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

No. 30142-30231 **/Digitization/SW/DWK/2026** **Dated:** 27/7/26

CIRCULAR

In reference to Hon'ble Delhi High Court's Circular No. 260/Crl./DHC Dated 15.03.2024 and as per directions of the Ld. Principal District & Sessions Judge, South West District, Dwarka Courts, New Delhi, it is impressed upon all the Ahlmads/Assistant Ahlmads/Record Rooms that the requisitioned TCR/LCR shall be provided to the Digitization Branch, Dwarka Courts, New Delhi in proper paginated and indexed form, immediately in urgent cases and within 2-3 days of receipt of requisition letter in other cases so as to ensure timely uploading thereof on the TCR Portal of the Hon'ble Delhi High Court by the Digitization Branch in the prescribed time limit and at least two days before the next date of hearing to avoid any inconvenience to the Hon'ble superior courts.

(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, New Delhi.
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