

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

No. Judl-II/F.7/South/Saket/2020/LKD-251

dated, New Delhi the 30.08.2020

OFFICE ORDER

The Hon'ble High Court of Delhi, vide communication no. 417/RG/DHC/ 2020 dated 27.08.2020, has directed partial resumption of physical functioning of Courts, while ensuring that 1/4th of the Courts hold physical hearings on every working day. In compliance of the aforesaid directions of the Hon'ble High Court of Delhi, the following Duty Roster of the Judges of South District (Saket Courts), for holding Courts through physical hearings **with effect from 01.09.2020 till 30.09.2020** is issued:

ROSTER FOR HOLDING COURTS THROUGH PHYSICAL HEARING

Sl No	Name of Judicial Officer	Designation	Room No.	Date and Time							
				W.e.f. 01.09.2020 the courts will hold physical hearing on every working day from 10:30 AM to 03:30 PM (First Session from 10:30 AM to 12:30 PM and Second Session from 02:00 PM to 03:30 PM) while rest will continue to hold hearings through video conferencing.							
1.	Ms. Poonam A. Bamba	District & Sessions Judge, South	300, Third Floor	01 Sep	05 Sep	10 Sep	16 Sep	21 Sep			
2.	Sh. Ramesh Kumar-I	District Judge (Commercial Court)-01	614, Sixth Floor	02 Sep	07 Sep	11 Sep	17 Sep	22 Sep	26 Sep	30 Sep	
3.	Sh. Vinay Kumar Khanna	District Judge (Commercial Court)-02	503, Fifth Floor	03 Sep	08 Sep	14 Sep	18 Sep	23 Sep	25 Sep	28 Sep	
4.	Sh. Atul Kumar Garg	PO MACT	014, Ground Floor	04-Sep	09-Sep	15-Sep	19-Sep	24-Sep	29-Sep		
5.	Sh. Bhupesh Kumar	Spl. Judge (NDPS)	505, Fifth Floor	01 Sep	05 Sep	10 Sep	16 Sep	21 Sep	25 Sep	30 Sep	
6.	Sh. Sanjeev Kumar Singh	ASJ (Electricity)	504, Fifth Floor	02 Sep	07 Sep	11 Sep	17 Sep	22 Sep	26 Sep		
7.	Sh. Sudesh Kumar-II	ASJ-02	303, Third Floor	03 Sep	08 Sep	14 Sep	18 Sep	23 Sep	28 Sep		
8.	Ms. Chetna Singh	ASJ-03	306, Third Floor	04 Sep	09 Sep	15 Sep	19 Sep	24 Sep	29 Sep		
9.	Ms. Vineeta Goyal	ASJ (SFTC)	304, Third Floor	01 Sep	05 Sep	10 Sep	16 Sep	21 Sep	25 Sep	30 Sep	
10.	Dr. Saurabh Kulshreshtha	ASJ-01 (POSCO)	302, Third Floor	02 Sep	07 Sep	11 Sep	17 Sep	22 Sep	26 Sep		
11.	Ms. Priya Mahendra	ASJ-04 (POSCO)	501, Fifth Floor	03 Sep	08 Sep	14 Sep	18 Sep	23 Sep	28 Sep		
12.	Ms. Jyoti Kler	ASJ-05 (POSCO)	605, Sixth Floor	04 Sep	09 Sep	15 Sep	19 Sep	24 Sep	29 Sep		

