

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SOUTH DISTRICT : SAKET COURTS

Sub: Usage of Time-Slot facility in Covid Case Management in CIS 3.2.

CIRCULAR

In compliance of the directions passed by Hon'ble High Court of Delhi vide Order dated 09-03-2021 in Anil Kumar Hajelay & Ors. v. High Court of Delhi – W.P. (C) No. 2018/2021, all the Judicial Officers of South District and South-East District are requested to direct their concerned court official (Reader / Ahlmad / Asst. Ahlmad) to prepare the Causelist of cases listed for hearing on the very next day, in two parts i.e. one for the Pre-lunch session and the other for the Post-lunch session by using Time-Slot facility in Covid Case Management in CIS software, so that number of people visiting the court at the same time may be curtailed. Such Causelist be displayed prominently on the notice board of the courtroom.

Procedure for using Time-Slot facility in Covid Case Management in CIS 3.2 is given below:-

Step-I	Go to search option in CIS 3.2 and type Covid Case Management
Step-II	In the Covid Case Management enter the desired time slot (Pre-lunch / Post-lunch Session) of the entire Causelist of the next day.
Step-III	Go to search option and type Covid Cause List and take Printout of the Causelist

In case of any difficulty, the concerned court official may contact to DSA posted in Computer Branch, Saket Court, New Delhi.

This Circular be complied with immediate effect till further orders.

This Circular is issued with the prior approval of Ld. Principal District & Sessions Judge, South and Ld. Principal District & Sessions Judge, South-East.

(Sandeep Yadav)
ASJ-02/Officer Incharge (Computers)
Saket Court Complex, New Delhi

(2)

No. 5822-5932/F.20/SKTCComp./2021

Dated 24/03/2021

Copy forwarded for information and necessary action to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi
2. PS to Ld. Principal District & Sessions Judge (HQs).
3. All the Judicial Officers (including Mediation and Family Courts) posted in South District and South-East District, Saket Court Complex, New Delhi.
4. PS to Ld. Principal District & Sessions Judge (South).
5. PS to Ld. Principal District & Sessions Judge (South-East).
6. Nodal Officer (District Website) for updation on Website of South District and South-East District.
7. The R&I Branch, South District and South-East District for updation on LAYERS.

(Sandeep Yadav)
ASJ-02/Officer Incharge (Computers)
Saket Court Complex, New Delhi