

OFFICE OF DISTRICT & SESSIONS JUDGE (HQ) DELHI

CIRCULAR

This is for information of Chief Metropolitan Magistrates, Additional Chief Metropolitan Magistrates, Metropolitan Magistrates and staff officials posted in these courts that ICJS (Interoperable Criminal Justice System) has already been implemented in the Delhi District Courts. The training with regard to ICJS has already been imparted to all the concerned Judicial Officers and Staff Officials. The ICJS module provides FIR and charge sheet of Delhi Police in electronic format in CIS.

The duties/role of staff officials posted in Magisterial Courts and Facilitation Center is as under:

Consuming of FIR in the Court:

The concerned court staff shall consume the FIRs pertaining to the Police Station within the jurisdiction of their Court only, check the metadata with the hard copy of the FIR and if found correct, verify through the procedure available under ICJS Module in NC CIS. After due verification shall update the pre-trial proceeding/order in respect of FIR in NC CIS.

Consuming of Charge Sheet:

The concerned court staff shall consume the charge sheets pertaining to the Police Station within the jurisdiction of the Court only, check and verify with the hard copy of charge sheet and then the concerned Investigating Officer shall report at the counter earmarked for filing of matter pertaining to establishment of Chief Metropolitan Magistrate at Facilitation Center of the respective court complex.

The dealing official at Filing Counter-Facilitation Centre shall check the metadata of the consumed charge sheet with the hard copy of the charge sheet and verify the same, as per procedure available in NC CIS. After due verification, shall allocate the charge sheet to the court concerned, as per prevailing norms.

After receipt of charge sheet from Filing Counter, the concerned court staff shall again check the hard copy of charge sheet and after due verification and scrutiny shall register the same in NC CIS.

In order to ensure smooth and hassle-free functioning of ICJS module, learned Chief Metropolitan Magistrates, Additional Chief Metropolitan Magistrates, Metropolitan Magistrates of all Districts are requested to direct the staff officials posted in their respective courts to strictly follow the above procedure and to issue directions to the Police Stations within their jurisdiction to upload all the FIRs and Charge Sheets for consuming in NC CIS.

The query or assistance, if so required be taken up with the District System Administrator/System Administrator posted in the respective court complex.

Non-compliance of the directions shall be viewed seriously and suitable disciplinary actions shall be initiated against the erring official.

GIRISH KATHPALIA

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Date: 2020.07.20 13:20:45 +05'30'

Girish Kathpalia
District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

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