Comp. Br.

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

No. 17808-17927 Digitization Cell/Dwarka/SW/New Delhi/2025. DATED 20.05.2025.

CIRCULAR

Subject: Timely Submission and Proper Handling of Files Requisitioned by the Hon'ble High Court of Delhi, New Delhi.

In continuation of the directions issued by the Hon'ble High Cout of Delhi, New Delhi, vide Circular No. 260/Crl/DHC dated 15/03/2024, which has already been circulated in this office, it has been observed with serious concern that requisition letters received from the Hon'ble High Court of Delhi, New Delhi, containing clear directions that duly bookmarked/paginated/indexed LCR/TCR be uploaded on the TCR Portal of the Hon'ble High Court immediately in urgent cases and within 7 days in other cases, are not being complied with by some officials. Such lapses are unacceptable and reflect gross negligence towards judicial responsibilities.

In light of this, all concerned are hereby directed to ensure strict and time-bound compliance with the following directions:

1. Any file requisitioned by the Hon'ble High Court of Delhi, New Delhi, must be processed and sent strictly within the time frame specified in the requisition letter, including urgent cases that require immediate action.
2. All the Judicial Officers are requested to instruct their staff to forward the required files to the Digitization Cell at least 07 days in advance, against proper receipt, to allow sufficient time for processing and digital transmission.
3. Compliance with the Hon'ble High Court's directions is mandatory and binding. Any instance of non-compliance, especially in time-sensitive cases, will be viewed seriously.
4. All Ahlmads/Assistant Ahlmads posted in Dwarka District Courts, New Delhi, are further directed to ensure that files sent for digitization are properly paginated, indexed, and bookmarked in accordance with the circulars issued by this office. Files not meeting the required standards cause unnecessary delays and consume substantial time of the concerned branch to rectify the deficiencies before uploading to the High Court portal. Such carelessness hampers the overall efficiency of the process.
5. Once the files are digitized and uploaded to the High Court portal, the concerned Ahlmads/Assistant Ahlmads must promptly collect the physical files back from the Digitization Cell without delay.
6. It has also observed that in some cases, records (TCR & LCR) are reqisitioned from both the courts of the DHJS and the DJS, but the files from one or both courts are not forwarded in time. All concerned officials must ensure timely coordination and submission of complete records from all linked courts as requisitioned, without fail.
7. Non-compliance with these directions, particularly failure to act on urgent or time-bound requisitions from the Hon'ble High Court, will attract strict disciplinary action against the defaulting official.

All Judicial Officers are requested to ensure that these directions are brought to the notice of their staff and that strict adherence is maintained without exception.

This issues with the prior approval of the Ld Principal District & Sessions Judge, Dwarka Courts, South-West District, New Delhi.

(TARUN YOGESH)
PO MACT-01/ Officer Incharge,
Digitization Cell, Dwarka Courts, New Delhi.

Copy forwarded for information & necessary action (through e-mail/digital mode) to :-

1. The Worthy Registrar General, High Court of Delhi, New Delhi (through e-mail).
2. The Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi (through e- mail).
3. Ld Chairperson, IT & Digitization, (HQs), Tis Hazari Courts, Delhi (through e-mail).
3. All the Ld Judicial Officers (SW), Dwarka Courts, New Delhi, with the request to bring this circular to the notice of the officials working under their kind control.
4. Office of the Secretariat of the Ld Principal District & Sessions Judge (SW), Dwarka Courts, New Delhi.
5. The Branch Incharge, All Branches, Dwarka Courts, New Delhi. (through e- mail).
6. The Office of CMM, Dwarka Courts, New Delhi.
7. The Computer Branch, Dwarka Courts (for uploading this order on the official website of Dwarka Courts).
8. The In-charge, R & I Branch, Dwarka Courts, New Delhi (for uploading on Layers).

(TARUN YOGESH)
PO MACT-01/ Officer Incharge,
Digitization Cell, Dwarka Courts, New Delhi.