

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

C I R C U L A R

Sub: Refresher Training Programme on "Updating/Tagging Prisoner IDs of Under Trial Prisoners (UTPs) in CIS via e-Prison Module"

This is in continuation to the earlier training programme on "Updating/Tagging Prisoner IDs of Under Trial Prisoners (UTPs) in CIS via e-Prison Module". It is to convey that a refresher training programme on "How to update/tag Prisoner IDs of Under Trial Prisoners (UTPs) in CIS" through the Under Trial Information Module in Criminal Jurisdiction has been scheduled as follows:

Date	Time	Place	Targeted Staff
11/04/26	4:00-4:30 pm	Computer Training Room, Room No. 232-A, Central Hall, Second Floor, Tis Hazari Courts, Delhi	Ahlmads/Assistant Ahlmads posted in Central District in Criminal Courts (Sessions & Metropolitan Courts)
11/04/26	4:30-5:00 pm	Computer Training Room, Room No. 232-A, Central Hall, Second Floor, Tis Hazari Courts, Delhi	Ahlmads/Assistant Ahlmads posted in West District in Criminal Courts (Sessions & Metropolitan Courts)

All Ld. Judicial Officers posted in Sessions Courts and CJM/ACJM/JMFC courts functioning within the Central and West Districts are requested to direct the Ahlmads/Assistant Ahmads under their control to attend the training programme, as per schedule.

This circular is issued with the prior approval of the Ld. Principal District & Sessions Judge (HQs), Delhi, and the Ld. Principal District & Sessions Judge (West).



(Sunil Kumar Sharma)

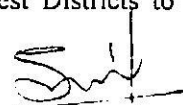
District Judge/Officer In-Charge (Computers)
Tis Hazari Courts, Delhi

Dated: 10.04.2026

21909 - 22029
Ref. No. _____/CIS-TRG.(187)/THC/2026 ~

Copy forwarded for information and necessary action to:

1. All Judicial Officers posted in Sessions Courts and CJM/ACJM/JMFC Courts of Central and West Districts, Tis Hazari Courts Complex, Delhi with a request to convey the schedule of training to the Ahlmads/Assistant Ahmads under their control.
2. Sh. Rajeev Kumar and Sh. Pawan Kumar, JA/DSA (Staff Master Trainers), Computer Branch, Tis Hazari Courts are directed to impart training during the training programme.
3. Ms. Pawan Gautam, JA/ASA, and Sh. Yashvir Kapil, JA/ASA are requested to assist staff in updating/tagging UTPs in CIS Database.
4. Sh. Shivesh Kumar Dubey, PS is directed to arrange the projector and sound system in the Computer Training Room for the purpose of above training.
5. PS to the Ld. Principal District & Sessions Judge (HQs) with a request to place before the Ld. Principal District & Sessions Judge (HQs).
6. PS to the Ld. Principal District & Sessions Judge (West) with a request to place before the Ld. Principal District & Sessions Judge (West).
7. Branch In-Charge, Care Taking Branch, Central District with a request to arrange tea and snacks for trainers and assisting staff.
8. Dealing Official, Website/LAYERS (R&I Branch), Central and West Districts to upload the circular.



(Sunil Kumar Sharma)

District Judge/Officer In-Charge (Computers)
Tis Hazari Courts, Delhi