

Completion

Immediate/Out at Once

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

CIRCULAR

This is in continuation to this office Circular No. 2471-2870/Comp./LAYERS/DSC/THC/2024 dated 12.01.2024 whereby all the Stenographers, Sr. Judicial Assistants and Judicial Assistants on the strength of Delhi District Courts were directed to check and verify the pre-filled information reflecting the respective login of LAYERS and to upload the scanned copy of required documents positively by 20.01.2024 (Saturday) to enable the office to send the requisite information to the Hon'ble High Court of Delhi. The office has informed that till date only 2357/3224 Stenographers, Sr. Judicial Assistants and Judicial Assistants have updated the information/documents.

Considering the above and to comply with the directions of Hon'ble High Court of Delhi, **the Stenographers, Sr. Judicial Assistants and Judicial Assistants who have not provided the requisite information/documents are again directed to comply with the directions positively being mandatory latest by 30.01.2024 (Tuesday) failing which the strict departmental action shall be initiated against the erring officials.**

The steps to check/verify/upload the requisite information/documents on LAYERS are as under:

1. Login to LAYERS
2. Click on Misc. Forms on left menu
3. Click on Digital Signature
4. Click on Application Form
5. Upload Scanned Copy of following documents in the relevant column:
 - Colour photo
 - ID card (Both Side)
 - PAN Card in respective columns
6. Check all the pre-filled details reflected in the form
7. Click on get OTP
8. Fill in the OTP received on mobile number used in the form
9. Click on checkbox of undertaking
10. Click on Submit button
11. Your form has been submitted

In case, any detail pre-filled in the form is incorrect, the same may get corrected through concerned Administration Branch or Officials dealing with LAYERS, Computer Branch, Central District, Room No. 207, Tis Hazari Courts Complex.

This issues with the approval of Ld. Principal District & Sessions Judge (HQs), Delhi.

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25/1/24

(Pawan Kumar Jain)
Chairman, IT & Digitization
Centralized Computer Committee
Delhi District Courts, Delhi