

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

**CIRCULAR**

Pursuant to the approval of Ld. Principal District & Session Judge (HQs), Delhi, it is impressed upon all the Ld. Judicial Officers of Delhi District Courts that :

1. One more chance is being extended to those Ld. Judicial Officers who have not submitted their response / Option Form for the subscription of law journals / hardbound / Online data base for their Residential as well as Court Libraries. (Format of Option Form is printed at the back of this circular).
2. Such Judicial Officers may submit their written request to the Ld. Officer In-charge, Library of their respective Court Complex, latest by 24/11/2025.
3. No direct phone calls be made to any vendor(s) / their representative qua subscription of online data base/ law software. However, any such request, may only be addressed to Ld. Officer In-charge, Library of their respective Court Complex.
4. Ld. Judicial Officers may only call the representatives of vendors regarding any technical glitch/ demo/any help for qua access and operation.

This circular is being issued with the prior approval of Ld. Principal District & Session Judge (HQs).

(Sanjay Sharma-I)

Chairperson Centralized Library Committee/  
Principal District & Sessions Judge,  
Shahdara, Karkardooma

58222 - 58242

No. \_\_\_\_\_/Library/Circular/ 2025

Delhi Dated 13.11.2025

Copy forwarded for information and necessary action to :-

1. Office of all Ld. Principal District & Sessions Judge, Delhi/New Delhi.
2. Ld. Officer In-charges of Libraries, Delhi District Courts for circulation within their respective districts.
3. Website Committee all District Courts, Complex for uploading on LAYERS.

(Sanjay Sharma-I)

Chairperson Centralized Library Committee/  
Principal District & Sessions Judge,  
Shahdara, Karkardooma

Seen,  
Be circulated

OIC / Chairperson (Library)  
THC: Delhi

No. 89661-89861  
/Library/Circular-option Form/THC/ 2025

Delhi Dated 15 NOV 2025

Copy forwarded for information and necessary action to :-

1. The PS to Ld. Principal District & Sessions Judge (HQs) & (West) & Tis Hazari Courts: Delhi with request to post in Judicial Officer's What's up App group.
2. All the Judicial Officers posted at West and Central District, Tis Hazari Courts, Complex including family Courts and DLSA.
3. The website committee (English/Hindi), Tis Hazari Courts, Delhi
4. The R & I Branch (Central & West), Tis Hazari Courts, Delhi for uploading on LAYERS

(Surinder S. Rathii)

Officer In-charge/Chairperson (Library Committee ),  
Tis Hazari Courts, Delhi

Kindly attention:- For the Judicial officers who have not submitted their response/options earlier in the Month of June/July 2025

Option forms for online Law Database/law software/e-journal/journal are being invited from the Judicial Officers of Delhi District Courts for the Court Library as well as for the Residential Library who have not submitted their response/options earlier in the Month of June/July 2025

FORMAT OF OPTION FORM TO BE SUBMITTED LATEST BY 24/11/2025

1	Name of the Judicial Officer	
2	Service	DHJS/DJS
3	Whether on Deputation	Yes/No
4	Whether on Training	Yes/No
5	Place of Posting:-	
6	Name of District:-	
7	Mobile Number	
8	E mail I.D.	
9	Court Library :- ( Only One to be opted) please write the Name of e-Journal/Online data base	SCC online
		Apex Decisions online software (Both D.H.C. & S.C.)
		None of the Above
10.	Residential Library:- (either Hard or online ) form DLT and AIR (Please write the Name) ( Both may be opted) as per choice Note : Hard copy will be provided at the end of year	AIR Hard Copy
		AIR Web online (soft copy)
		DLT Hard Copy
		DLT online (Soft Copy)
		None of the Above

Signature and Stamp of Judicial Officer