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

CIRCULAR

It is to inform that Thin Client System and Monitor Screens have been installed in all the courts of South and South-East Districts at Saket Court Complex for providing the real time status on hearing of cases in the Court.

Further, it is also informed that the process to run the Thin Client Systems is also made user friendly by reducing its steps. All the concerned staff members are directed to run the Thin Client Machine and ensure updation of cases by clicking on "called", "in Progress" and "completed" radio buttons available in "Todays Cases" Tab in Case Information Software on daily basis.

A **step by step User Manual** is also attached for ready reference and smooth operation of Thin Client System. Further, Mr. Ravi Verma, System Administrator/JA (South-East) and Mr. Pritam Singh, District System Administrator/JJA (South) may also be contacted at Server Room, First Floor, Saket Court on Ext. No.-1188 for addressing any query regarding Thin Client Machine.

All the Judicial Officers of South and South-East Districts are requested to issue necessary directions to the concerned staff members and also ensure operation of Thin Client System and Updation of live status of hearing of cases listed before their respective courts to facilitate lawyers and litigants.

This issues with the prior approval of Ld. District and Sessions Judge (South) and Ld. District and Sessions Judge (South-East), Saket Court Complex, New Delhi.

(Sandeep Garg)
ACMM (South)
Nodal Officer (Computer)
Saket Court Complex
New Delhi

No_____/Cir./Computer/F.06/SKT/18   Dated, New Delhi the 31/7/18

Copy forwarded for information and necessary action to :-

1. All the Ld. Judicial Officers of South and South-East Districts with request to issue necessary directions to the concerned staff members for ensuring operation of Thin Client System.
2. Sh. Ravinder Dudeja, ld. Chairman, Centralized Computer Committee, Tis Hazari Court, Delhi.
3. Sh. Sudhanshu Kaushik, CPC, Hon'ble High Court of Delhi, New Delhi.
4. PS to Ld. District & Sessions Judge, Headquarters, Tis Hazari Court, New Delhi.
5. PS to Ld. District & Sessions Judge, South District, Saket Court Complex, New Delhi.
6. PS to Ld. District & Sessions Judge, South East District, Saket Court Complex, New Delhi.
7. Dealing Official, Website Committee to upload the circular on official website.

(Sandeep Garg)
ACMM (South)
Nodal Officer (Computer)
Saket Court Complex
New Delhi

USER MANUAL FOR OPERATION OF THIN CLIENT SYSTEMS IN DISTRICT COURTS

Note: Step 1 to Step 4 has to be operated **on Thin Client Machine** installed on the inside wall of court room on daily basis.
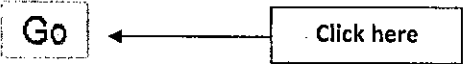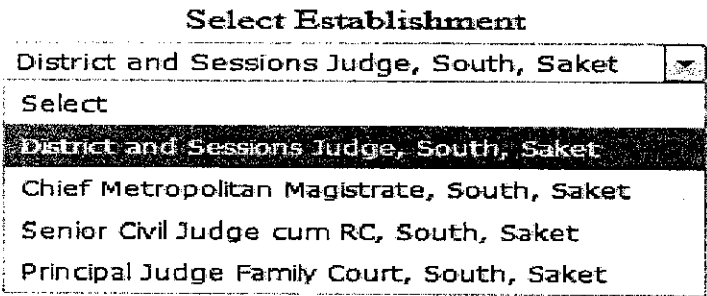
Step 1: Insert **Mouse & Keyboard** in Thin Client and Press **Power on** Button of Thin Client

Power ON Button

Mouse

Keyboard
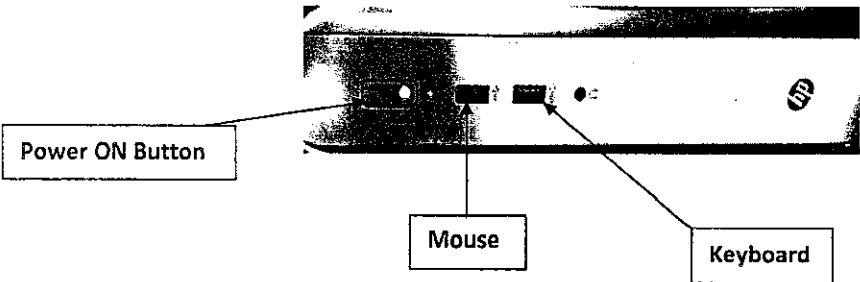
Step 2: After Booting process, following **screen will appear** on Thin Client Monitor Screen.

