

OFFICE OF THE DISTRICT & SESSIONS JUDGE (Hqs): DELHI

CIRCULAR

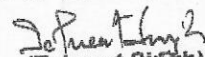
This is in continuation to this office Circular No. DCMS/SC/Judl./71181-71321 dated 12.11.2018, whereby the directions of Hon'ble Chief Justice of India to provide details of daily work done by each Judicial Officers through "Online District Courts Monitoring System (DCMS) monitoring system" developed to assess the quantitative and qualitative performance of each judicial officer on daily basis were conveyed.

It may be noted that common login ID and password have been created by the Team DCMS to provide the requisite information in Online District Courts Monitoring System for each District to provide the information by the Judicial Officers posted within the respective district. It has been noticed that some of courts are not properly using the DCMS application by opting "Final Submit" option instead of "Save Draft" resultantly rest of the courts are unable to submit the requisite information.

In view of the above and to avoid such problem in future, the step-wise instructions/synopsis prepared by DCMS Team for Data Entry in DCMS are given hereunder:

1. Enter the web address, "http://dcms.sci.gov.in"
2. Select your State, District and then enter user id & password on login page.
3. Click "Setting" tab on top panel and then click "Add Judicial Officer". Please enter the names and JO Codes (only numeric, like PB0098 be entered as "0098") of Judicial Officers working in the District and Sub-divisions/Taluka without any salutation with designation in short form, like 'CJM' or 'CMM' for Chief Judicial Magistrate or Chief Metropolitan Magistrate, 'JMJC' or 'JMM' for Judicial Magistrate 1<sup>st</sup> Class or Metropolitan Magistrate etcetera.
4. The names of Judicial Officers can be updated at any point of time by using this tab.
5. After successfully entering the details of Judicial Officers, press the "Menu" tab on top panel and select second option, "Data Entry-Work Sheet". Thereafter, the user will be prompted to select date and to click "Get Work Sheet" button.
6. Each Court in a district will use the same login ID & password to reach till previous step and then to enter the requisite information except Remarks Column and then to click "Save as Draft" button hovering over top of work sheet.
7. In case, the work sheet for a particular day is filled by one court and then next court will get prompt of "Data already exists". Press the "[Click here](#)" to continue Editing Draft" option and the next court will be taken to work sheet for that particular day.
8. Important Note: Each Court has to fill the data of own court in conformity with NJDG and to click "Save as Draft" button. The "Final Submit" button will be clicked after "Remarks Column" is filled by learned Principal District & Sessions Judge/District & Sessions Judge.
9. The data entered shall be in conformity with NJDG and the Monitoring Team will compare such data.

All concerned are directed to comply with the aforesaid instructions for providing of requisite information in desired manner.

  
(Talwant Singh)

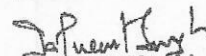
District & Sessions Judge (HQs), Delhi

Ref. DCMS/SC/Judl./ 72795-970

Dated: 20/11/18

Copy forwarded for information and necessary action to:

1. Learned District & Sessions Judge, North West, South, South West, North, South East, East, New Delhi, Shahdara and North East District for information.
2. Learned District & Sessions Judge, West (Officiating), Tis Hazari Courts, Delhi.
3. Sh. Ravinder Dudeja, Judge Family Courts/Chairman, Centralized Computer Committee, Tis Hazari Courts, Delhi.
4. The Officer In-charge, Judicial Branch, Central & West District, Tis Hazari Courts, Delhi.
5. Sh. S.P.S Laler, ASJ/Officer In-charge, Computers, Tis Hazari Courts, Delhi.
6. All the Judicial Officer posted within Central and West District, Tis Hazari Courts, Delhi.
7. The Administrative Officer (Judicial) / Branch Incharge, Judicial Branch, Central and West Computer Branch, Central District Tis Hazari Courts, Delhi
8. P.S. to undersigned.
9. Dealing Official, Website Room, Tis Hazari Courts to upload the same on official website.

  
(Talwant Singh)

District & Sessions Judge (HQs), Delhi