13.	Ms. Pooja Talwar	ADJ-01	601, Sixth Floor	01 Sep	05 Sep	10 Sep	16 Sep	21 Sep	25 Sep	30 Sep		
14.	Sh. Nikhil Chopra	ADJ-02	606, Sixth Floor	02 Sep	07 Sep	11 Sep	17 Sep	22 Sep	26 Sep			
15.	Sh. Sumit Dass	ADJ-03	607, Sixth Floor	03 Sep	08 Sep	14 Sep	18 Sep	23 Sep	28 Sep			
16.	Sh. Sanjeev Kumar-II	ADJ-04	602, Sixth Floor	04 Sep	09 Sep	15 Sep	19 Sep	24 Sep	29 Sep			
17.	Sh. Sushant Changotra	SCJ-cum-RC	001, Ground Floor	01 Sep	05 Sep	10 Sep	16 Sep	21 Sep	25 Sep	30 Sep		
18.	Sh. Dharmender Singh	ACJ/CCJ/A RC	204, Second Floor	02 Sep	07 Sep	11 Sep	17 Sep	22 Sep	26 Sep			
19.	Ms. Charu Gupta	JSCC/ASCJ/GJ	002, Ground Floor	03 Sep	08 Sep	14 Sep	18 Sep	23 Sep	28 Sep			
20.	Ms. Bharti Garg	CJ-01	003, Ground Floor	04 Sep	09 Sep	15 Sep	19 Sep	24 Sep	29 Sep			
21.	Sh. Jay Thareja	CMM	216, Second Floor	01 Sep	04 Sep	08 Sep	11 Sep	16 Sep	19 Sep	23 Sep	26 Sep	30 Sep
22.	Sh. Ankit Singla	ACMM	215, Second Floor	02 Sep	05 Sep	09 Sep	14 Sep	17 Sep	21 Sep	24 Sep	28 Sep	
23.	Sh. Anurag Dass	MM-01	214, Second Floor	03 Sep	07 Sep	10 Sep	15 Sep	18 Sep	22 Sep	25 Sep	29 Sep	
24.	Ms. Tanya Bamniyal	MM-02	213, Second Floor	01 Sep	04 Sep	08 Sep	11 Sep	16 Sep	19 Sep	23 Sep	26 Sep	30 Sep
25.	Sh. Anuj Kumar Singh	MM-03	212, Second Floor	02 Sep	05 Sep	09 Sep	14 Sep	17 Sep	21 Sep	24 Sep	28 Sep	
26.	Sh. Vivek Kr. Agarwal	MM-04	211, Second Floor	03 Sep	07 Sep	10 Sep	15 Sep	18 Sep	22 Sep	25 Sep	29 Sep	
27.	Ms. Mayuri Singh	MM (Mahila Court)-01	208, Second Floor	02 Sep	07 Sep	11 Sep	17 Sep	22 Sep	26 Sep			
28.	Ms. Saloni Singh	MM (Mahila Court)-02	209, Second Floor	01 Sep	05 Sep	10 Sep	16 Sep	21 Sep	25 Sep	30 Sep		
29.	Ms. Swati Gupta	MM (Mahila Court)-03	012, Ground Floor	03 Sep	08 Sep	14 Sep	18 Sep	23 Sep	28 Sep			
30.	Ms. Anjani Mahajan	MM (Mahila Court)-04	006, Ground Floor	04 Sep	09 Sep	15 Sep	19 Sep	24 Sep	29 Sep			
31.	Ms. Apoorva Rana	MM (NI Act)-01	611, Sixth Floor	01-Sep	07-Sep	14-Sep	19-Sep	25-Sep				
32.	Ms. Alka Singh	MM (NI Act)-02	612, Sixth Floor	02-Sep	08-Sep	15-Sep	21-Sep	26-Sep				
33.	Sh. Vinik Jain	MM (NI Act)-03	207, Second Floor	03-Sep	09-Sep	16-Sep	22-Sep	28-Sep				
34.	Ms. Shilpi Singh	MM (NI Act)-04	202, Second Floor	05-Sep	10-Sep	18-Sep	24-Sep	30-Sep				
35.	Sh. Animesh Kumar	MM (NI Act)-05	305, Third Floor	04-Sep	11-Sep	17-Sep	23-Sep	29-Sep				

