

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

**CIRCULAR**

This is in continuation to this office earlier directions through circular/s regarding creation of Digital Signature Keys of the employees of Delhi District Courts.

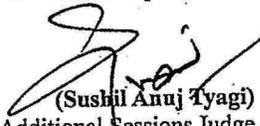
All the officials posted in the Central and West District are hereby directed to comply with the following directions:

1. The SPA/PA/SJA/JA, who have completed the Video Verification through the link provided on their official email ID are directed to collect their Digital Signature Key from the Computer Branch, Room No. 232, Tis Hazari Courts, Delhi within seven days positively.
2. The SPA/PA/SJA/JA, who have not completed the Video Verification through the link provided on their official email ID are directed to complete the process within seven days positively.
3. The JJAs posted in the courts of Central & West District, who have uploaded their documents on LAYERS are directed to complete the OTP and Video Verification process through the link available on their official email ID within seven days positively.
4. The JJAs posted in the courts of Central & West District who have not uploaded their documents on LAYERS are again directed to upload their documents on LAYERS and to complete the process of OTP and Video Verification process through the link provided on their official email IDs by the service provider (M/s Xtratrust Digisign Pvt. Ltd.).

All the Sr. JA/Sr. PA/PA/JAs & JJAs are directed to comply the above directions and may contact Computer Branch, Tis Hazari Courts for any clarification/assistance.

Needless to say, non-compliance of the above directions within the stipulated period shall be viewed seriously and invite disciplinary action against the erring officials.

This issues with the approval of Ld. Principal District & Sessions Judge (HQs) and Ld. Principal District & Sessions Judge (West).

  
(Sushil Anuj Tyagi)  
Additional Sessions Judge  
Officer In-charge (Computers)  
Tis Hazari Courts Complex, Delhi

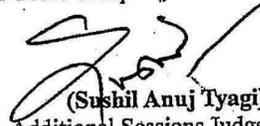
Ref. No. 23649-23949 /Comp./LAYERS/DSC/THC/2024

Dated.....

10 APR 2024

Copy forwarded for information and necessary action to:

1. All Judicial Officers of Central and West District, Tis Hazari Courts Complex, Delhi with a request to convey the above directions to the official concerned posted in the respective court/branch.
2. The AOJ/Branch In-charge of all branches functioning in Central & West District, Tis Hazari Courts Complex with a request to convey the directions to all official concerned for compliance of the directions.
3. PS to Ld. Principal District & Sessions Judges (HQs) with a request to place the same before Ld. Principal District & Sessions Judges (West), Tis Hazari Courts Complex for information.
4. PS to Ld. Principal District & Sessions Judges (West) with a request to place the same before Ld. Principal District & Sessions Judges (West), Tis Hazari Courts Complex for information.
5. Dealing Official, Website Committee for uploading of circular on the official website.
6. Dealing Officials-LAYERS, Computer Branch, Room No. 207, Tis Hazari Court Complex, Delhi
7. Reader to the undersigned.
8. Office file/record.

  
(Sushil Anuj Tyagi)  
Additional Sessions Judge  
Officer In-charge (Computers)  
Tis Hazari Courts Complex, Delhi