

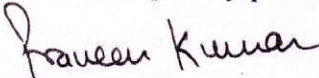
**OFFICE OF PRINCIPAL DISTRICT & SESSIONS JUDGE
(SOUTH-WEST) DWARKA COURTS, NEW DELHI.**

CIRCULAR

In order to comply with the directions issued by the Hon'ble High Court of Delhi and for smooth functioning of the courts in consonance with the orders/judgments of the higher courts and there being, acute shortage of staff, following directions are issued:

1. Orders passed in miscellaneous applications are also to be uploaded on the CIS server as per directions issued by the Hon'ble High Court of Delhi, *vide* order dated 16.01.2025, passed in Bail Application No. 3541/2024 in case titled as "*Koshinder vs. State of NCT of Delhi.*" (copy enclosed)
2. All the SPAs/PAs and Peons/Orderlies shall report in the Administration Branch by 10.10 a.m in the event of their Presiding Officer being on leave/training/Jail duty.
3. It is made clear that if in any court substitute SPA/P.A. is deputed, he/she will be responsible for uploading the orders and judgments on the CIS for which dictation has been given to him/her.
4. All ordersheets/orders/miscellaneous orders/judgments must be digitally signed before same are being uploaded on CIS Server.
5. It is impressed upon all Ld. Judicial Officers that all ordersheets/orders/miscellaneous orders/judgments must be uploaded on the same day on which they are pronounced.
6. In view of the acute shortage of Stenographers/Peons, it is impressed upon all Ld. Judicial Officers that request for deputing a substitute Stenographer/Peon be made only in case both the Stenographers/Peons in the court happen to be on leave and relieve the Stenographer/Peon, if any such request is made by the Administration Branch in official exigency.
7. In the eventuality of non-availability of even a single stenographer in any court and subsequent non-posting of spare stenographers in that Court by the Administration Branch, the Assistant Ahlmad of the Court having the knowledge of Computer, may be directed to dispose of the typing work of the court, for that day.
8. A spare Login ID will be created by the Computer Branch whose User ID and Password will be kept secured by the concerned Reader and the same will be provided to be used by Substitute stenographer to upload orders/judgments for which he/she has been given dictation.
9. The orders/judgments/miscellaneous proceedings etc. relating to cases involving matrimonial matters (Family Court), the Juvenile Justice Act, the Official Secrets Act, matters involving intelligence agencies, domestic violence, sexual offences against women and children, or when specifically directed by the Court are not to be uploaded on CIS Server.

Non-compliance of the directions shall be viewed seriously and disciplinary proceedings shall be initiated against the delinquent official.


(Praveen Kumar)

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

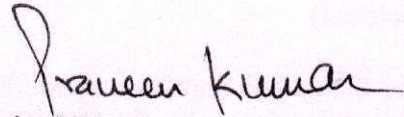
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No. _____ / Comp.-Admn. / DWK /SW/ 2025

Dated: 04.02.2025

Copy forwarded for information & necessary action (through digital mode).

1. Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. All the Ld. Judicial Officers posted at Dwarka Courts, New Delhi with the request to direct the concerned official(s) for the compliance of the directions.
3. PS to undersigned.
4. Office file.
5. B/I Computer Branch to upload the circular on Website.
6. B/I R& I Branch to upload the circular on LAYERS and for proper circulation to all the concerned staff through official email.



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