

# STAFF MANAGEMENT & SUPERVISION

## ROLE OF PRINCIPAL DISTRICT JUDGES

TALWANT SINGH  
DISTRICT & SESSIONS JUDGE (HQs)  
DELHI DISTRICT COURTS

# ROLE OF PRINCIPAL DISTRICT JUDGES

## MAJOR AREAS OF STAFF MANAGEMENT & SUPERVISION:

- Projecting requirements, recruiting and staffing;
- Performance management and improvement systems;
- Employment & compliance with regulatory concerns;
- Employee need assessment, development and training;
- Policy development and documentation;

# ROLE OF PRINCIPAL DISTRICT JUDGES

- Employee relations;
- Formation of Staff Grievances Committees;
- Open & Free Employer Employee communication;
- Compensation and benefits administration;
- Employee safety, welfare, wellness, and health;
- Audit of all posts & need of employees in Courts/Branches.

# CASE STUDY OF DELHI DISTRICT COURTS

- Delhi has more than 450 Courts in 11 districts housed in 6 Court Complexes. Practicing Lawyers: 30,000+
- The staff strength of Delhi District Courts is 5,000+.
- Delhi District Courts is considered as one unit for staff administrative purpose controlled by Head Quarters.
- Staff recruitment, transfers, postings, disciplinary proceedings and dismissal etc. are also controlled from Head Quarters.
- Need was felt to develop policies for this purpose.

# MAKE APPROPRIATE POLICIES

- Promulgate Court Staff Establishment Rules.
- Delegate your powers to your Judicial Officers.
- Keep a tab on Disciplinary Proceedings.
- Establish Crèches for Kids of Ld. Judges and Staff.
- Acknowledge achievements of Staff & Family Members
- Regular Recruitment and Promotion of Staff.
- Medical Camps for Ld. Judges & Staff.
- Open door policy for Ld. Judges, Advocates and Staff
- Try to introduce technology in Staff Administration
- Keep an eye on Budget & Spending of Govt. Money

# CHILD CARE LEAVE IS NOT MATTER OF RIGHT

As the number of cases pile up and the strength of court staff continues to be short, a circular has been issued to the officials of the six district courts in Delhi that Child Care Leave or CCL is not a matter of their right.

District & Sessions Judge (Headquarters) Talwant Singh has issued a circular wherein he says, “It is made clear to all concerned that the Child Care Leave cannot be claimed as a matter of right and no one will be entitled for grant of CCL at the cost of interest of this institution”....

Read more at: <http://www.livelaw.in/child-care-leave-not-cost-judicial-institution-court-staff-told-read-circular/>

# NO SOCIAL MEDIA DURING COURT HOURS

- A Delhi judge has cracked down on internet surfing and use of social media apps on phones by court staff during work hours, issuing directions to stop such activities or face “suitable” action.

“It has come to my notice that some staff members have been using mobile phones for internet surfing, WhatsApp, Facebook updation during working hours.

Mobile phones are to be used only in emergency to talk to family members during working hours and not for checking Facebook status/WhatsApp status during working hours,” states a circular issued by District and Sessions Judge (east), Talwant Singh. (Indian Express)



# PROPER DRESS FOR COURT STAFF

## CIRCULAR

Rohini District Court, Delhi

Vide this office's earlier order no. 42970-43640/Admn.II/Misc./2012 dated 10.10.2012, the staff members were directed to strictly adhere to the formal uniform/ dress code, as specified hereunder:

- For male staff members : Formal Shirt & Trouser with formal shoes
- For female staff members : Salwar Kameez with Dupatta (including churidaar)  
Or  
Saree  
Or  
Formal Shirt and Trousers

It has been observed that the Staff is not complying with the directions issued vide above order which is adversely affecting the working atmosphere and dignity of District Court Complexes.

Henceforth, the staff of Delhi District Courts is directed to strictly adhere to the formal uniform / dress code as mentioned above. Any violation to this direction shall be viewed seriously.





**LAYERS**<sup>®</sup> DELHI DISTRICT COURTS

- The LAYERS software has been developed as an integrated solution for several stand alone softwares to be used in District Courts, Delhi including Human Resource Management System (HRMS).
- The data center for LAYERS has been set up at District Courts Head Quarters at Tis Hazari Courts Complex, Delhi and it is connected to more than 450 Courts in 11 districts in Delhi on secured internet (NICNET).
- LAYERS has employee based authentication system where one employee has one username and one password throughout his/her service career, even when transferred.


