OFFICE OF THE DISTRICT & SESSIONS JUDGE: SOUTH WEST DWARKA COURTS, NEW DELHI

CIRCULAR

TOP PRIORITY/MOST URGENT

Sub: updation of pending Undated cases on the server and updation of email IDs in CIS 2.0 on priority/daily basis.

Whereas time and again directions have been issued that the data/entries regarding pendency of various categories of cases/undated cases before the respective courts shall be updated by the Readers/Ahlmad/Asst. Ahlmads of the court concerned on the CIS Software and it has been noticed that some of the Readers/Ahlmads/Asst. Ahlmads are not updating the data entries/undated cases regarding pendency of various types of cases.

1. **Readers/Ahlmads/Asst. Ahlmads are directed to update all the undated cases on regular/daily basis as emphasized by the Chairman of E-Committee that the percentage of undated cases needs to be brought to 0%.**

2. **Staff of Facilitation Centre (SW) as well as Ahlmads/Asst. Ahlmads of the respective Courts are directed to update the email IDs of lawyers and litigants in CIS 2.0 for the purpose of automated email functionality.**

(BRIJESH SETHI)
District & Sessions Judge (SW)
Dwarka Courts, New Delhi

No. 30281-30340 /CIS/Comp./DWK/2017   dated: 13-12-17

Copy to:-

1. All the Judicial Officers (including Judicial Officers, Family Courts) posted at Dwarka Courts (SW), with request to direct their Reader/Ahlmad/Asst. Ahlmad to update all the undated cases on daily/regular basis.
2. Incharge, Evening Courts (SW), Dwarka Courts to direct the Officials posted in Evening Courts to update all the undated cases on regular/daily basis.
3. Incharge, Facilitation Centre (SW) to bring this circular in the notice of all the staff deputed in the Branch.
4. PS to Ld. District & Sessions Judge (SW).
5. A.O.(J), Dwarka Courts (SW).
6. Official of Computer Branch (SW) are directed to upload the circular on official website of Dwarka District Court.
7. Guard file.

(BRIJESH SETHI)
District & Sessions Judge (SW)
Dwarka Courts, New Delhi