Notes:-

1. The Judicial Officers shall hold Court through physical hearings as per the aforesaid roster on the dates mentioned against their names. On the remaining days, the Officers, shall hold Court through virtual hearings/ video conferencing.
2. The Court timings in case of physical hearings shall be from **10:30 am to 03:30pm [First Session from 10:30 am to 12:30 pm and Second Session from 02:00pm to 03:30pm]**. During the break from 12:30pm to 01:30pm, the sanitation staff will carry out deep cleaning of the court building.
3. The Court timings in case of virtual/ VC hearings shall be from **10:00 am to 04:00pm, with lunch break from 01:30 pm to 02:00 pm.**
4. The Judicial Officers while holding their respective courts – whether by way of physical functioning or by way of videoconferencing, shall take up the matters in the daily cause list of their respective courts only.
5. Criminal cases fixed for arguments on charge; arguments on miscellaneous applications and final arguments, etc. will be taken up through video conferencing. Criminal cases fixed for framing/ signing of Charge, recording of Statement of Accused (where accused is on bail) and recording of Defence Evidence and Criminal Appeals will be taken up through physical hearing.
6. Civil Cases fixed for preliminary examination of plaint/petition /appeal/interlocutory applications, order for issuance of summons/notice, completion of pleadings and Admission/Denial on affidavits, framing of Issues, filing of Evidence Affidavits and arguments for disposal of interlocutory applications will be taken up through video conferencing; recording of evidence shall be through video conferencing only in ex-parte and uncontested cases, guardianship cases, adoption cases, mutual consent divorce cases etc. Civil matters such as Civil Appeals, Rent Control Appeals and other civil appeals under special laws, like Public Premises Act, DMC Act etc. will be heard through physical hearings.
7. The Judicial Officers shall have the discretion to take up any matter (even if falling in the aforesaid categories) through physical hearing or video conferencing, as considered appropriate, and keeping in mind any request made by the parties/advocates in this respect.
8. The cases filed physically during the lockdown period shall also be taken up for preliminary hearing through video conferencing or physical hearing, as the case may be.
9. Litigants (who are represented by an Advocate) need not personally visit the Court complex in connection with the hearing of their cases, unless they are so directed by the Court concerned.
10. The applications for obtaining certified copies of record / inspection of judicial record can either be filed on the email id of the concerned court (and if such applications are allowed, the order(s) of preparation of copy will be communicated to the applicant(s) through email) or such applications can be filed physically by putting the same in the petition box kept in the Court / Copying agency Counter, however the applications which are filed physically, shall be processed after three days.

11. No pleadings, applications, documents, etc. shall be permitted to be filed across the dais in the Court and the same shall either be handed over to the Ahlmad in a closed envelope or be put in the petition box in the Court and in either case, the same shall be processed after three days.
12. No person who is without a face mask or is suffering from any Covid-19 symptoms shall be allowed entry in the Court Complex. All persons visiting the Court Complex shall maintain physical/ social distancing and shall scrupulously comply with all the guidelines/ directions/ SOPs issued by the Court Administration/ other authorities.
13. The Under-Trial Prisoners shall continue to be produced through video conferencing only.

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

No. Judl-II/F.7/South/Saket/2020/LKD-251 dated, New Delhi the 30.08.2020

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) Officer In-Charge, Bail & Filing, South District, Saket Courts, New Delhi.
- 6) The Judge In-Charge, Mediation Centre, Saket Court Complex, New Delhi.
- 7) The Secretary, DLSA, South District, Saket Courts, New Delhi.
- 8) The Chief Public Prosecutor South District, Saket Courts, New Delhi.
- 9) The Secretary Bar Association, Saket Courts, New Delhi.
- 10) The Director General (Prisons), Central Jail, Tihar, New Delhi.
- 11) The PRO, Saket Courts, New Delhi.
- 12) The Caretaking Branch, South District, Saket Courts, New Delhi.
- 13) PA/Reader to the Ld. District & Sessions Judge South.
- 14) R & I Branch for uploading on LAYERS.

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