# Registration in LAYERS

10.199.37.5/layers/auth

Most Visited Getting Started Delhi District Courts

**LAYERS** DELHI DISTRICT COURTS  
Linked Applications and Extended Reporting System

[CIS Tutorial Videos & e-Books](#)



Linked Applications and Extended Reporting System

Emp Code or 10 Digit Mobile Number

Password

This connection is not secure.  
Logins entered here could be compromised. [Learn More](#)

[Sign In](#)

[First Time User Click Here](#) [Forgot Password](#)


Registered Users in LAYERS: 1141


# Registration in LAYERS


← → ↻ ⓘ 10.199.37.5/layers/auth/registerold# ☆ 📄 ⓘ


**Registration in LAYERS**

Enter your PAN Number



 Submit

 Login here

 Forgot my Password


**LAYERS** DELHI DISTRICT COURTS

Linked Applications and Extended Reporting System

[CIS - Central District](#) [Kiosk - Central District](#) [CIS - West District](#) [Kiosk - West District](#)

# Registration in LAYERS

← → ↻ ⓘ Not secure 10.199.37.5/layers/auth/registerold#



Linked Applications and Extended Reporting System

CIS - Central District   Kiosk - Central District   CIS - West District   Kiosk - West District

**Set Password and Provide Mobile Number**

Name - SHA

Emp Code - 72


Designation - D/J


PAN - A\*\*\*\*\*LR


Enter your 10 digit Mobile Number

Set New Password - Minimum 6 characters

Re-type new Password


 Submit

 Login here

 Forgot my Password

# Registration in LAYERS

← → ↻ ⓘ Not secure 10.199.37.5/layers/auth/registerold#



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 Login here

 Forgot my Password

# Registration in LAYERS

← → 10.199.37.5/layers/app/dashboard/initprofile

DC AMIT KR. 50 RAJ KUMAR PSD.

## Compulsary Initial Profile Update

Emp Code:	Name	Designation	District
55393147	AMIT KR. 50 RAJ KUMAR PSD.	JUNIOR JUDICIAL ASSISTANT	central

