OFFICE OF THE DISTRICT & SESSIONS JUDGE (S-W)
DWARKA COURTS

No. 27024-27053/Judl./DWK/2018 Dated 15/11/18

As directed by Ld. Offg. D&SJ(S-W), copy of letter dated 05.11.2018 received from O/o Ld. District & Sessions Judge (HQ) forwarded for information and necessary compliance to:-

1. All the Ld. Judicial Officers, dealing with criminal matters and Incharge Evening Courts, Dwarka Courts.
2. D&SJ's Secretariat (S-W).
3. O/o Ld. CMM, Dwarka Courts.
4. Branch Incharge, Facilitation Centre. Computer Branch, Admin Branch, General Branch, Dwarka Courts.
5. Chief persecutor, Prosecution Branch, Dwarka Courts.

15/11/18

Branch Incharge (Judicial Branch)
O/o Ld. D&SJ (S-W)

Seen be uploaded on website.

O.I.C/Computer

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1872
13/11/18

In all such cases, the registration no. (generated manually or through CIS) shall be provided to the parties, if demanded.

The steps for entering miscellaneous applications in pending cases in CIS software 3.0 are available at **http://10.199.37.5/layers.**

(Talwant Singh)
District & Sessions Judge (HQs)
Delhi

661
12/11/18

No. 69607-682 /Gen./HCS/2018 Dated 5-11-18

Copy forwarded for information and necessary action to:

1. Ld. District & Sessions Judge, North West, South, South West, North, South East, East, New Delhi, Shahdara, North East and West District with request to circulate the above information amongst the Judicial Officers dealing with criminal matter in their respective districts
2. All Additional Sessions Judge posted in Central District, Tis Hazari Courts, Delhi.
3. The CMM/ACMMs and all MMs, Central District, Tis Hazari Courts, Delhi
4. Chief Prosecutor, Central & North Police District, Tis Hazari Courts, Delhi with request to bring this to the notice of all concerned PPs/APPs.
5. Deputy Commissioner of Police, Central & West District, Delhi with request to bring this to the notice of all concerned SHOs.
6. The Officer In-charge, Litigation Branch & Admn. Branch, Central District, Tis Hazari Courts, Delhi.
7. Branch Incharge, Facilitation Centre/Filing Section-Central District/Admn. Branch, Tis Hazari Courts, Delhi.
8. Dealing Official, Website Room, Tis Hazari Courts, Delhi.
9. PS/Reader to the undersigned.

District & Sessions Judge (HQs)
Delhi

O I C Judl.

Addl. DRS J (S-W)
13-11-18

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

CIRCULAR

In Partial Modification to this office order no. 67687-837/Gen./HCS/2018 dated 26.10.2018, the following clarification are given with respect to centralized filing and registration of bail applications and applications for release/disposal of case property/articles/documents/personal search articles:

For Bail Applications:

All Bail Applications (except those where applications are moved immediately upon arrest of accused or his production in court) shall be filed directly at the filing counter only. The filing counter shall manually enter the details of such bail applications in their respective registers (to be maintained separately for Sessions Courts and CMM establishments at their respective counters), mentioning the Date, Serial No., FIR/CC No., PS, U/Sec., Case Title and the name of the Concerned Court.

Such applications filed till 11.30 AM shall be sent to the concerned Courts by 12.30 PM by the filing counter and shall be taken up at 2.00 PM on the same day. Applications filed after 11.30 AM shall be sent to the concerned court by 12.30 PM on the next working day and shall be taken up 2.00 PM on that day by the concerned court for further proceedings.

However, there shall be no need to route the urgent applications through the filing counter when they are to be filed in the concerned court immediately upon production of accused in the court. In such cases, such applications shall be allowed to be filed directly in the concerned courts.

Once bail applications are received by the respective Ahlmads, they shall immediately be registered by them in IA Module in CIS Software, only in cases where the chargesheet/complaint has already been filed and CNR No. already generated. Further proceedings in such applications shall be updated in CIS in routine manner. However, where the chargesheet/complaint has still not been filed (and CNR No. not yet generated), the Ahlmad is required to register the applications with above details manually in the register, as such applications can not be presently added as IA in CIS software. The said register shall contain Date, Serial No., FIR/CC No., PS, U/Sec., Case Title and subject matter of the application. Such serial no. with date be also endorsed on the applications for reference purpose.

In all such cases, the registration no (generated manually or through CIS) shall be provided to the parties, if demanded.

For Applications related to release/disposal of case property/article/documents/personal search articles:

All Applications related to release/disposal of case property/article/documents/personal search articles filed by police officials or parties, shall be filed directly at the filing counter only. The filing counter shall manually enter the details of such applications in their respective registers (to be maintained separately for Sessions Courts and CMM establishments at their respective counters), mentioning the Serial No., FIR/CC No., PS, U/Sec., Case Title and the name of the Concerned Court.

Such applications filed till 11.30 AM shall be sent to the concerned Courts by 12.30 PM by the filing counter and shall be taken up at 2.00 PM on the same day. Applications filed after 11.30 AM shall be sent to the concerned court by 12.30 PM on the next working day and shall be taken up 2.00 PM on that day by the concerned court for further proceedings.

Once such applications are received by the respective Ahlmads, they shall immediately be registered by them in IA Module in CIS Software, only in cases where the chargesheet/complaint has already been filed and CNR No. already generated. Further proceedings in such applications shall be updated in CIS in routine manner. However, where by the chargesheet/complaint has still not been filed or where the main matter already stands disposed off, the Ahlmad is required to register the applications with above details manually in the register, as such applications can not be presently added as IA in CIS software. The said register shall contain Date, Serial No., FIR/CC No., PS, U/Sec., Case Title and subject matter of the application. Such serial no. with date be also endorsed on the applications for reference purpose.

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