

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

CIRCULAR

Vide circular No.260/Crl./DHC dated 15.03.2024 (copy attached), Hon'ble High Court of Delhi has observed that despite issuance of requisition letter well in time, inconvenience with regard to LCRs/TCRs is being caused to the Hon'ble Courts of Delhi High Court because of the following reasons:

- a) The LCR/TCR are not uploaded on the portal before the next date of hearing, resulting into issuance of reminders/unnecessary follow-ups, and unwarranted dates being issued by the Hon'ble Courts of Delhi High Court only for want of properly bookmarked/indexed/paginated LCR/TCR.
- b) The LCR/TCR often gets uploaded on the dedicated portal by the staff member of the courts either just before the date of hearing or the date of hearing itself, even though the requisition for the same is sent well before the time, resulting into non-availability of LCR/TCR for perusal of the Hon'ble Courts of High Court of Delhi on the date of hearing.
- c) The records, being uploaded by the staff members of the courts on the link/URL, are often not bookmarked/paginated/indexed which also results into a lot of inconvenience to the Hon'ble Courts of High Court of Delhi.

In view of the above, all Ahlmad/Asstt. Ahlmad/concerned staff members posted in the South-West District are hereby directed to upload the LCR/TCR duly bookmarked/paginated/indexed on the TCR Portal of Hon'ble High Court of Delhi immediately in urgent cases and within 07 days in other cases, from the time of receipt of requisition for the same so that no inconvenience is caused to the Hon'ble Courts of High Court of Delhi, merely due to non-availability of duly bookmarked/paginated/indexed LCR/TCR.

Non-compliance of the above directions will be viewed seriously.



(PRAVEEN KUMAR)

Principal District & Sessions Judge (SW)
Dwarka Courts, New Delhi.

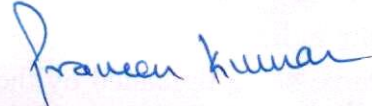
1197-11279

No. _____ / Comp/SW/DWK/2024

Dated : 27/3/24

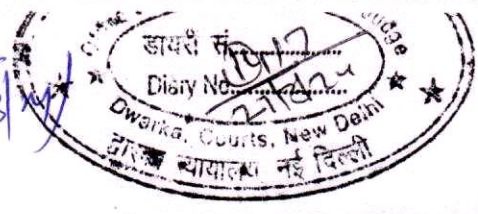
Copy forwarded for information and necessary action:

1. The Worthy Registrar General, Hon'ble High Court of Delhi, New Delhi (through email for information only).
2. Ld. Principal Judge Family Courts (HQ), Dwarka Courts, New Delhi.
3. All the Judicial Officers, South West District, Dwarka Courts, with the direction to ensure strict compliance of the present circular by the concerned staff.
4. Ld. Officer Incharge, Record Rooms, with the direction to ensure strict compliance of the present circular by the concerned staff.
5. Ld. Officer Incharge, Digitization Branch, Dwarka Courts, with the direction to ensure the strict compliance of the present circular by the concerned staff.
5. PS to the undersigned.
6. The Computer Branch, Dwarka Courts (**for uploading this circular on the official website of Dwarka Courts**).
7. The In-charge R & I Branch (**for uploading on Layers**).



Principal District & Sessions Judge (SW)
Dwarka Courts, New Delhi.

1068
28/03/24
1071
28/03/24



Most Urgent/Out at once

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

No. 19861 - 21161 / Genl./HCS/2024

Dated, Delhi the

21 MAR 2024

Sub : Circular

A copy of the letter no. 260/Crl./DHC dated 15.03.2024 bearing this office diary no. 654 dated 18.03.2024 received from the Hon'ble High Court of Delhi in the abovesaid matter is being circulated for information and necessary compliance to : -

1. All the Ld. Principal District & Sessions Judges, Delhi, New Delhi (except Central District). *slw*
2. All the Ld. Judicial Officers posted in Central District, Tis Hazari Courts, Delhi.
3. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi for information.
4. PS to the Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi for information.
5. The Chairman, Website Committee, Tis Hazari Courts, Delhi with the request to direct the concerned official to upload the same on the Website of Delhi District Courts.
6. The Director (Academics), Delhi Judicial Academy, Dwarka, New Delhi for information as requested vide letter no.DJA/Dir.(Acad)/2019/4306 dated 06.08.2019.
7. Dealing Assistant, R&I Branch for uploading the same on LAYERS.
8. Dealing Assistant for uploading the same on Centralized Website through LAYERS.