Full Name (Please do not use title i.e. SH, MS, Dr.)\*

Father's Name (Please do not use title i.e. SH, MS, Dr.)\*

Email Id

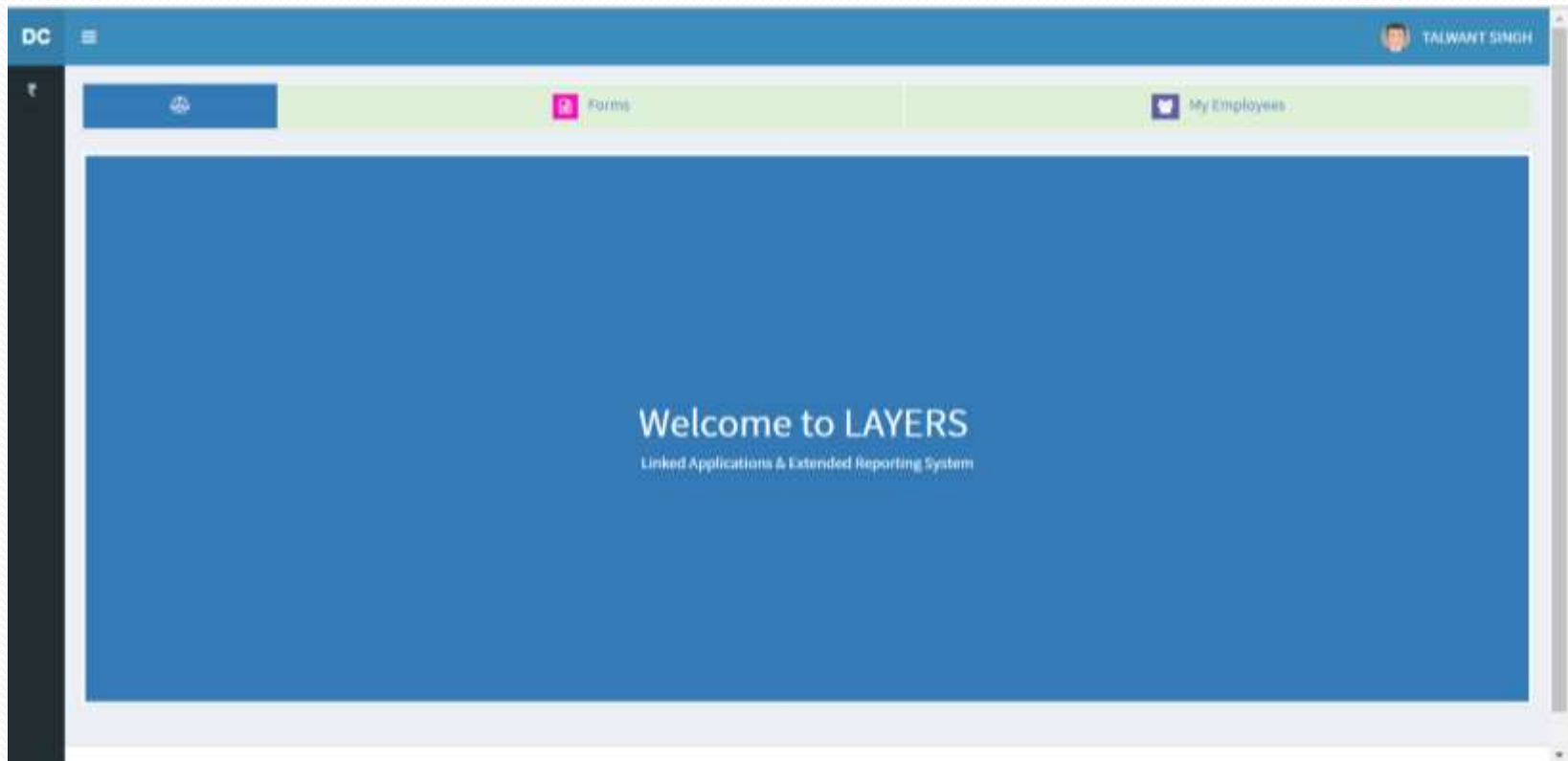
Designation At Present\*

Date of Initial Joining at Delhi District Courts \*

Date of Birth \*



# Dashboard



## FEATURES

- Integrated with CIS Version 2.0
- Backbone of E-Courts at all Judicial Court Complexes
- Court related reports for Ahlmads and Stenographers
- Integrated e-Evidence system for use of Stenographers
- Integrated Certified Copy software system
- Case Diary for Judges
- Customized interface for each judge and employee
- Connected with ICJS platform
- Record Digitization Management System

## FEATURES

- Being connected with Central Jail Electronic Platform for fetching information of under-trial prisoners
- Downloadable Application forms and other utilities
- Personal & posting information of Judges and Staff
- Pay-slip upload and generation for Staff
- Transfer, relieving and joining of Judicial Employees
- Management Interface for District Judges
- Leave Management and integration with e-Avkash
- Integration with Aadhar based attendance system



## Judges/Staff Leave Information System



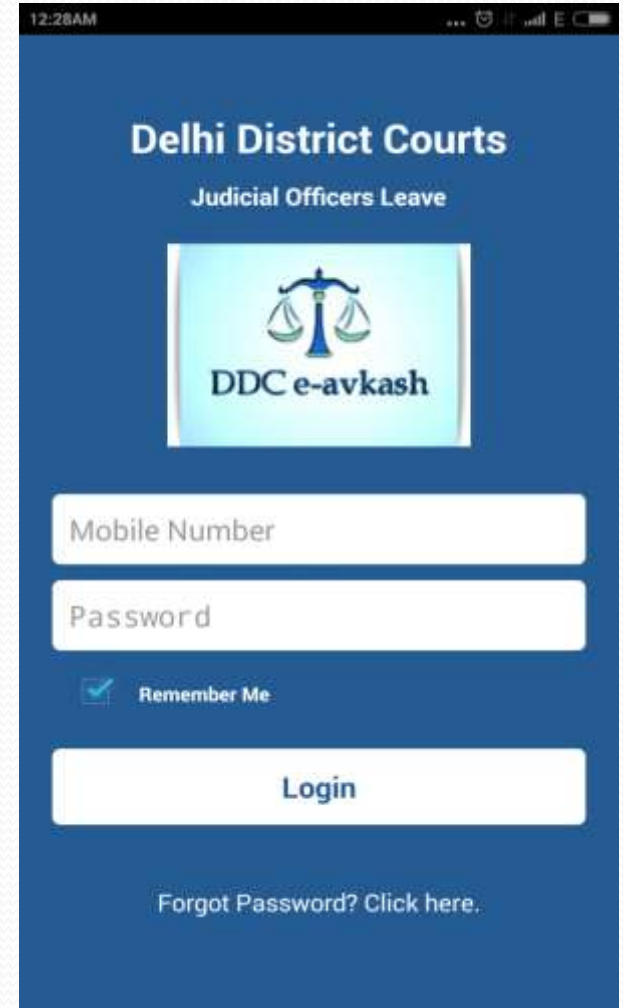
# E-AVKASH – The Benefits

- In hand Leave Information Technology
- Instantaneous information updated on Servers
- Big help for all the stakeholders of the Courts i.e the District Judges, Leave Sanctioning Authority, Accounts Department, Staff Members
- Leave can be applied any time from any place
- Keeps track of all Leaves availed by Judges/ Employees



