OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH-WEST)
DWARKA DISTRICT COURTS, NEW DLEHI

No. 30052-30141 /Comp./DWK/2026 Dated: 27/07/26

Circular bearing No. 57598-848/Comp./CNR-CIS/2026 dated 25.07.2026 issued by the Ld. Principal District & Sessions Judge (HQs), Delhi, along with Circular No. 864/CFM/DHC Dated 21.07.2026 issued by the Hon'ble Registrar General, High Court of Delhi, and Letter dated 02.06.2026 issued by the Hon'ble Secretary General, Supreme Court of India, along with its annexures, are hereby forwarded through digital mode (Whats App and Email) for information and necessary compliance to:

Copy forwarded through WhatsApp & E-mail for information & necessary compliance to:

1. All the Ld. Judicial Officers posted at South-West District, Dwarka Courts for information and to ensure compliance of the directions contained in the Letter dated 02.06.2026 of Hon'ble Secretary General, Supreme Court of India.
2. PS to Ld. Principal District & Sessions Judge (South-West District), Dwarka Courts, with the request to place the same before the Ld. Principal District & Sessions Judge (South-West) for information.
3. The Branch In-charge, Computer Branch, Dwarka Courts for (for uploading on the web page of District Courts, Dwarka).
4. The Branch In-Charge, R& I Branch, Dwarka Courts (for uploading on LAYERS).
5. Office file.

(Sushil Anuj Tyagi)
ASJ (FTSC) (RC)/
Officer In-Charge (Computers)
Dwarka Courts, (New Delhi)

3131
25/3/26

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

In pursuance of Circular No. 864/CFM/DHC dated 21.07.2026 issued by the Hon'ble Registrar General, High Court of Delhi enclosing the communication dated 02.06.2026 of the Hon'ble Secretary General, Supreme Court of India regarding implementation of the "One Case One Data" initiative, all the Ld. Judicial Officers are hereby informed that with immediate effect, the CNR Number of every case shall be conspicuously reflected, preferably in the heading portion in all orders and judgments passed by the Courts and it shall be ensured in respect of Digital copies of orders/judgments uploaded on the National Judicial Data Grid (NJDG) and certified copies of orders/judgments issued by the concerned Court. The standardized templates available in the Case Information System (CIS) shall be used for generation of orders and judgments incorporating the CNR Number, wherever applicable.

It may be noted that for the convenience and to minimize paper consumption, the circular No. 864/CFM/DHC dated 21.07.2026 issued by the Hon'ble Registrar General, High Court of Delhi and letter dated 02.06.2026 of the Hon'ble Secretary General, Supreme Court of India and its annexure/manual uploaded on the website of the Delhi District Courts, accessible through this QR Code

All the Ld. Judicial Officers are requested to ensure compliance with the aforesaid directions.

(Anju Bajaj Chandna)
Principal District & Sessions Judge (HQs), Delhi

5759-5943

No...../Comp./CNR-CIS/2026

Dated.....

Copy forwarded for information & necessary action to:

1. Hon'ble the Registrar General, High Court of Delhi.
2. Ld. Principal District & Sessions Judges of all the districts (except Central/West) with a request to circulate the above said directions amongst all the DHJS & DJS Officers posted with the respective district/court complexes for information and to ensure compliance of the directions contained in the letter dated 02.06.2026 of Hon'ble Secretary General, Supreme Court of India.
3. Ld. Principal Judge-Family Courts (HQs), Dwarka Court Complex with a request to circular the above said directions amongst all Ld. Judicial Officers posted in the Family Courts of all districts for information and to ensure compliance of the directions contained in the letter dated 02.06.2026 of Hon'ble Secretary General, Supreme Court of India.
4. All the Judicial Officers posted in Central & West District for compliance of the directions.
5. PS to ld. Principal District & Sessions Judge (West) with a request to place the same before ld. Principal District & Sessions Judge (West) for information.
6. PS to the undersigned.
7. Dealing Official LAYERS for uploading on LAYERS.
8. Dealing Official Website Committee for uploading on Website.
9. Office file.

(Anju Bajaj Chandna)
Principal District & Sessions Judge (HQs), Delhi

Court / Branch
Computer
for necessary action

Principal District & Sessions Judge
(SW), Dwarka Courts
Date 25.3.2026

HIGH COURT OF DELHI AT NEW DELHI

No. 864/CFM/DHC
Dated: 21.07.2026

CIRCULAR

In the light of letter dated 02.06.2026 received from the Hon'ble Supreme Court of India regarding implementation of the "One Case One Data" initiative and to facilitate integrated data management in the Integrated Case Management Information System (ICMIS), Hon'ble the Chief Justice is pleased to order that, with immediate effect, the CNR Number of every case shall be conspicuously reflected, preferably in the heading portion, in all orders and judgments passed by all the District Courts in Delhi.

