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

**Endst. No./Computer/F.01/SKT/2026/** 15908 – 15953 **Dated, New Delhi the** 13/4/26

**Sub: Updating and Tagging of Prisoner IDs of Under Trial Prisoners (UTPs) in Case Information System 4.0 (CIS 4.0).**

Copy of Circular no. 21366-21516/Cir./Trg./Comp. Br/2026 Dated 08.04.2026 of Sh. Sanjay Bansal, District Judge / Chairman (I.T & Digitization) Delhi District Courts is forwarded **for information and necessary compliance / action to:**

1. **All the Ld. Judicial Officers of South District, Saket Courts, New Delhi exercising criminal jurisdiction with request to convey these directions to concerned staff posted in their respective courts for necessary compliance.**
2. **Ld. Officer In-charge, CJM Office, South District.**
3. **R&I Branch, South District for uploading on LAYERS.**
4. **Computer Branch for uploading on South District Website.**

13/4/26

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

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

No. 21366-21516 /Cir./Trg./Comp. Br/ 2026 Dated 08 APR 2026

## CIRCULAR

Sub: **Updating and Tagging of Prisoner IDs of Under Trial Prisoners (UTPs) in Case Information System 4.0 (CIS 4.0)**

In compliance with the directions received from the e-Committee, Hon'ble Supreme Court of India, the process of updating and tagging Prisoner IDs of Under Trial Prisoners (UTPs) in Case Information System 4.0 (CIS 4.0) has been initiated across all District Courts of Delhi.

The accurate and timely tagging of Prisoner IDs is essential to ensure proper identification, tracking and management of UTPs for better coordination with prison authorities and strengthening the efficiency of court proceedings.

In order to facilitate the smooth and timely completion of this process, all Ld. Judges of the District Courts of Delhi exercising criminal jurisdiction are requested **to ensure that in every order-sheet wherein an accused/UTP is remanded to judicial custody (except the first remand order), the complete details of the jail in which the accused/UTP is lodged must be clearly and specifically recorded.**

The details would enable the Ahlmad/Assistant Ahlmad to accurately update and tag the corresponding Prisoner ID of the accused/UTP in CIS 4.0 without delay. Due care be taken to ensure consistency and clarity in recording such details to avoid discrepancies or errors in data entry. In order to maintain uniformity, the following format may be adopted while marking the presence of the accused/UTP in the order-sheet:

> ***"Accused (Name) produced from JC (Jail No.____[Name of Jail])"***
> **e.g. *"Accused (Name) produced from JC (Jail No. 6, Tihar Jail)."***

The Readers/Ahlmads concerned are also directed to promptly update/tag the Prisoner IDs in CIS 4.0 immediately upon recording of such details in the order-sheet. Any delay or lapse in this regard shall be viewed seriously.

All concerned are further advised to coordinate, wherever necessary, with the concerned jail authorities to verify the correct jail details and ensure accuracy in the system.

This issues with the prior approval of Ld. Principal District & Sessions Judge (HQs) and Ld. Principal District & Sessions Judge (West).

SANJAY BANSAL Digitally signed by SANJAY BANSAL Date: 2026.04.08 16:28:53 +05'30'

**(Sanjay Bansal)**
District Judge/Chairman
IT & Digitization/CCC
Delhi District Courts

No. 21866 - 21516 /Cir./Trg./Comp. Br/ 2026 Dated 08 APR 2026

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

1. Ld. Principal District & Sessions Judges of all districts except Central & West, Delhi/New Delhi, with a request to convey the above directions to all Ld. Judicial Officers exercising criminal jurisdiction in their respective districts for necessary compliance.
2. Ld. Judicial Officers exercising criminal jurisdiction in Central and West Districts, Tis Hazari Courts Complex, with a request to convey these directions to all staff posted in their respective courts for necessary compliance.
3. Ld. Officer In-charge (Computers) of all districts/court complexes, Delhi/New Delhi.
4. Ld. Chief Judicial Magistrates of all districts, Delhi/New Delhi.
5. PS to Ld. Principal District & Sessions Judge (HQs) for placing the same before Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
6. PS to Ld. Principal District & Sessions Judge (West) for placing the same before Ld. Principal District & Sessions Judge (West), Tis Hazari Courts, Delhi.
7. Website Committee, Tis Hazari Courts, Delhi, for uploading on the official website.
8. Dealing Official, R&I Branch, Central & West District, Tis Hazari Courts, for uploading on Layers.
9. PS to undersigned.
10. Office/Record File

SANJAY BANSAL Digitally signed by SANJAY BANSAL Date: 2026.04.08 16:31:41 +05'30'

**(Sanjay Bansal)**
District Judge/Chairman
IT & Digitization/CCC
Delhi District Courts