# E-AVKASH – Login

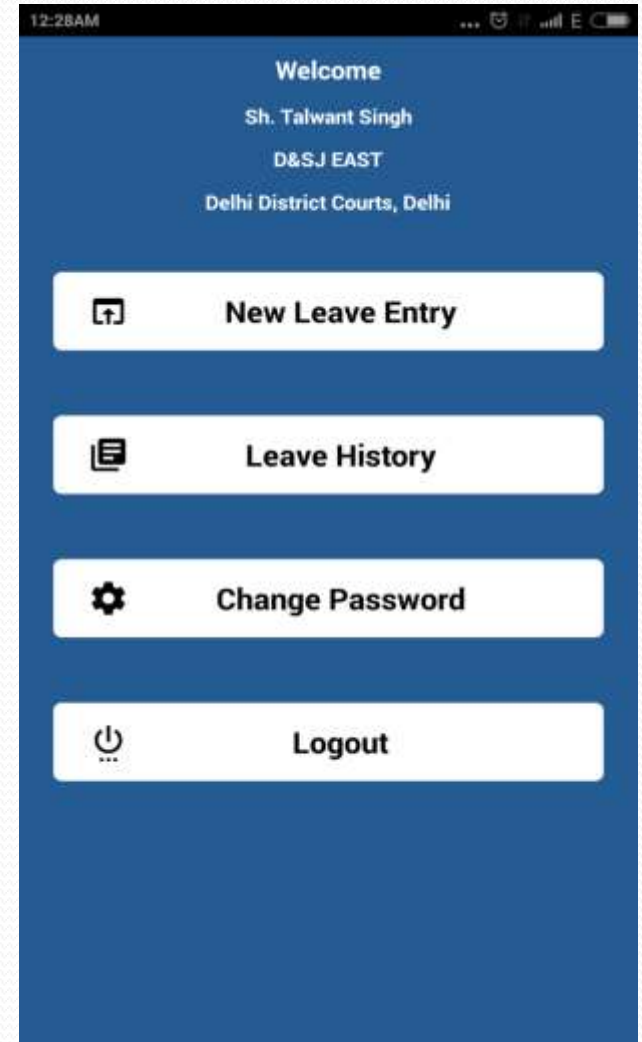
- Default username set as registered mobile number of the Employee/Judge
- Password to be set and communicated by the Administrator
- Compulsory to change the password at first time use



The screenshot shows a mobile application interface for the Delhi District Courts. At the top, the status bar displays the time as 12:28AM and various system icons. The app header is dark blue with the text "Delhi District Courts" in white, followed by "Judicial Officers Leave" in a smaller font. Below this is a light blue box containing a scale of justice icon and the text "DDC e-avkash". The login form consists of two white input fields: "Mobile Number" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" with a blue checkmark. A large white "Login" button is positioned below the input fields. At the bottom, there is a link that says "Forgot Password? Click here.".

# E-AVKASH – Dash Board

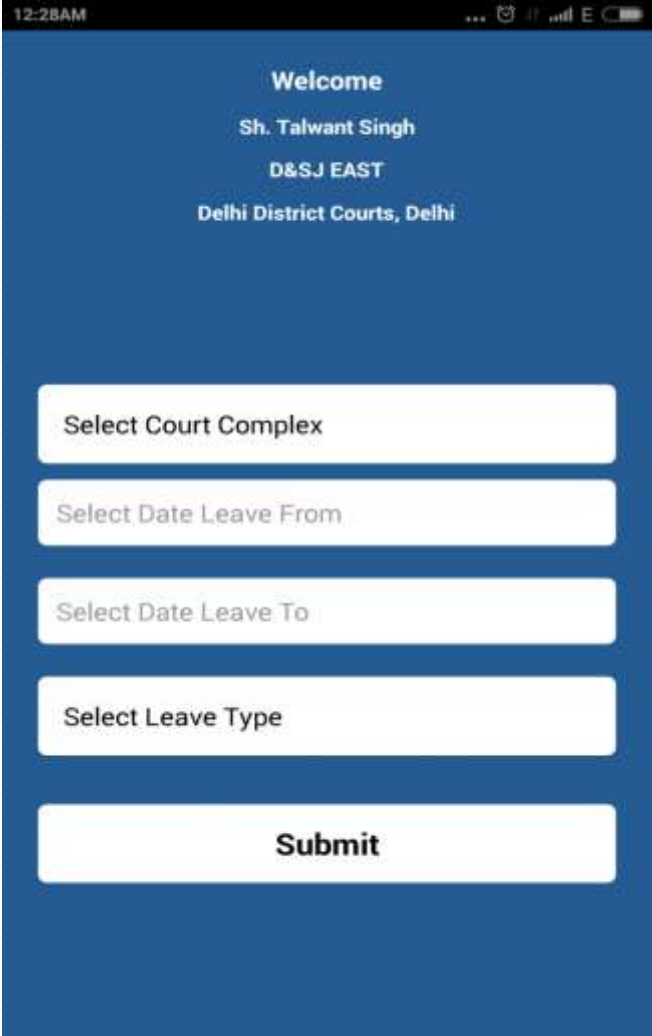
- New Leave Entry
- Leave History
- Change Password
- Logout..





