYERS.
8. P.A. to the undersigned.

GIRISH KATHPALIA
Digitally signed by GIRISH KATHPALIA
Date: 2021.09.18 14:42:25 +05'30'

Principal District & Sessions Judge (HQs)

Marked to Ld. D.C. Computer R. for up

काशीबाबू
Principal District & Sessions Judge (North-West)
राहिनी कोर्ट, दिल्ली
Rohini Courts, Delhi