

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SOUTH  
DISTRICT SAKET COURT COMPLEX: NEW DELHI**

**CIRCULAR**

**Sub: Prior intimation / request for creation / renewal of Digital Signature  
Certificates.**

It is to emphasize that the preparation of Digital Signature Certificate is a time-consuming process for which prior information / request (atleast one month prior) is required. With regard to the same, it has been observed that request for creation / renewal of Digital Signature Certificate are being received after the validity of the same has expired or just few days before the expiry of validity which leads to delay in creation / renewal of Digital Signature Certificate. As result, the directions received vide Office Order no. 693/CPC/Sectt./DHC /2024 dated 15.07.2024 of Hon'ble High Court for ensuring that all the Daily Order and Judgments are uploaded on CIS Server after signing by use of Digital Signatures could not be adhered to in letter and spirit.

**Therefore, in order to ensure timely creation / renewal of Digital Signature Certificate and scrupulous compliance of the directions issued by Hon'ble High Court of Delhi, all the Ld. Judicial Officers of South District and South-East District are requested to send intimation / request for creation / renewal of Digital Signature Certificate atleast one month prior to the expiry of its validity to Computer Branch, Saket Courts, New Delhi.**

This issues with the prior approval of Ld. Principal district & Sessions Judge, South District and Ld. Principal District & Sessions Judge, South-East District.

  
(Vipin Kharb)

Officer In-charge (Computer)  
Additional Sessions Judge-07 (South-East)  
Saket Court Complex, New Delhi.


P.T.O

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No. 12168-12318/Cir./Computer/F.20/SD/Saket/25 Dated, New Delhi the 7/4/25

**Copy forwarded for information and necessary action to:-**

1. PS to Ld. Principal District & Sessions Judge, South District, Saket Court, New Delhi
2. PS to Ld. Principal District & Sessions Judge, South East District, Saket Court, New Delhi.
3. All the Ld. Judicial Officers of South District and South-East District, Saket Court, New Delhi.
4. Branch In-charge R&I Branch, South and South-East District to upload the same on LAYERS.
5. Branch In-charge, Computer to upload the circular on the website of South and Southeast.

  
Officer In-charge (Computer)  
Additional Sessions Judge-07 (South-East)  
Saket Court Complex, New Delhi.