


OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI**CIRCULAR****Subject: Online training programme of "Casual Leave Software" on LAYERS.**

An online training program on CISCO Webex has been organized for using "Casual Leave Software" on LAYERS platform. All the Judicial Officers and all the staff members posted in all the Judicial districts, Delhi/New Delhi are directed to attend the "Casual Leave Software" training programme as per the following schedule:

Court Complex	Staff members details	Date	Time
Rouse Avenue	Training of all the staff members posted at Rouse Avenue Courts Complex	21.12.2023	02:00 PM to 03:00 PM
Tis Hazari	Training of all the Staff members posted in Branches at Tis Hazari Courts	21.12.2023	11:00 AM to 12:00 Noon
Tis Hazari	Training of all the Staff members posted in Courts, Tis Hazari Courts	21.12.2023	03:00 PM to 04:00 PM
Karkardooma	Training of all the staff members posted at Karkardooma Courts Complex	21.12.2023	04:00 PM to 05:00 PM
Patiala House	Training of all the staff members posted at Patiala House Courts Complex	22.12.2023	12:30 PM to 01:30 PM
Rohini	Training of all the staff members posted at Rohini Courts Complex	22.12.2023	03:00 PM to 04:00 PM
Dwarka	Training of all the staff members posted at Dwarka Courts Complex	23.12.2023	03:00 PM to 04:00 PM
Saket	Training of all the staff members posted at Saket Courts Complex	23.12.2023	04:00 PM to 05:00 PM
Additional days of training if anyone from any court complex is not able to attend the training program on the given date.		26.12.2023 & 27.12.2023	02:00 PM to 03:00 PM
Fixed CISCO Webex Link for all above online training days: https://districtcourtdelhi.webex.com/meet/shiveshdubey1984			

	Date	Timing
Training of Leave seat officials and their Incharges at Administration, Accounts and Judicial Branch of all the court complexes	22.12.2023 (Friday)	11:00 AM to 12:00 Noon
Additional day of training if anyone from Leave seat from any of the court complexes is not able to attend the training program on the above day.	23.12.2023 (Saturday)	11:00 AM to 12:00 Noon
CISCO Webex Link for both days: https://districtcourtdelhi.webex.com/meet/shiveshdubey1984		

	Date	Timing
Training of Ld. Judicial Officers of all districts	22.12.2023 (Friday)	04:00 PM to 05:00 PM
Additional day of training if any Ld. Judicial Officer is not able to attend the training program on the above day.	26.12.2023 (Saturday)	03:00 PM to 04:00 PM
CISCO Webex Link for both days: https://districtcourtdelhi.webex.com/meet/cb.vc.room6		



(NAROTTAM KAUSHAL)
Principal District & Sessions Judge (HQs), Delhi

Copy forwarded for information and necessary action to;

No. 57908 - 58908 /IT CELL/2023

Delhi, Dated 20 DEC 2023

1. Worthy Registrar General, Delhi High Court.
2. All the Ld. Principal District & Sessions Judges, Delhi/New Delhi.
3. Ld. Principal District & Sessions Judge cum Special Judge (PC Act/CBI), RACC.
4. Ld. Principal Judge, Family Court, Dwarka, New Delhi.
5. Ld. Chairperson, Delhi Judicial Academy, Dwarka, New Delhi.
6. Ld. Chairman, IT & Digitization, Delhi District Courts.
7. Ld. Member Secretary, DSLSA, Rouse Avenue Court Complex.
8. All the Ld. Judicial Officers of all districts of Delhi District Courts with request to attend the training and convey the above directions ~~to the staff under their control~~ for attending the training program.
9. All the Admn. Officers (J) / System Analysts / DDOs / Branch In-charges, all districts of Delhi to attend the training and convey the directions to the staff under their control for attending the training program.
10. R&I for uploading on LAYERS.



Principal District & Sessions Judge (HQs), Delhi