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

No. 49142-151 **/Digitization/SW/DWK/2025** **Dated:** 06.12.2025

CIRCULAR

As per directions of Ld. Principal District & Sessions Judge, South West District, Dwarka Courts, New Delhi, each Ahlmad posted in the South West District, Dwarka Courts, New Delhi is hereby directed to comply the Standard Operating Procedure (SOP) w.r.t digitization of judicial record already circulated vide circular no. 45559-45659/Digitization/SW/DWK/2025 Dated 27.11.2025 and to ensure that at least one scanned file stands forwarded to the Digitization Branch, South West District, Dwarka Courts, New Delhi w.e.f. 08.12.2025.

Non-compliance of this order shall be considered as deliberate insurbordination and disciplinary proceeding shall be initiated against the erring officials, as per rules.

(Sushil Anuj Tyagi)
ASJ (FTSC/RC)/Officer In-charge
Digitization Branch, South West District
Dwarka Courts, New Delhi

Copy forwarded for information and necessary action to:

1. All Judicial Officers posted at South West District, Dwarka Courts, New Delhi (Thr. Email)
2. The In-charge, Computer Branch, Dwarka Courts with direction to upload this circular on the website of District Courts, Dwarka.
3. The In-charge, R&I Branch, Dwarka Courts, with directions to upload this circular on LAYERS.
4. The In-charge, Record Room, Dwarka Courts, New Delhi.
5. IT Cell, Central, Tis Hazari Courts, Delhi.
6. PS and Reader to the undersigned.
7. Office Record.

ASJ (FTSC/RC)/Officer In-charge
Digitization Branch, South West District
Dwarka Courts, New Delhi