

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (SOUTH-EAST)**  
**DISTRICT COURT COMPLEX, SAKET, NEW DELHI**

**CIRCULAR**

Dated: 18<sup>th</sup> January 2019

**Subject : Uploading data in DCMS Software**

It has been observed that while uploading data in DCMS software some of the officers are not filling all the fields and leave the same blank, which creates difficulty for the undersigned while evaluating the work done and also in uploading.

It is directed that all the fields of proforma be duly filled in by the officers and if there is no data for the particular field, the same be filled as '0'.

  
(Girish Kathpalia)  
District & Sessions Judge  
South East, Saket Courts  
New Delhi.

No. 659-701 /Comp./DCMS/SE/Saket/2019, New Delhi,

Dated : 18.01.2019

**Copy forwarded for information and necessary action to:-**

1. All the Judicial Officers posted in South-East District, Saket courts, New Delhi
2. Officer In-charge, Computers, Saket Courts for information and uploading on website.
3. R&I Branch, South-East District for uploading on LAYERS.
4. Guard File.

  
(Girish Kathpalia)  
District & Sessions Judge  
South East, Saket Courts  
New Delhi.