OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SOUTH & SOUTH-EAST DISTRICT COURTS COMPLEX, SAKET, NEW DELHI

CIRCULAR

Sub: Expediting of UTP Data Entry and its Tagging in e-Prison Module of CIS

The process of tagging of Under Trial Prisoners (UTPs) in the e-Prison Module with the Case Information System Software is under progress, however the office has informed that the same is suboptimal despite directions issued in the Training Programme conducted for the staff on 27.03.2026 through Video Conferencing mode and subsequently similar directions were issued on 30.03.2026 through email and official WhatsApp Group.

To facilitate this process some of the details of UTPs of Delhi as fetched from e-Prison Database has already been shared in MS Excel file with all the Court users on the WhatsApp Group for entry and tagging of UTPs in e-Prison Module module of CIS Software.

To ensure timely updation of e-Prison database all Ld. Judicial Officers of the District & Sessions Judge Establishment (Criminal Jurisdiction) and CMM Establishment of the South and South-East Districts are requested to direct their respective Readers, Ahlmads, and Assistant Ahlmads to expedite the entry and tagging of UTP data of all the pending cases in e-Prison Module of Case Information System on priority basis and the same be completed on or before April 06, 2026.

This issues with the prior approval of Ld. Principal District & Sessions Judge South District and Ld. Principal District & Sessions Judge South-East District.

2/4/26

(Hargurvarinder S. Jaggi)
Officer In-Charge (Computer) /
ASJ (FTC)-01 (South)
South District, Saket Courts New Delhi

14294-14444

No. _____/F.20/South /Saket/2026 **New Delhi dated** 02/4/26

Copy forwarded for information & necessary action to:

1. All the Ld. Judicial Officers of South and South-East to convey the directions to staff concerned.
2. PS to Ld. Pr. District & Sessions Judge, South District and South-East District Saket Courts Complex, New Delhi.
3. Nodal Officer, Website South and South-East District.
4. R&I Branch, South District and South-East District to upload on LAYERS.

2/4/26

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