

**OFFICE OF DISTRICT & SESSIONS JUDGE (SOUTH DISTRICT) : SAKET
COURTS COMPLEX : NEW DELHI**

CIRCULAR

**SUB : LOCKDOWN / SUSPENSION OF WORK OF THE SOUTH DISTRICT,
SAKET COURTS COMPLEX, NEW DELHI FROM 23.03.20 TO 04.04.20.**

In view of the Office Order No. 373/Estt./E-I/DHC dated 23.03.2020 received from the Hon'ble High Court of Delhi, to combat the impending threat of coronavirus, **the functioning of the Courts of South District, Delhi, shall remain suspended till 04.04.2020.** In view of the same, following directions are issued :-

(a) The work of remand related to fresh arrests shall be dealt by the Metropolitan Magistrates, as per Duty Roster for the months of March, 2020 and April, 2020 issued by the Office of Ld. CMM (South), Saket Courts Complex, New Delhi.

(b) **Ms. Usha Arora, Senior Administrative Officer (Judicial), Mobile No. 9211371434, R/o House No. B-5, 44/C, Shalimar Bagh, Delhi, and in her absence, Ms. Vinod Bala, Mobile No. 9968306663, R/o House No. G-22/329, Sector-7, Rohini, Delhi,** has been nominated by the Ld. District & Sessions Judge (Headquarters), Delhi, who can be contacted telephonically by the Advocate / Party for fresh matters of extreme urgency till 04.04.2020. Ms. Usha Arora, Sr. AO(J) shall contact Shri Satpal Arora, Branch In-Charge, Administration – I & II, Mobile No. 9810361756, R/o 3E, 12BP, NIT Faridabad, Haryana, who shall arrange the necessary staff, deputed on call, required for accepting the filing and running of Courts in case of matter of extreme urgency is received.

(c) All the cases listed in the Courts of South District, Saket Courts Complex from 24.03.2020 to 04.04.2020 shall stand adjourned as below :

Date Fixed	Next date of hearing
24.03.2020	24.04.2020
25.03.2020	25.04.2020
26.03.2020	27.04.2020
27.03.2020	28.04.2020
28.03.2020	29.04.2020
30.03.2020	30.04.2020
31.03.2020	01.05.2020
01.04.2020	02.05.2020
03.04.2020	04.05.2020
04.04.2020	05.05.2020

(d) The Branch In-Charge, Computer Branch, Saket Courts Complex, shall upload the information with respect to the subsequent dates as mentioned herein-above on the Website of the District Courts and enter the dates into CIS, so that auto-generated messages are received by all concerned.

Contd...2...

(e) The Judicial Officers as per Annexure 'A' are assigned / nominated for handling the fresh matters of extreme urgency including extremely urgent bail applications, pertaining to the Courts of Additional District Judge / Additional Sessions Judge. In case, the designated Judicial Officer is not available on any particular day, the Judicial Officer whose name is mentioned immediately below him shall act as his link-officer for such purpose and so on and so forth.

(f) The Judicial Officers as per Annexure 'B' are assigned / nominated for handling the fresh matters of extreme urgency, pertaining to Civil Courts and Courts of Rent Controller. In case, the designated Judicial Officer is not available on any particular day, the Judicial Officer whose name is mentioned immediately below him shall act as his link officer for such purpose and so on and so forth.

(g) The Officials as per Annexure 'C', posted in the South District, Saket Courts Complex, New Delhi shall report for handling indispensable services, as and when, they are called upon.

(h) The Officials who are not required to report for duty on any given date, would not leave the station under any circumstance. They would always be available on call and would be deemed to be on duty. In case of any urgency, Ld. District & Sessions Judge, South District, Saket Courts Complex, may call upon them to report back on duty immediately.

(POONAM A BAMBA)
DISTRICT & SESSIONS JUDGE SOUTH
Saket Court Complex, New Delhi

3300-3418

No. Judl-II/F.7/South/Saket/2020..... Dated, New Delhi the 23-03-2020

Copy forwarded for information and necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi.
2. The Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. All the Judicial Officers posted in South District, Saket Courts, New Delhi.
4. Officer In-Charge, Computer Branch, Saket Courts, New Delhi.
5. The Judge In-Charge, Mediation Centre, Saket Court Complex, New Delhi.
6. The Secretary, DLSA, South District, Saket Courts, New Delhi.
7. Chief Public Prosecutor South District, Saket Courts, New Delhi.
8. The Secretary Bar Association, Saket Courts, New Delhi.
9. The Director General (Prisons), Central Jail, Tihar, New Delhi.
10. The PRO, Saket Courts, New Delhi.
11. The Caretaking Branch, South District, Saket Courts, New Delhi.
12. PA/Reader to the Ld. District & Sessions Judge South.
13. R & I Branch for uploading on **LAYERS**.