The above requirement shall be ensured in respect of digital copies of orders/judgments uploaded on the National Judicial Data Grid (NJDG) as well as certified copies issued by the concerned Court.

All Judicial Officers are hereby directed to ensure strict compliance with these directions. Wherever applicable, standardized templates available in the Case Information System (CIS) shall be used for generation of orders and judgments incorporating the CNR Number.

A copy of the said letter is enclosed herewith for compliance by all the concerned.

BY ORDER

Sd/-
(ARUN BHARDWAJ)
REGISTRAR GENERAL

Endst.No. 12075-12089 /CFM/DHC Dated: 21.07.2026

Copy of this Circular and letter dated 02.02.2026 of Secretary General, Hon'ble Supreme Court of India forwarded for information and further necessary action, if any, to:-

1. The Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi with a request to circulate the above said directions amongst all the DHJS & DJS Officers and further to ensure proper implementation of this Circular and letter dated 02.02.2026 of Secretary General, Hon'ble Supreme Court of India, in all Delhi District/ Family Courts.
2. The Principal Secretary (Law, Justice & LA), Govt. of N.C.T. of Delhi, Delhi Secretariat, I.P.Estate, New Delhi.

3. The President/Secretary, Delhi High Court Bar Association, Delhi High Court, New Delhi.
4. The Secretary, Bar Council of Delhi, 2/6, Siri Fort Institutional Area, Khel Gaon Marg, New Delhi-110049.
5. The President/Secretary, Bar Association, Tis Hazari Courts/Patiala House Courts/ Karkardooma Courts/ Rohini Courts/Dwarka Courts/Saket Court Complex/Rouse Avenue Court Complex.
6. The Member Secretary, Delhi State Legal Service Authority, Rouse Avenue District Court Complex, New Delhi with the request to forward a copy of this Circular to the Secretaries of all the eleven District Legal Services Authorities.
7. The Secretary, Delhi High Court Legal Services Committee.
8. The Chairman, District Court Website Committee, Tis Hazari, Delhi for uploading the Circular on the website of Delhi District Court.
9. All Registrars/OSDs/Co-ordinator, DIAC.
10. All Joint Registrars/Joint Registrars (Judicial)/Deputy Registrars/Assistant Registrars/Dy. Controller of Accounts.
11. Joint Registrar (Registrar General Secretariat).
12. Private Secretaries to the Hon'ble Judges
13. PA to Registrar (IT) with the request to get the above Circular uploaded on the Website and Intranet of this Court.
14. Notice Board.
15. Guard File.

(AJIT ASWANI)
JOINT REGISTRAR (CFM)

(2734/E/IT 22/7/26)

PA to Reg(IT) - As directed, please get uploaded 22/7/26

Director(IT)

22/07/2026

AO(IT Cell)

Bharat Parashar
Secretary General
Supreme Court of India



Tel.: 011-23384661
Fax: 011-23386178
E-mail: sg.office@sci.nic.in

New Delhi,
2nd June, 2026

Subject: **Mentioning CNR number in orders and judgments of High Courts and District Courts to facilitate integrated data management in ICMIS.**

Sir/Madam,

As you are aware, the "One Case One Data" initiative launched by the Hon'ble Chief Justice of India on 11th May, 2026, seeks to establish an integrated case-management ecosystem across the Indian judiciary. The primary objective of this initiative is to eliminate errors arising from repetitive manual entry of data as matters move from the District Courts or High Courts to the Supreme Court of India. To achieve foundational integration of data, enhance uniformity, and improve the integrity of case-related information maintained in this Hon'ble Court, coordinated efforts across all Courts are required.

A new module, implemented in this Hon'ble Court's Case Management software (ICMIS), enables electronic fetching of case-related information from the digital case-data repositories of High Courts and/or District Courts, thereby avoiding errors which otherwise get introduced during manual data-entry process. The entry of CNR number of the challenged matter is a key trigger point for this automatic retrieval. Accordingly, cooperation of the High Courts is solicited to ensure that the CNR number for every matter is duly reflected in their orders and judgments.

Bharat Parashar
Secretary General
Supreme Court of India

Tel.: 011-23384661
Fax: 011-23386178
E-mail: sg.office@sci.nic.in

You are therefore requested to take appropriate steps so that, henceforth, the CNR number of each matter (whether in the High Court or in a District/Taluka Court) is reflected conspicuously - preferably in heading area - on the digital copies of orders and judgments (which are available on the NJDG) as well as on the certified copies. Wherever applicable, standardized templates (as per the enclosed manual) be used in the CIS to generate orders/judgments with CNRs. Adopting such practice will aid the Registry to smoothly and reliably fetch case-related information from earlier-courts using the new module, and accordingly, will immensely strengthen the One Case One Data initiative.

