

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

**CIRCULAR**

As you are aware, dedicated CISCO Webex Licences (Enterprise Version) have been provided to all courts/branches for exclusive use of court and/or administrative proceedings through virtual mode, as directed by the Hon'ble High Court of Delhi due to ongoing Covid pandemic situation, and the licences have been activated by the respective courts/branches by creating their own passwords. All concerned are expected to know their responsibility to use the official facilities and resources, including CISCO Webex Licence strictly for official purposes only. Login credentials reflecting use of some of the licences at odd hours tends to give an impression that the licence is being used unauthorisedly for purposes other than strictly official.

Considering the above and to avoid misuse and/or unauthorised use of CISCO Webex Licences, all concerned are hereby directed to take the following steps **forthwith**:

1. Ensure that the CISCO Webex Licences are used exclusively for the respective court proceedings and/or administrative work during the office hours, followed by extended administrative working till 08:00pm, and not thereafter except in unavoidable circumstances and subject to written permission of the presiding officers concerned.
2. The Reader of each court and the InCharge of each Branch shall create new password of CISCO Webex Licence provided to their respective courts/branches, which shall not be shared by them with anyone (*except their Presiding Officers, if so directed*) and they shall be personally responsible for any non-official use of the licence.

**Non Compliance shall entail serious departmental consequences.**

GIRISH KATHPALIA

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KATHPALIA  
Date: 2021.05.23 18:38:54 +05'30'

(Girish Kathpalia)

Principal District & Sessions Judge (HQs)

Ref. No. 16822 - 16942 /Comp./2021

Copy forwarded for information, necessary action and compliance to:

Dated: 24 MAY 2021

1. Ld. Principal District & Sessions Judge, District-East/New Delhi/South West/West/North West/South/North East/South East/Shahdara/North Delhi/New Delhi and Rouse Avenue Court Complex with request to circulate the above directions amongst all the Judicial Officers and Branch InCharges posted in the respective district/complex for compliance thereof.
2. All Judicial Officers posted in Central District, Tis Hazari Courts Complex, Delhi.
3. Sh. Bharat Parashar, Spl. Judge CBI/Chairman, Centralized Computer Committee-Delhi District Courts, Tis Hazari Courts Complex, Delhi
4. The Officer In-charge (Computers), Tis Hazari/Karkardooma/ Saket/Dwarka/Patala House/Rouse Avenue and Rohini Courts Complex, Delhi/New Delhi.
5. The Officer In-charge (Judicial Branch), Central/West/West/North West/South/North East/South East/Shahdara/North Delhi/New Delhi and Rouse Avenue Court Complex, Delhi/New Delhi
6. The Dealing Official Website/LAYERS Seat for uploading of the circular.
7. PS to the undersigned.

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(Girish Kathpalia)

Principal District & Sessions Judge (HQs)