# E-AVKASH – New Leave Entry

- Select Court Complex
- Choose Start Leave date
- Choose End Leave date



12:28AM

Welcome  
Sh. Talwant Singh  
D&SJ EAST  
Delhi District Courts, Delhi

Select Court Complex

Select Date Leave From

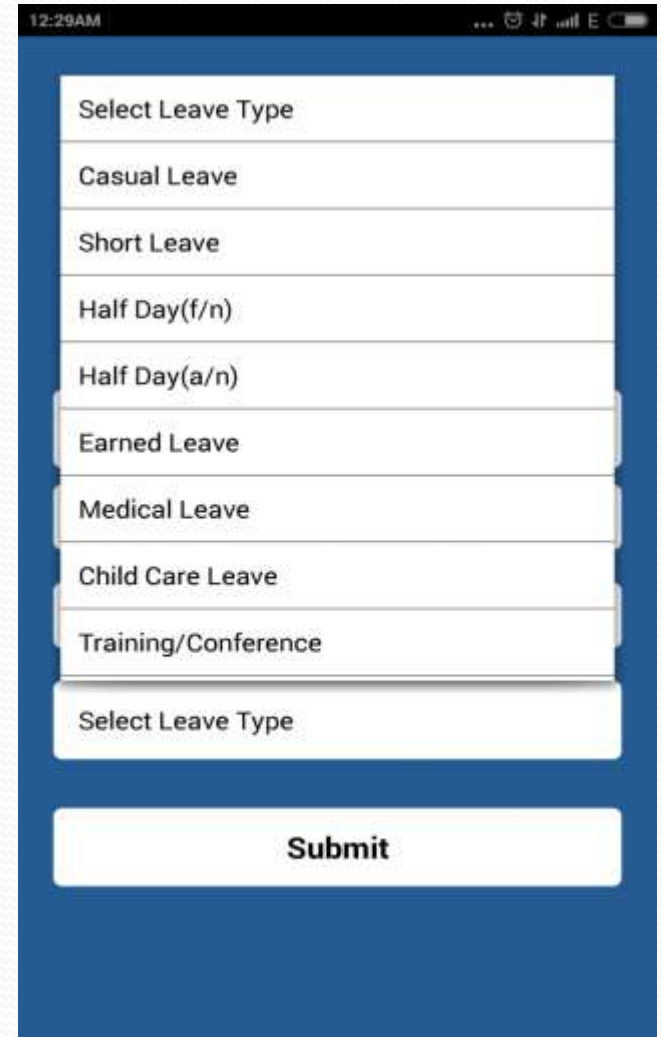
Select Date Leave To

Select Leave Type

Submit

# E-AVKASH – New Leave Entry

- Select Leave Type or say the Nature of Leave
- Submit and its done
- Information successfully submitted

A screenshot of a mobile application interface for entering a new leave entry. The screen has a dark blue header with the time '12:29AM' and various status icons. The main content area is a white form with a blue border. It contains a 'Select Leave Type' dropdown menu with a list of options: 'Casual Leave', 'Short Leave', 'Half Day(f/n)', 'Half Day(a/n)', 'Earned Leave', 'Medical Leave', 'Child Care Leave', and 'Training/Conference'. Below the dropdown is a 'Submit' button.

12:29AM

Select Leave Type

Casual Leave

Short Leave

Half Day(f/n)

Half Day(a/n)

Earned Leave

Medical Leave

Child Care Leave

Training/Conference

Select Leave Type

Submit

# E-AVKASH – Leave History

- Keeps a track of all leaves taken by Judges/ Staff
- Helps in managing leaves more conveniently
- Records are updated automatically