Your urgent personal intervention in this matter will be highly appreciated.

With regards,

Yours sincerely,

02/06/2026

(Bharat Parashar)

Encl.: as above.

To,

The Registrar Generals of all High Courts.



Orders and Judgments

Case Information System (CIS)

May 2026

eCommittee, Supreme Court of India

Contents

1 ORDERS AND JUDGMENTS 1

1.1 ORDER AND JUDGMENT TEMPLATES 1
1.2 ORDER JUDGEMENT UPLOADING 2
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1 Orders and Judgments

The Orders and Judgment facility in the Case Information System (CIS) facilitate courts to digitally generate, store, and publish judicial orders and judgments. It offers **standardized templates** for drafting orders and judgments. These facilities help reduces manual errors and ensures timely availability of judicial decisions for both court users and the public.

Following facilities are available for orders and judgments-

- Download templates – individual or in bulk
- Upload orders and judgements - individual or in bulk
- View Reports

1.1 Order and Judgment Templates

1.1.1 Download template

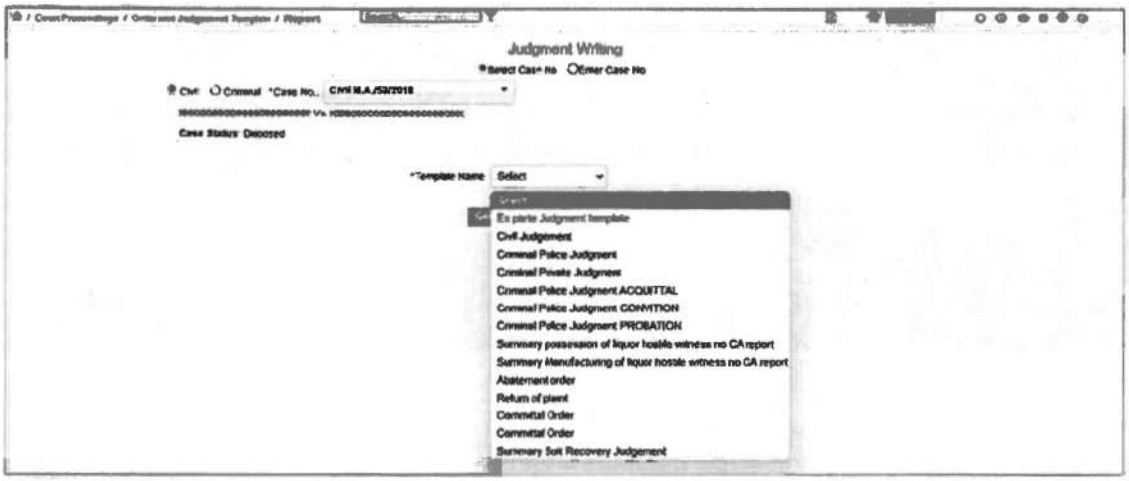
Templates are provided in CIS to generate orders and judgements. Standard case information required for drafting orders and judgments — such as **cause title, advocates representing the parties, date of filing, the presiding judge's name with designation, CNR, registration date, QR code etc. — is automatically populated** through the selected case template. The system generates these details seamlessly, reducing manual entry and ensuring accuracy. The downloaded templates are provided in an **editable format (.odt files),** allowing authorized users to make necessary modifications before finalization and digital signing.

- Select the case from dropdown or by entering the case number; case title and case status will be displayed
- Select the template and click on 'Generate Template' button. Link will be displayed to download the template. Click on the link to download the .odt file of the template.

Navigation: Court Proceedings > Orders and Judgment > Orders and Judgment Template



CIS provides 14 standardized templates for the generation of orders and judgments.



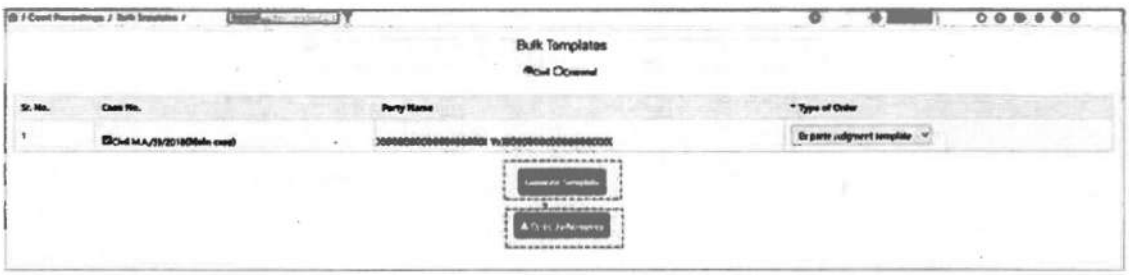
1.1.2 Bulk template download

Templates can be downloaded in bulk i.e. templates for multiple cases are downloaded simultaneously.

