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

**No.** 45559 – 45659 **/Digitization/SW/DWK/2025** **Dated:** 27.11.25

**CIRCULAR**

As per directions of Ld. Principal District & Sessions Judge, South West District, Dwarka Courts, New Delhi, all Asst. Ahlmads/Ahlmads posted in South West District are hereby directed to scan the decided files of their concerned courts from 01.01.2025 in chronological order for streamlining the process of digitization of decided files. The Standard Operating Procedure (SOP) for the same is attached herewith for reference.

All Asst. Ahlmads/Ahlmads are directed to provide at least one scanned file on each working day in chronological order of their decision from 01.01.2025, to the Digitization Branch along with the certificate of Quality Check (QC) as per the SOP.

27/11/25

**( 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
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**

# STANDARD OPERATING PROCEDURE (SOP) FOR DIGITIZATION OF JUDICIAL RECORD SINCE 2025

## OBJECTIVE

To standardize and streamline the process for scanning of physical files, Generating PDF, performing Quality Checks with certification, Bookmarking of digitized data, Digital scanning and uploading of digitized data on the Document Management System (DMS) as per procedures provided by the competent authorities time to time.

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## SCOPE

To Digitize the Judicial Files decided during the calendar year 2025.

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## WHO WILL PERFORM

The procedure shall be followed by Assistant Ahlmad, Ahlmad of the concerned court, Digitization Branch, Record Room and IT Cell.

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## ROLE & RESPONSIBILITY

### Assistant Ahlmad

- Scanning of files.
- PDF generation.
- Generating Meta Data/Data Entry.

### Ahlmad

- Conducting quality checks with certification.

### Digitization Branch

- Bookmarking and organizing scanned PDF files.
- Digital signing of files with provided certificate.

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### Record Room

- In case scanned files (PDF file) pertaining to year 2025 stands consigned directly to the Record Room, the Record Room shall provide the same alongwith Quality Check Certificate and Meta Data to the Digitization Branch.

### IT Cell

Uploading the final Digitized data onto the Document Management System (DMS).

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## DIGITIZATION PROCESS

### Scanning of Files

Assistant Ahlmad shall scan all the decided files

- Each file shall be scanned using the designated scanner in accordance with prescribed departmental standards (resolution, file format, colour mode, etc.).
- After scanning, Assistant Ahlmad shall compile all the scanned pages into a single PDF file.
- Assistant Ahlmad shall also enter and attach the required metadata (file number, case title, year, section or any other mandatory information).

### Quality Checks

Ahlmad shall perform a quality check and verify the scanned PDF file to ensure that

- All pages are scanned clearly and legible.
- No page is missing, cut, blurred, or duplicated.
- Page sequence is correct and complete.

Alhmad shall also furnish an annexed certificate to this effect.

### Bookmarking

On receipt of Digitized data the Digitization Branch shall

- Create Bookmarks i.e. Index, Order Sheet, Judgement, Exhibits etc. in the provided PDF file as per prescribed departmental standards.
- After bookmarking, the digitized and organized PDF file shall be verified for its correctness.
- Conversion to PDF/A and digitally sign it.
- Hand over the complete, bookmarked and digitally signed PDF file to the IT Cell with a provided certificate.

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## Uploading on the DMS

- The IT Cell shall upload all finalized PDF files on the Document Management System (DMS).
- While uploading, the IT Cell must ensure that:
  - All metadata fields are correctly mapped.
  - The file is placed under the correct category/module.
  - Access rights and security protocols are properly applied.
- The IT Cell shall confirm the successful uploading to the concerned branch.

## Record Keeping

- All scanned and digitally signed documents must be stored in the designated digital repository until confirmation of successful uploading to the DMS.
- Ahlmad, Digitization Branch, and IT Cell shall maintain logs of files handled at each stage.

## Record Room

- The Record Room shall not accept any decided file pertaining to year 2025 and onwards until it gets digitized by the Digitization Branch.
- Scan of files pertaining to year 2025 already received by the Record Room shall be forwarded to the Digitization Branch in PDF format alongwith Quality Check Certificate and Meta Data.

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## Compliance

All personnel shall adhere to this SOP to ensure accuracy, security, and integrity of digitized record.

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# CERTIFICATE

This is to certify that PDF file bearing CNR No._____

Titled as:_____ received from the Court of _____ stands bookmarked as per prescribed departmental standards and after digital signatures file is sent to the IT Cell for uploading onto the Data Management System (DMS).

Digital Signature of Dealing Official
Digitization Branch, South West District,
Dwarka Courts, New Delhi

Digital Signature of Branch In-charge
Digitization Branch, South West District,
Dwarka Courts, New Delhi

# CERTIFICATE

This is to certify that I, _____ Employee Code:_____, Ahlmad in the court of _____ do hereby solemnly declare and affirm that:

1. All the pages of the file bearing No._____ Titled as:_____ have been scanned clearly and are legible.
2. No page is missing, cut, blurred or duplicated.
3. Page sequence is correct and complete.
4. The scanned file is in PDF format and is fulfilling all the prescribed departmental standards w.r.t resolution, file format, color mode etc..
5. The PDF file is OCR (Optical Character Recognition) completed.
6. I have checked, verified the scanned file having CNR No._____ Titled as:_____,Date of Decision(DOD)_____over all the aspects and found correct.

I declare that above information is true and correct and I shall be liable for departmental action whenever found incorrect.

(Signature of Ahlmad)

Contact No. : _____