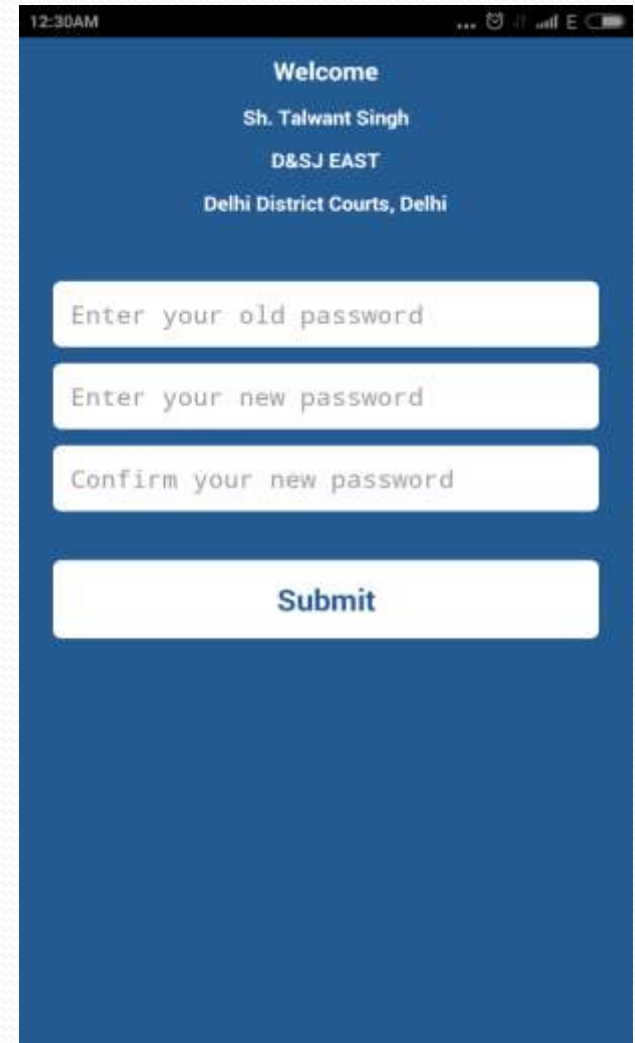


The screenshot displays the E-AVKASH app interface. At the top, a blue header bar contains the text "Welcome Sh. Talwant Singh D&SJ EAST Delhi District Courts, Delhi". Below the header, a table lists 13 leave records. Each record is a row with four columns: a serial number, a start date, an end date, and a leave type. The records are numbered 1 through 13. The leave types include "Casual Leave", "Earned Leave", "causal", "Half Day(f/n)", and "Short Leave".

S.No.	Start Date	End Date	Leave Type
1	02.09.2015	02.09.2015	Casual Leave
2	28.08.2015	31.08.2015	Earned Leave
3	28.08.2015	28.08.2015	Casual Leave
4	28.08.2015	29.08.2015	Earned Leave
5	28.09.2015	30.08.2015	Casual Leave
6	27.08.2015	27.08.2015	Casual Leave
7	25.08.2015	26.08.2015	causal
8	25.08.2015	25.08.2015	Half Day(f/n)
9	24.08.2015	23.08.2015	Casual Leave
10	22.08.2015	22.08.2015	Casual Leave
11	21.08.2015	23.08.2015	Casual Leave
12	22.08.2015	24.08.2015	Short Leave
13	23.08.2015	24.08.2015	Earned Leave

# E-AVKASH – Change Password

- User can change password as and when required for security purposes
- OTP based updation of Password being provided
- Completely secured..



The screenshot displays a mobile application interface for changing a password. At the top, the status bar shows the time as 12:30AM and various system icons. The app's header is a dark blue bar with the text "Welcome" in white. Below the header, the user's name "Sh. Talwant Singh" is displayed in white, followed by the court name "D&SJ EAST" and the location "Delhi District Courts, Delhi" in a smaller white font. The main content area has a dark blue background. It features three white input fields with light blue placeholder text: "Enter your old password", "Enter your new password", and "Confirm your new password". Below these fields is a white button with the text "Submit" in dark blue.

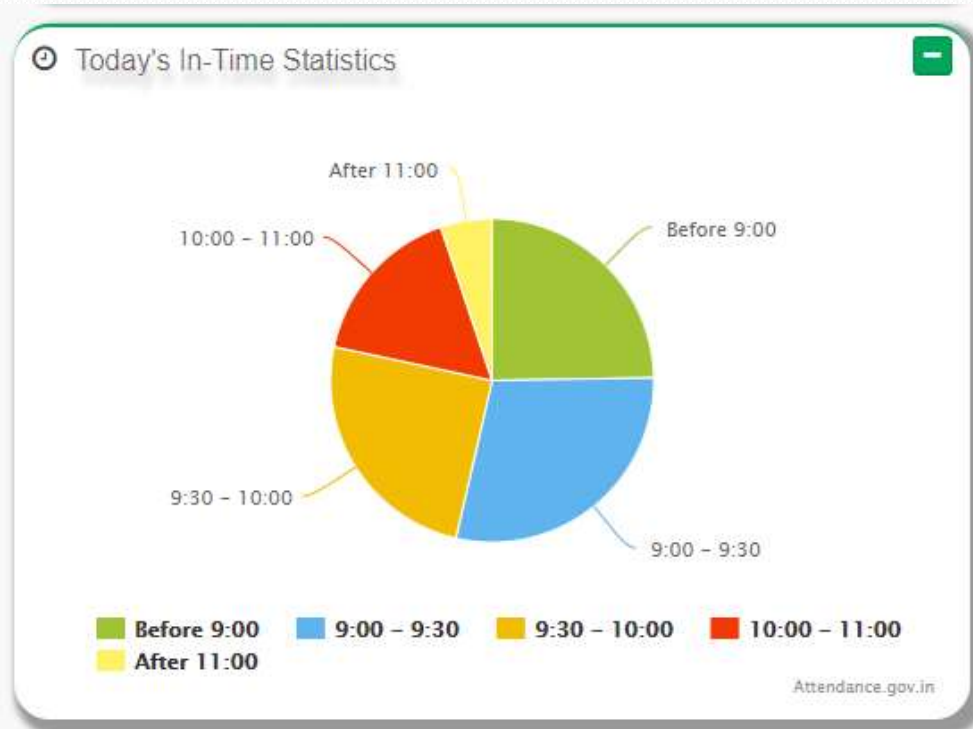
# Biometric Attendance System

- New Aadhar based biometric attendance system is being placed at all District Courts in Delhi
- The system is connected to central attendance system of Govt. of India