Barkha Gupta
(BARKHA GUPTA)

Officer-in Charge, Genl. Branch, (C)
District Judge, (Comm. Court)
Tis Hazari Courts, Delhi.

Incls. As above

Secy. Ld. OIC (R.R.) & Digitization, Computer.

*PD 50/50
27-3-24*

*19/03/24
27/3/24*

HIGH COURT OF DELHI: NEW DELHI

654 /

No. 260/CrI./DHC
Dated: 15.03.2024

2024

CIRCULAR

It has come to the notice that, despite issuance of requisition letter well in time, inconvenience with regard to LCRs/TCRs is being caused to the Hon'ble Courts because of the following reasons:-

- a) The LCR/ TCR are not uploaded on the portal before the next date of hearing, resulting into issuance of reminders/ unnecessary follow-ups, and unwarranted dates being issued only for want of properly bookmarked/indexed/paginated LCR/TCR.
- b) The LCR/ TCR often gets uploaded either just before the date of hearing or on the date of hearing itself, even though the requisition for the same is sent well before the time, resulting into non- availability of LCR/TCR for perusal of the Hon'ble Courts on the date of hearing.
- c) The records, being uploaded on the link/URL, are often not bookmarked/paginated/indexed which also results into a lot of inconvenience to the Hon'ble Courts.

All the Principal District & Sessions Judges are therefore requested to ensure that **duly bookmarked/paginated/indexed LCR/TCR are uploaded on the TCR Portal of this Court immediately in urgent cases and within 7 days in other cases.** from the time of receipt of requisition for the same so that no inconvenience is caused to the Hon'ble Courts, merely due to non-availability of duly bookmarked/paginated/indexed LCR/TCR.

-Sd-

(Kanwaljeet Arora)
REGISTRAR GENERAL

Endst. No. 6157-73/CrI./DHC

Dated: 15.03.2024

Copy forwarded for information and necessary action to:-

Genl. Bx.

P. D. f. S. J. (HRS)
18/03/24.

(130)

- ✓ 1 The Principal District Judge (HQ), Tis Hazari Court, Delhi, pdj-central@dde.nic.in
- 2 The Principal District Judge, West, Tis Hazari Courts, Delhi
- 3 The Principal District Judge, New Delhi, Patiala House Courts, Delhi
- 4 The Principal District Judge, South, Saket Courts, Delhi
- 5 The Principal District Judge, South East, Saket Courts, Delhi
- 6 The Principal District Judge, East, Karkardooma Courts, Delhi
- 7 The Principal District Judge, North East, Karkardooma Courts, Delhi
- 8 The Principal District Judge, Shahdara, Karkardooma Courts, Delhi
- 9 The Principal District Judge, North West, Rohini Courts, Delhi
- 10 The Principal District Judge, North, Rohini Courts, Delhi
- 11 The Principal District Judge, South West, Dwarka Courts, Delhi
- 12 The Principal District & Sessions Judge cum Spl. Judge(PC Act) CBI, RACC, New Delhi
- 13 The Principal Judge(HQ), Family Court, Delhi.
- 14 The Ld. Chariman(IT & Digitization), District Courts
- 15 Registrar(I.T.), High Court of Delhi
- 16 Director(I.T.), High Court of Delhi with the request to upload the circular on the website of this Court.
- 17 Branch Incharge, IT Cell, Delhi District Courts with a request to upload the circular on the website of all District Courts

Tushar
15/3/2024
DEPUTY REGISTRAR (CRIMINAL)