

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SOUTH WEST DISTRICT, DWARKA COURTS COMPLEX, DELHI**

CIRCULAR

The Office has drawn attention towards a regressive practice of creation of portable document format (PDF) files of circulars, notices, office orders, documents, etc. (collectively referred to “documents”) using application(s) from mobile phones by capturing photographs of such documents and the same to be uploaded on the website of South West District.

The PDF files created in above manner are neither searchable nor machine readable. Further, such practice not only creates unclear, documents, which appear to be dim, shabby and unprofessional but also defeats the purpose of sharing necessary information on public domain. Lastly, such practice is also unacceptable, as the same defeats the purpose of making the website of South West District inclusive for differently abled persons (DAPs).

All Judicial Officers, Court Staff members posted in courts and various branches are informed that no PDF document having its origin of creation at South West District in the above manner would be uploaded on the website of South West District. The computer systems provided to all the court staff members and branches do have computer applications to create PDF files from the applications such as Libre Office be it word processing, spread sheet, presentation, etc.

A special training drive would be undertaken by the Computer Branch to make the court staffs members proficient with creation of PDF files. This circular is issued with prior approval and consideration of the Ld. Principal District & Sessions Judge, South West District, Dwarka Courts Complex, Delhi

(Hargurvarinder Singh Jaggi)
ADJ-02::Chairperson Computer Committee,
South West District,
Dwarka Courts Complex, Delhi

No. 15150-15229/Comp./DWK/2020

Dated: 14.09.2020

Copy forwarded for information and necessary action:

1. The Principal District & Sessions Judge, South West District, Dwarka Courts Complex, Delhi.
2. All the Judicial Officers posted at South West District, Dwarka Court Complex, Delhi with the request to inform the concerned staff for its compliance.
3. All the Senior Administrative Officer (J)/Administrative Officer (J)/Accounts Officer/Branch Incharges with the direction to direct their concerned staff to comply with the directions given in the circular and provide soft copy of the document in terms of above directions to Computer Branch for uploading of the same on the Website of District Court Dwarka.
4. The Secretariat, Principal District & Sessions Judge, South West District, Dwarka Courts Complex, Delhi.
5. The Incharge R&I Branch, with the direction to comply with the directions while sending any communication through mail.
6. All the Branch In-charges, South West District, Dwarka Courts, Delhi.
7. Branch Incharge, Computer Branch, Dwarka Courts Complex, Delhi with the direction to inform the staff members of Computer Branch to comply with the directions. *Also be circulated to the above-mentioned through email.*
8. Dealing Official, Computer Branch, South West District, Dwarka Courts to upload this Circular on the website of South West District, Dwarka Courts, Delhi.
9. Dealing Official, Layers with directions to upload this Circular on the website.
10. Guard File.

(Hargurvarinder Singh Jaggi)
ADJ-02:: Chairperson Computer Committee
South West District, Dwarka Courts Complex, Delhi