

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

CIRCULAR

In terms of the decision taken in the meeting with the other counterparts and Officer Incharges from Computer Branches and Record Room (Sessions) of different Courts Complexes in the meeting dated 11.12.2011 the following guidelines shall be observed for digitization of Judicial record pertaining to Sessions triable cases and CBI matters.

1. As soon as a Sessions Case in which appeal is likely to be filed (except the cases where accused has been acquitted or where the accused had pleaded guilty) is decided and the judgment as well as order on sentence is pronounced, if there is sufficient space available in the Sessions Record Room, then said case will be consigned to the record room by the ahlmad forthwith. Thereafter it will be the duty of the Sessions Record Room Incharge to get the said file scanned in the Record Digitization Room of the vendor under his supervision and thereafter the said Sessions Record Room Incharge will get the said record compared from one of the record keepers with its e-copy and after his certification, the record room Incharge will himself compare e-copy of the LCR with its paper copy and then digitally sign the e-copy certifying that it is the true copy of the actual file.
2. In the Court Complexes where sufficient space in the Sessions record room for consignment of the record is not available, it will be the duty of the ahlmad of the court to get the file scanned in the Record Digitization Room under his supervision and thereafter e-copy of the fill will be transferred to the computer system of the ahlmad in his room where he will compare the e-copy with the paper copy and issue a certificate of satisfaction that e-copy of the LCR is as per the original record. Then the e-copy of the record as well as the file will be sent to the Sessions record room incharge for comparison and for digitized signing by the incharge after satisfying himself that it is the true copy of the paper file court record. Thereafter the trial court record will

be sent back to the Ahlmad of the concerned court and it will be consigned to record room on its turn as and when space is available.

3. As soon as the Judgment is passed in a Sessions triable case or CBI matter, the Ahlmad shall be under duty to compile the Judicial record in part A, B, C as has been hitherto done and besides that they will fill up "Bookmarks-Index" as per Annexure -'A' for the purposes of Record Room as well as for themselves to facilitate the digitization of the Court Record in the prescribed manner.
4. The Superintendent / Branch Incharges of Record Room (Sessions) or the Ahlmad, as the case may be, shall ensure that the digitization record is made completely in conformity with the original Judicial record. They shall ensure that each digitized record is accurate, legible and readable to the naked eyes.

Sunita Gupta 4/2/2012
(SUNITA GUPTA)
District & Sessions Judge,
Tis Hazari Courts, Delhi

No. 8977-9015 /comp./digitization/2012 Dated 06/02/12

Copy forwarded for information and necessary action to:

1. The Ld. District & Additional Sessions Judge I/C KKD (East), (North East), Dwarka (South West), THC, (North), (West), Rohini (North-West), Saket (South & S-E), PHC (New Delhi), New Delhi /Delhi
2. All the Presiding Officer of Sessions and CBI Courts posted at THC (Central) to direct the Ahlmad to comply the circular.
3. Officer Incharge, Record Room (Sessions), THC, PHC, DWARKA, SAKET, KKD, ROHINI, Delhi/New Delhi
- ✓ 4. Chairman, Website Committee, to upload the copy of circular on the website of Delhi District Courts.
5. Officer Incharge, Computer Branch, THC, PHC, DWARKA, SAKET, KKD, ROHINI, Delhi/N. Delhi
6. Sh. Ajay Gupta, NIC posted at Server Room, Tis Hazari Courts to upload the copy of circular on the Intranet Site at all the Courts Complex of Delhi District Courts.

Sunita Gupta 4/2/12
District & Sessions Judge,
Tis Hazari Courts, Delhi

BOOKMARKS - INDEX

(TO BE PREPARED BY AHLMAD AFTER DECISION OF A SESSIONS CASE)

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4	ORDER ON SENTENCE	-
5	CHARGE SHEET	-
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	PW1	-
	PW2	-
	PW3	-
	"	-
7	<u>EXHIBITED DOCUMENTS (PROSECUTION)</u>	-
	EX. PW1/1	-
	EX. PW1/2	-
	EX. PW1/3	-
	"	-
	"	-
8	<u>STAEMENT OF ACCUSED</u>	-
9	<u>DEFENCE EVIDENCE</u>	-
	"	-
	"	-
	"	-
10	DOCUMENTS OF DEFENCE	-
	DW1/1	-
	DW2/1	-
	DW3/1	-
	"	-
	"	-

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Ahmad

Dated

(Signature)

Ahmad