

OFFICE OF THE DISTRICT & SESSIONS JUDGE: SOUTH DISTRICT
SAKET COURT COMPLEX : NEW DELHI

C I R C U L A R

It has been observed that the Ahlmads/Assistant Ahlmads posted in the South & South-East District and Concerned dealing officials posted in the Record Room, South & South-East District are not sending the requisite record to the scanning room for the digitization purpose well in advance despite issuance of circular No. 1228-1270/RR(South)/SD/SCC/2015 New Delhi, Dated 18.01.2016, but send immediately and at the eleventh hour before dispatch of the same to the Hon'ble High Court of Delhi without UID/CIS Number(without Computer ID). Due to said reason the files/records can not be scanned well in advance.

All the Ahlmads/Assistant Ahlmads posted in South & South-East District and Concerned, dealing officials posted in the Record Room, South & South-East District are hereby directed to send the requisite record alongwith complete UID/CIS No(with Computer ID) to the scanning room for the Digitization purpose, specially requisitioned by the Hon'ble High Court of Delhi, well in advance forthwith on receipt of requisitions or at least 7(Seven) days before dispatch the same to the Hon'ble High Court of Delhi.

This is issued with the approval of Ld. District & Sessions Judge(South).

(MADHU JAIN)
Chairperson (Digitization Committee)
South & South-East District
Saket Courts Complex

No. 18630/15718 Digitization(S&SED)/SCC/17 New Delhi, Dated 17/08/17

Copy forwarded for information and necessary action to:-

- 1 PS to Ld. District & Sessions Judge(South), Saket Courts Complex, New Delhi.
- 2 PS to Ld. District & Sessions Judge(South-East), Saket Courts Complex, New Delhi.
- 3 All the Judicial Officers, South & South-East District, Saket Courts Complex, New Delhi
"with the request to convey the above directions to the staff working under their control."
- 4 ✓ The Nodal Officer (District web-site), South & South-East District, Saket Courts Complex,
"with the request to upload the said circular on District web-site".
- 5 Special Metropolitan Magistrate, Beggars Court (South District), Jal Vihar, Lajpat Nagar-II
"with the request to convey the above said directions to the staff working under their control."
- 6 Administrative Officer (Judicial) Branch In-Charges, Record Room, South & South-East District, Saket Courts Complex, New Delhi. *"with the request to convey the above directions to the staff working under their control."*
- 7 Guard file.

A. O. (Judicial)
Digitization Cell South & South-East District
Saket Courts Complex, New Delhi

17/08/17
at 4:02