

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

## CIRCULAR

**Subject – Implementation of Software for distribution and accessing of Circulars**

Ref. – 77471-77741/Computers/Tis Hazari Courts, Delhi Dated – 13.12.2018

In continuation to circular no. 77471-77741/Computers/Tis Hazari Courts, Delhi Dated – 13.12.2018, the technical details and guidelines for uploading a circular in District Courts, Delhi w.e.f. 18.12.2018 is as follows:

1. Every circular must be marked to LAYERS under due endorsement (e.g. copy to - "For uploading on LAYERS").
2. Every circular must have a relevant subject (maximum of 75 characters including spaces) above the content of the circular.
3. The circulars marked to LAYERS shall be uploaded by R&I Branch of respective district on LAYERS.
4. Every Circular intended to be uploaded on centralized website of Delhi District Court i.e. <https://delhicourts.nic.in> must be marked as - "For uploading on centralized website through LAYERS", physical copy of circular should not be sent to Website Committee, HQs for uploading on the said website after 18.12.2018. However, the circulars intended to be uploaded on district website shall be marked as per previous practice but will follow aforesaid point no. 1.

The circulars marked/uploaded on LAYERS can be accessed from respective LAYERS login (<http://10.199.37.5/layers>) of all the Ld. Judicial Officers and employees of District Courts, Delhi.

**Information on Phase 2** – Endorsement and distribution of circular shall be done through LAYERS w.e.f. 18.01.2019 with alert on mobile phone and email address.

**Information on Phase 3** – Discontinuation of physical distribution of circular to Ld. Judicial Officers and employees of District Courts, Delhi posted in District Courts complex w.e.f. 18.02.2019.

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

  
(RAVINDER DUDEJA)  
Chairman, Centralized Computer Committee  
Tis Hazari Courts, Delhi

Copy forwarded for information and necessary action to –

No. 78326-78570 /Computers /Tis Hazari Courts, Delhi

Dated 15/12/18

1. The Ld. Registrar General, High Court of Delhi, New Delhi.
2. Ld. District & Sessions Judge, North West/South/South West/ South East/East/ New Delhi/Shahdara/North East/North/West with request to direct all concerned in their respective districts to comply with the above directions and circulate this circular amongst all the Ld. Judicial Officers and employees of their respective District
3. Ld. Principal Judge, Family Courts, Dwarka Court Complex, New Delhi
4. Principal Secretary, LJ&LA, Govt. of NCT. Of Delhi
5. All the Ld. Judicial Officer of Central and West District with request to note and circulate this circular amongst the staff under their control
6. All the Judicial Officers on Deputation/Diverted Capacity with request to circulate the information amongst staff of District Courts, Delhi under their control.
7. All the A.O.(Judl.)/Branch In-charge of Central and West District with request to circulate this circular amongst the staff under their control.
8. P.S. to Ld. District & Sessions Judge (HQs), Delhi.
9. For uploading on LAYERS
10. For uploading on centralized website through LAYERS

  
Chairman, Centralized Computer Committee  
Tis Hazari Courts, Delhi