

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 their respective branch / court in the LAYERS software latest by 05.10.2021. The facility is available in the LAYERS login 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 set/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

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KATHPALIA  
Date: 2021.09.18 14:47:04 +05'30'

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

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

Dated 10 SEP 2021

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 14:47:25 +05'30'

Principal District & Sessions Judge (HQs)