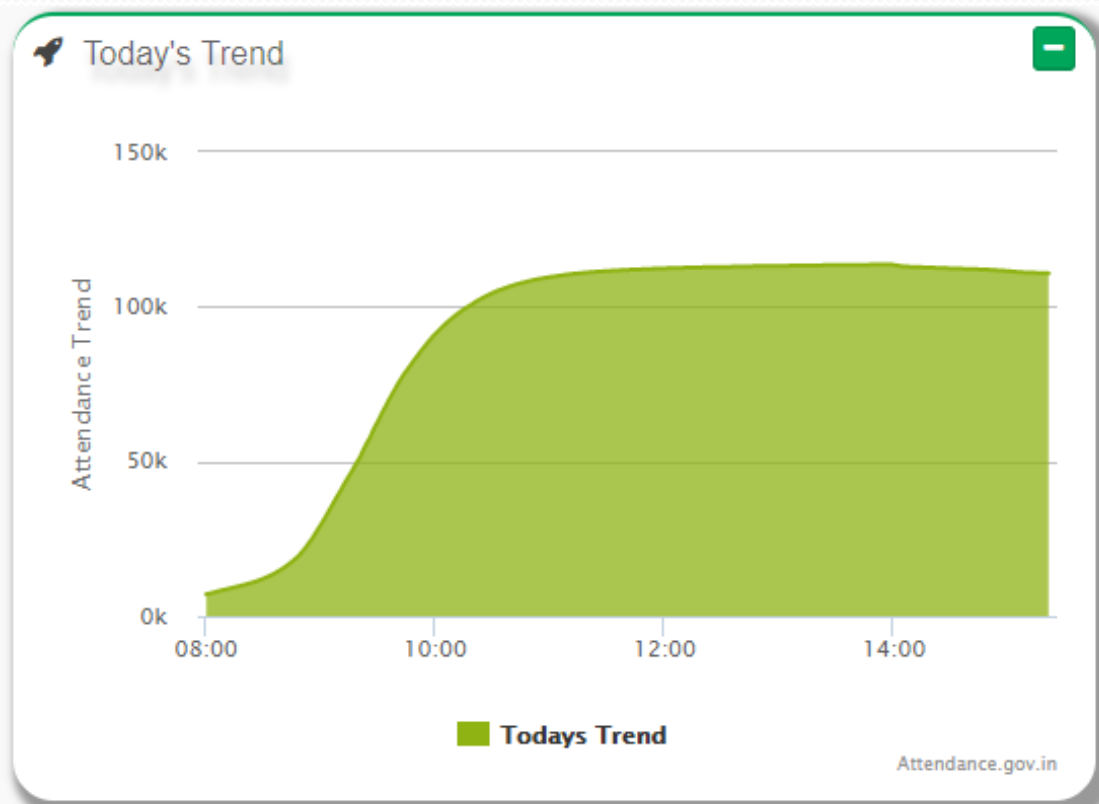
# Aadhar Biometric Attendance System

- Several reports and statistics can be generated from the attendance system, such as;