Select Establishment

| Select | ▼ |

Court No
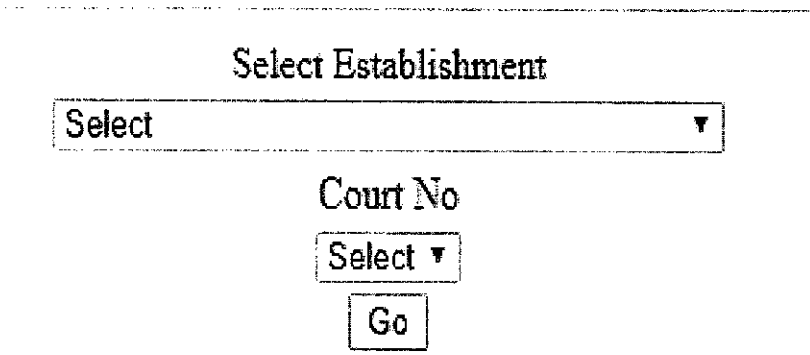
| Select ▼ |

| Go |

Step 3: Select your **"Establishment"** and after selection of establishment click on **"Go"**.

Select Establishment

| District and Sessions Judge, South, Saket | ▼ |

Select

District and Sessions Judge, South, Saket

Chief Metropolitan Magistrate, South, Saket

Senior Civil Judge cum RC, South, Saket

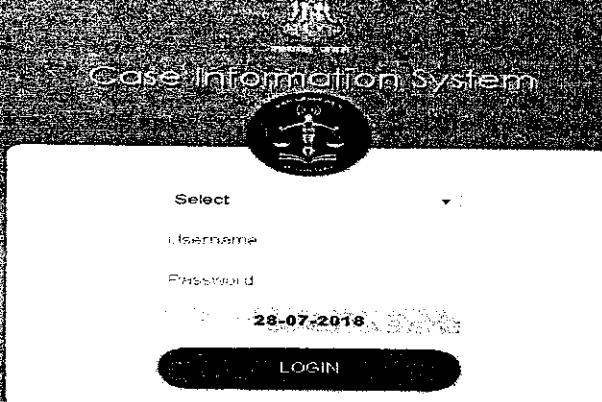Principal Judge Family Court, South, Saket

| Go | ◄——————— | Click here |

Step 4: After that the following Screen will appear on the Monitor Screen.

28-07-2018	District and Sessions Judge, South-East, Saket		
SR. NO	CASE NO	COURT	STATUS

Note: Step 6 to 8 has to be done __on Computer system__ installed in Court Room. Login in CIS software with your username.

Step 6: Login with 'Reader's login and password in CIS 3.0'

Case Information System

Select ▾

Username

Password

28-07-2018

LOGIN

Step 7: Click in __Today's Cases__

District and Sessions Judge, South-East, Saket
Sh. Girish Kathpalla

District ar ▾

Dashboard as on 28-07-2018

	Today's Cases	Undated Cases	My Disposal in this Month	My Pending Cases	Mediation Corner
Civil	11	0	33	413	Pending
Criminal	8	0	19	216	Referred in this Month
Total	19	0	52	629	Completed in this Month
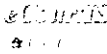
Civil　Criminal　• Both　Case Type | Select ▾ | Top | 10 | Pendin

Click Here

Case Type wise Bar Chart	Pendency Pie Chart

Step 8: Click on radio buttons of "Called", "In Progress" and "Completed".

| | 1. Called | | 2. In Progress | | 3. Completed |

Step 8: The case details will show on the Monitor Screen of the Thin Client System.

28-07-2018	District and Sessions Judge, South-East, Saket		
SR. NO	**CASE NO**	**COURT**	**STATUS**
1	SC/1812/2016 [STATE Vs MOHD. TANVEER ALAM]	3-Ms. Renu Bhatnagar,Additional Sessions Judge Cum FTC	Called
2	SC/62/2018 [STATE Vs GOPAL SINGH]	3-Ms. Renu Bhatnagar,Additional Sessions Judge Cum FTC	In Progress
3	SC/2678/2016 [STATE Vs MANISH KUMAR]	9-SH. SURESH KUMAR GUPTA,Additional Sessions Judge	In Progress
4	ARBTN/20765/2016 [AKEEL AHMED ORS Vs RELIANCE CAPITAL LIMITED]	89-SH. NARESH KUMAR LAKA,Additional District Judge(ADJ)	Called
5	CS DJ/209889/2016 [RAJIV KAPUR Vs CHARANJIT KAPUR ORS]	89-SH. NARESH KUMAR LAKA,Additional District Judge(ADJ)	In Progress

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You may Contact to Mr. Ravi Verma, System Administrator/J.A. (South-East) and Mr. Pritam Singh, District System Administrator/JJA (South) at Server Room, First Floor, Saket Court Complex on Ext. No.1188 for rectification of any query regarding Thin Client System.

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