

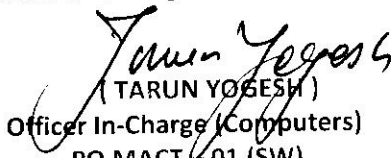
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE SOUTH WEST DISTRICT DWARKA  
COURTS, NEW DELHI**

**CIRCULAR**

It is brought to the notice of the undersigned that despite various directions and imparting various trainings, staff members posted in the courts of South West District, Dwarka Courts, New Delhi are not updating below mentioned fields in the Case Information System application on regular basis.

- Update Next date of hearing (Kharja)
- Mark Delay Reasons
- Update Witness Information
- Update the modules of Pre-Trial (FIR)
- Update the module of Cases pending under Scrutiny,
- Update the module of Objection and Registration of files
- Entry of Interlocutory Applications in Pending files
- Uploading of Orders in terms of directions issued from time to time
- Register charge sheets received via ICJS Module
- Update Date of filing and date of Registration date physical file.
- Verify the data received on CIS on regular basis.
- Marking of cases (urgent/targeted), etc.

Staff members posted in Courts of South West District are hereby directed to update modules/entries in the the Case Information System application on regular basis.

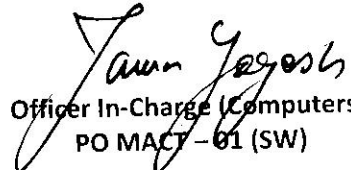
  
(TARUN YOGESH)  
Officer In-Charge (Computers)  
PO MACT-01 (SW)  
Dwarka District Courts, New Delhi

No. 23348-420 /CIS/Comp./DWK/2024

Dated 27-07-2024

Copy forwarded for action and information to :

1. All the Judicial Officers posted at Dwarka District Courts, New Delhi with the request to direct the concerned officials for compliance on regular basis.
2. Branch Incharge, Computer Branch, Dwarka Courts, New Delhi with the direction to upload the circular on Office Website and also provide technical assistance as and when required by the concerned court staff.
3. Secretariat of the Ld. Principal District & Sessions Judge (SW), Dwarka Courts, New Delhi, for information please.
4. Branch Incharge, Judicial Branch, Dwarka Courts, New Delhi for information and necessary action, if any.

  
Officer In-Charge (Computers)  
PO MACT-01 (SW)