

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

**CIRCULAR**

Pursuant to the Circular No. Ref.DCMS/SC/Judl/71181-71321 dated 12.11.18, No.Ref.DCMS/SC/Judl/72795-970 dated 20.11.18 and No.DCMS/Judl/NW/RC/18/32276-32312 dated 06.12.2018, regarding uploading daily work done by them on District Courts Monitoring System (DCMS).

All the Ld. Judicial Officers posted in North-West District are requested to follow the below mentioned steps:-

1. Open the web-page "<http://dcms.sci.gov.in>".
2. Open the work-sheet for the present day.
3. Fill all the columns mentioned against you name. It shall be ensured that no column is left blank. For example, if a Ld. Judicial Officer is exercising Civil Jurisdiction, then he/she shall fill zero in the columns which are meant to be filled by Ld. Judicial Officers exercising Criminal Jurisdiction vice-versa.
4. After filling all the requisite information, a screen shot of the web-page shall be taken and a hard copy of the same shall be kept for record. Thereafter, the information shall be saved by clicking the button '**Save as draft**'. The information shall be filled and saved by 4.00 p.m. daily without any fail.
5. All Ld. Judicial Officers shall re-visit the above said web-page at 4.15 p.m. to ensure that the information filled by them is being displayed. If it is not shown, then the information shall be filled again and a copy of the screen shot taken in the previous step shall be signed and sent to the Judicial Branch (North-West) with the remarks that the information is not being displayed on the site.
6. The hard copy of the screen shot shall be sent only when the information is not being displayed on the web-page despite being filled.
7. If any Ld. Judicial Officer is on leave/training or not available for any reason, no column shall be filled.
8. At 4.30 p.m., the undersigned shall give his requisite remarks and the information shall be submitted.
9. All the Ld. Judicial Officers are strictly directed to refrain from pressing the '**Final Submission**' button which is specifically meant for the District & Sessions Judge.
10. If any Ld. Judicial Officer fails to fill the requisite information by the above said time, the information will be submitted as it is.
11. All the Judicial Officers are impressed upon to follow the above instructions in letter and spirit, so that the daily work done report is submitted accurately & timely.



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

No.DCMS/Judl/NW/RC/18 35740-35776

Date: 24<sup>th</sup> December, 2018

Copy forwarded to:-

1. All the Ld. Judicial Officers posted in North-West District, Rohini Courts, Delhi for the necessary compliance.
  2. P.S. to the undersigned.
  3. The Record Officer, Rohini Courts, Delhi.
  4. Web-site Committee (English/Hindi), Rohini Courts, Delhi.
- 