OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
: ROHINI DISTRICT COURTS : DELHI

CIRCULAR

In continuation to this office Circular No. 32569-32604/NC CIS3.2/Comp./ RHC/Delhi, dated 27.10.2021. It is hereby impressed upon all the Ld. Judicial Officers posted in the establishment of Chief Metropolitan Magistrate, North-West & North District, Rohini Courts, to direct the Ahlmads/Asstt. Ahlmads/concerned officials under their control **to consume the Chargesheet/FIR using the "Reconsume" option under ICJS module in CIS software.**

In case the chargesheet/FIR is not getting consumed, the concerned official **shall strictly follow the steps detailed in Annexure "A"** and **must not send IOs/Naib Courts directly to the Computer Branch, Rohini Courts, Delhi**.

Further, all concerned officials posted in Filling Branch in the establishment of Chief Metropolitan Magistrate, North-West & North District, are also directed to follow the steps outlined in *Annexure "A"*.

Strict action shall be taken against any official(s) found to have sent IOs/Naib Courts to the Computer Branch, Rohini Courts, Delhi, without adhering to the procedure mentioned in *Annexure "A"*.

(NEERAJ GAUR)
Officer In-Charge (Computers)
Judge, Family Courts (North)
Rohini Courts, Delhi

No. 25426-459 /NC CIS4.0/Comp./RHC/Delhi Dated : 28/07/25

Copy forwarded for information and necessary compliance to:

1. All the Ld. Judicial Officers (North-West & North District) posted in the establishment of Chief Metropolitan Magistrate, are requested to direct the Ahlmads/Asst. Ahlmads/concerned officials under their control for strict compliance.
2. Branch Incharge, Filing Section, North-West & North District, Rohini Courts Delhi, for necessary action.
3. Branch Incharge, Computer Branch, Rohini Courts, for uploading this circular on the office websites.
4. Branch Incharge, R&I Branch, Rohini Courts, for uploading on Layers.

Officer In-Charge (Computers)
Judge, Family Courts (North)
Rohini Courts, Delhi

"Annexure –A"

The following steps would be taken, if No digital data of the case / uploaded file is visible in court due to the some technical reasons:-

1. Court staff will use re-consume option in ICJS section of CIS, to consume the charge sheet and if data still not consumed then inform the Investigating Officer.
2. Ahlmad will also inform the respective computer branch that data is not available in ICJS section of CIS with Court Name, Police Station, FIR No. and Year.
3. Computer Branch official shall further check and confirm that data is not received in CIS and inform the concerned Ahlmad.
4. Investigating Officer will once again check and try to update the same in their CCTNS portal so that the data is reflected in court software.
5. If the matter is becoming urgent due to time barring issue despite efforts, then the SHO concerned will issue a Certificate of Urgency.
6. The Investigating Officer will bring the said Certificate of Urgency and bring it to the filing counter.
7. Staff posted at filing counter will check properly whether chargesheet data is available or not.
8. The filing counter staff will then file the same with manual system in the court software (CIS), if data is not available.
9. The filing counter staff will maintain a record of such cases in a register in the following manner;

Sl. No.	
Police Station	
FIR Number & Year	
Date of Presentation of Charge sheet & Submission of Certificate of Urgency	
Court in which case allocatec	
CNR Number	
Filing Number	
Name & Designation of Inve: tigating Officer	
Signature of Investigating Of icer with date	
Name Designation & Signat re of Filing Counter Official with date	

10. After 15 days the filing co inter official will share the collective data with their respective computer bran h.
11. Computer Branch will sha e the data in attached format with IT Cell through email in excel format as Fl g 'B'.
12. IT Cell will compile the da a and share the same with Sh. Shashikant Sharma, NIC/ICJS for further study i nd to share reasons on non availability of data.
13. Efforts shall then be made to identify the reasons and to resolve all the technical issue so that providing manual filling number is completely stopped over a period of time.