(POONAM A BAMBA)
DISTRICT & SESSIONS JUDGE SOUTH
Saket Court Complex, New Delhi

Annexure-A

S. No	Name of the Judicial Officer	Designation & Phone No.	Room No.	Date of duties
1	Sh. Sudesh Kumar-II	ASJ-02 9910384843	303	24.03.2020
2	Ms. Chetna Singh	ASJ-03 9717196867	306	25.03.2020
3	Sh. Saurabh Kulshreshtha	ASJ-01 (POCSO) 9910384857	302	26.03.2020
4	Ms. Priya Mahendra	ASJ-04 (POCSO) 9910690113	501	27.03.2020
5	Sh. Atul Kumar Garg	PO-MACT 9910384745	14	28.03.2020
6	Sh. Vinay Kumar Khanna	District Judge (Commercial Court)-02 9910384719	503	30.03.2020
7	Ms. Pooja Talwar	ADJ-01 9971993824	601	31.03.2020
8	Sh. Sumit Dass	ADJ-03 9910384865	607	01.04.2020
9	Sh. Sanjeev Kumar-II	ADJ-04 9910384846	602	03.04.2020
10	Sh. Sanjeev Kumar Singh	ASJ- (Electricity Court) 9910384812	504	04.04.2020

Annexure-B

S. No.	Name of the Judicial Officer	Designation & Phone No.	Room No.	Date of duties
1	Sh. Sushant Changotra	SCJ-cum-RC 9650696132	1	24.03.2020 to 28.03.2020
2	Sh. Dharmender Singh	ACJ/CCJ/AR C 9650696187	204	30.03.2020 to 04.04.2020

LIST OF PERSONAL ASSISTANTS

S. No	Name of Official	Address	Mobile Number
1	Shashi Bhushan	Malviya Nagar	9899748219
2	Vijay Gulati	Malviya Nagar	9811421335
3	Keshav Bhagat	Dr Ambedkar Nagar	9999249278
4	Anju Sharma	SAKET COURT Complex	9773852162
5	Archana Krishna	Sector 1, Pushp Vihar	7428686899
6	Anju Bhatt	Pushp Vihar	9910573423
7	Alka Ahuja	Sadiq Nagar	9910733049
8	Varun Verma	DDAFlat Kalkaji	9811421335

BAIL & FILING SECTION

S. No	Name of Official	Address	Mobile Number
1	Ms Laxmi, SJA	Chirag Delhi	9958539653 / 7683084472
2	Ms Ruby Arora, SJA	Nehru Nagar, New Delhi	9599864626

CARETAKING BRANCH

S. No	Name of Official	Address	Mobile Number
1	Sh. Rakesh, JA/Caretaker	Karkardooma Court Complex	7011513950
2	Sh Pritam, Peon	Pushp Vihar	6005777372

LIST of READERS

Sr. No.	Name of Reader	Residential Address	Mobile Number
1.	Sh. Manoj Kumar Sharma, C/o Ld. Distt. & Sessions Judge, South, Saket	Pushp Vihar	9868263152
2.	Sh. Nitin Singh Mehta C/o Ms. Shilip Singh, MM- 04	Khan Pur	8130059976
3.	Sh. Anuj Awasthi, C/o Ms. Aprova Rana, MM 01, NI Act	Pushp Vihar	9891578111
4.	Sh. Devender Singh Rana, C/o Ms. Anjami Mahajan, MM, Mahila Court-04	R. K. Puram	9891371032

LIST OF AHLMADS

Sr. No.	Name of Reader	Residential Address	Mobile Number
1	Sh. Brij Pal Siingh C/o Ld. Distt. & Sessions Judge, South, Saket	Sadiq Nagar	9560313320
2	Sh. Daya Nand C/o Ms. Shilpi Singh, MM- 04	Lodhi Road Complex	9811541977
3	Sh. Raj Kishore C/o Sh. Bhupesh Kumar, NDPS	Sangam Vihar	9911382630
4	Sh. Dilip Kumar Mandal, C/o Sh. A.K. Garg, PO MACT, South	Andrews Ganj	9999052772

LIST OF ASSTT. AHLMAD

Sr. No.	Name of Reader	Residential Address	Mobile Number
1.	Ahmed Javed C/o Sh. Anurag Dass, MM -- 01, South Distt.	R. K.Puram	9810993198
2.	Sh. Deepak C/o Sh. Saurabh Kulshreshtha, ASJ-01	Madangir	9811191883
3.	Sh. Prakash Singh Panwar C/o Ms. Mayuri Singh, MM Mahila Court -- 01	Pushp Vihar	7838606322
4.	Sh. Ambrish Kumar Sah C/o Ms. Anjani Mahajan, MM. Mahila Court-04	R.K.Puram	9899224672

List of Peons in South District

S. No.	Name & Posting of the Official	Residential Address	Mobile No.
1	Mukesh Meena C/o Ms Priya Mahendra, ASJ	Pushp Vihar	9650467521
2	Anil Kumar C/o Sh Sudesh Kumar-IL ASJ	Pushp Vihar	9717439363 / 9999504140
3	Bhuwan Chand Tiwari C/o Ms Shilpi Singh, MM	Pushp Vihar	8447670471
4	D.R.Meena Judicial Branch	Pushp Vihar	9811835214
5	Deepak R&I Branch	Pushp Vihar	9891955048
6	Dhan Bahadur Thapa C/o Ms Vineeta Goyal, ASJ/Spl Judge	Pushp Vihar	8368651834
7	Krishan Kr Arya R&I Branch	Pushp Vihar	9911037522