Select template required for the required cases and click on 'Generate Template' button.

A folder containing all the orders and judgments will be available for download. Click on 'Order Judgments' button to download the folder. Folder is downloaded in '.tar.gz' format.

Navigation: Court Proceedings > Orders and Judgment > Bulk Templates

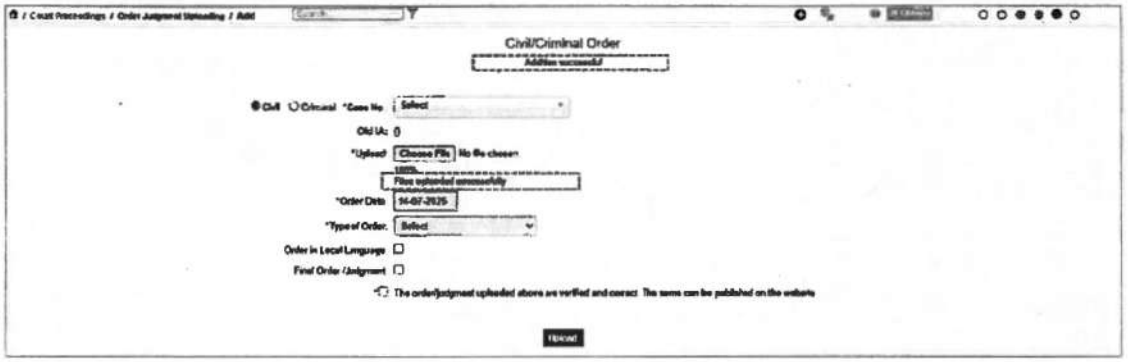


1.2 Order Judgement Uploading

The form is used for uploading the order pdf, generated after editing the .odt template file.

- **Select the case and upload the pdf file. File name is displayed after uploading. Uploaded pdf can be reviewed by clicking the 'Preview' link**
- **Select the 'Order Date' and 'Type of Order'. If order is in local language, select the corresponding checkbox. If the order is final order/judgment, select the corresponding checkbox.**
- **Click on Upload button, success message will be displayed.**

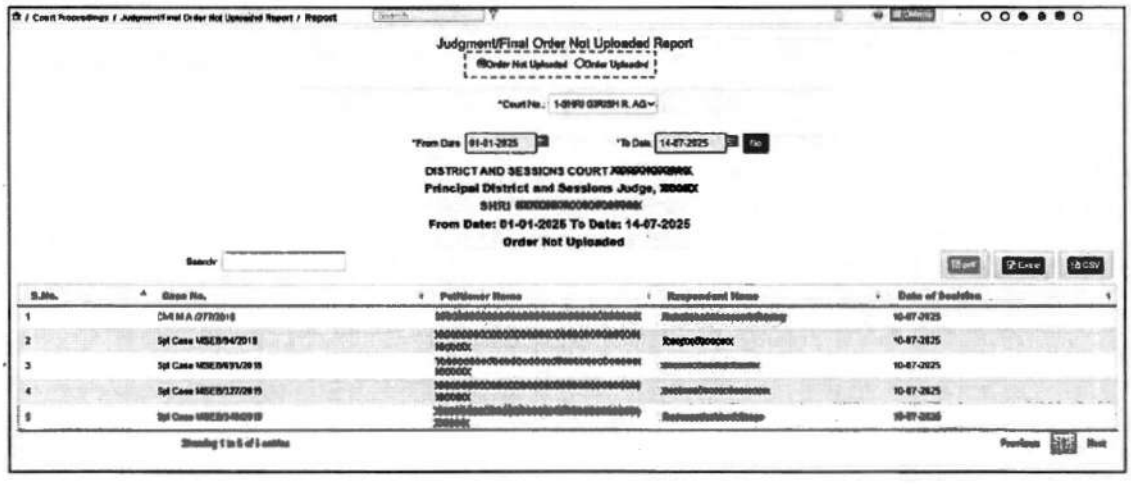




1.3 Reports

1.3.1 Judgement/ Final Order Not Uploaded Report

The report lists the cases for which orders are pending for uploading. User can also view the report for uploaded orders by selecting corresponding radio button. Report can be downloaded in PDF, Excel and CSV formats.



1.3.2 Uploaded and Not Uploaded Count

It displays counts for orders that are pending upload and those that have been uploaded.


Search
Order Uploaded / Not Uploaded Count

