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

No 24108-24148 **/Computer/F.01/SKT/2025** **Dated, New Delhi the** 19/7/25

Copy of Circular bearing Ref. No. 48927-49012/Comp./S.R.(94)/2025 Dated 14.07.2025 received from Sh. Sunil Kumar Sharma, Ld. District Judge / Chairman (IT & Digitization) / CCC, Delhi District Courts with regard to "**Use of Pre-Trial Module of NC CIS 4.0"** is circulated to:

1. **All the Ld. Chief Judicial Magistrate, Additional Chief Judicial Magistrate and Judicial Magistrate First Class posted within South District and South-East District, Saket Courts, New Delhi for information and necessary compliance.**

2. **Ld. Officer In-Charge, CMM Office, South and South-East District.**

3. **Dealing official LAYERS (R&I) of South and South-East District for upload on LAYERS.**

4. **Dealing Official (Computer Branch / Website) for upload on official Website of South District and South-East District.**

(Vipin Kharb)
Officer In-Charge (Computer) / ASJ-07
South-East District, Saket Courts
New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

Sub.: Use of Pre-Trial Module of NC CIS 4.0

In continuation to earlier circular no. 29198-299/Comp./S.R.(94)/THC/2022 dated 18.08.2022, it is once again impressed upon the Learned Chief Judicial Magistrate, Additional Chief Judicial Magistrate and Judicial Magistrate First Class posted within Central and West District to direct the staff concerned (Readers/Personal Assistant/Ahlmads/Asstt. Ahlmad) posted under their kind control to utilize the Pre-Trial Module available in NC CIS 4.0 so that the metadata be made available in NC CIS 4.0.

This issue with prior approval of Ld. Principal District & Sessions Judge (HQs) and Principal District & Sessions Judge (West), Delhi.

SUNIL KUMAR SHARMA
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Date: 2025.07.14 14:38:32 +05'30'

(Sunil Kumar Sharma)
District Judge/Chairman
IT & Digitization/CCC
Delhi District Courts

Ref. No. 48927-49012/Comp./S.R.(94)/2025

Dated 14 JUL 2025

Copy forwarded for information and necessary action to:

1. The Ld. Principal District & Sessions Judge, Delhi / New Delhi (respective District) except Central & West District with request to direct the concerned office to circulate the same amongst the Chief Judicial Magistrate, Additional Chief Judicial Magistrate and Judicial Magistrate First Class (respective Court Complex).
2. The Chief Judicial Magistrate, Additional Chief Judicial Magistrate and Judicial Magistrate First Class posted within Central and West District with request to direct the staff concerned (Readers / Personal Assistant / Ahlmads / Asstt. Ahlmad) posted in their respective court to utilize the Pre-Trial Module available in NC CIS 4.0.
2. Branch In-Charge, CMM Office, Central District, Tis Hazari Courts, Delhi
3. Branch In-Charge, CMM Office, West District, Tis Hazari Courts, Delhi
4. Branch In-Charge, IT-Cell, Delhi District Courts.
5. PS to the Ld. Principal District & Sessions Judge (HQs) with request to place the same before Ld. Principal District & Sessions Judge (HQs), Tis Hazari Court, Delhi.
6. PS to the Ld. Principal District & Sessions Judge, West with request to place the same before Ld. Principal District & Sessions Judge, West, Tis Hazari Court, Delhi.
7. Personal Assistant/Reader to the undersigned.
8. Dealing Official (Website)/Layers (R & I), Central and West District, are directed to upload the same on the official website/Layers.
9. Office/Guard File.

SUNIL KUMAR SHARMA
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(Sunil Kumar Sharma)
District Judge/Chairman
IT & Digitization/CCC
Delhi District Courts