# Aadhar Biometric Attendance System

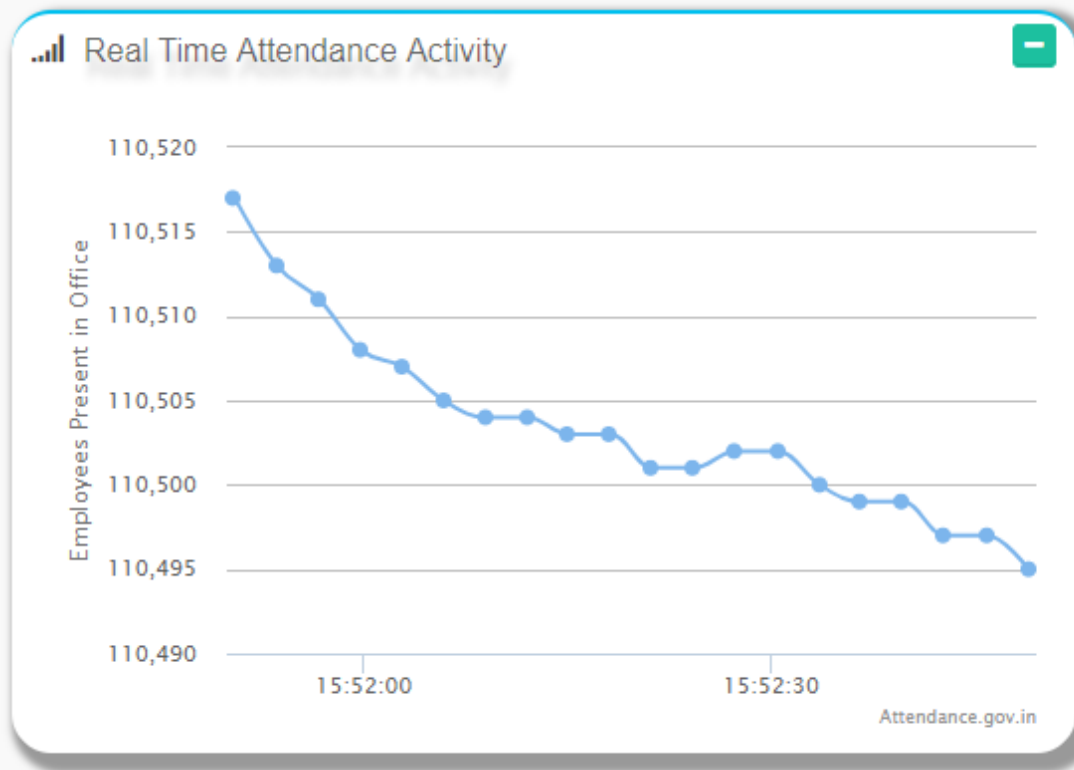
- TODAY'S TREND





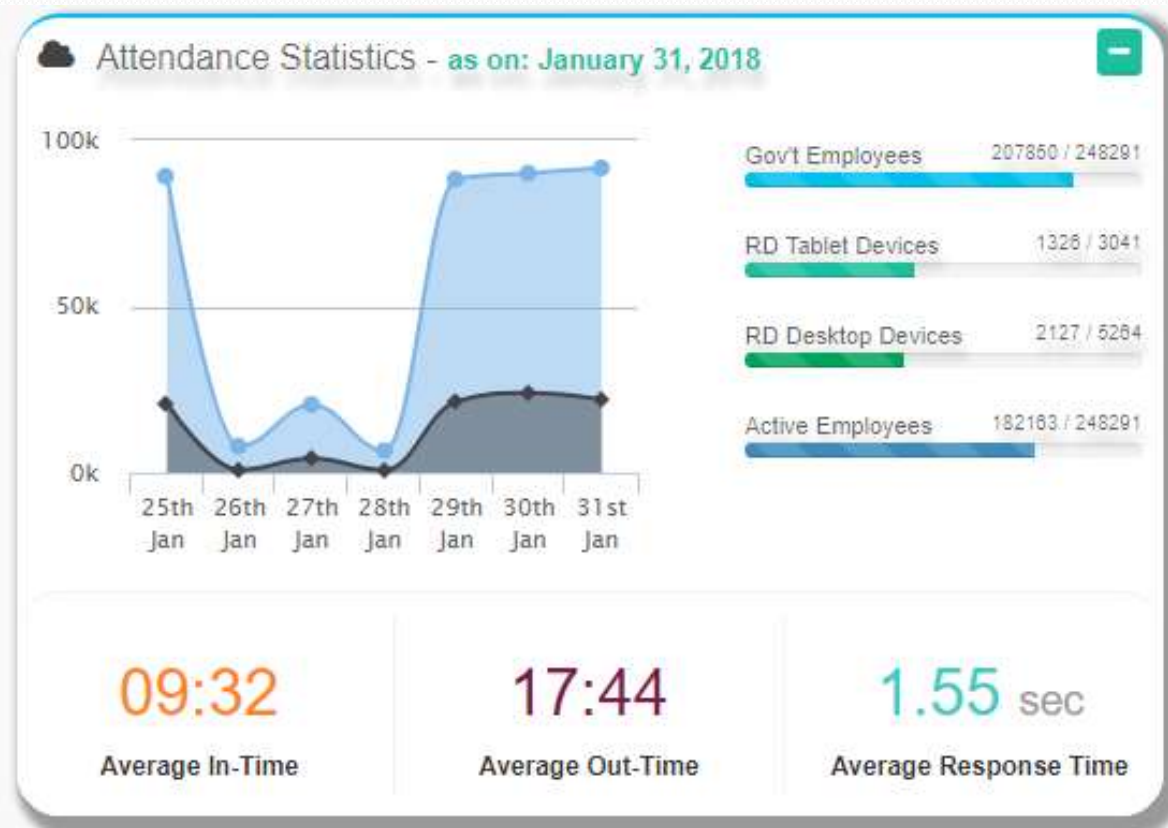
# Aadhar Biometric Attendance System

- REAL TIME ATTENDANCE ACTIVITY



# Aadhar Biometric Attendance System

- MONTHLY ATTENDANCE STATISTICS





**THANKS**

**TALWANT SINGH**

**District & Sessions Judge (HQs)**

**Delhi District Courts**