

**OFFICE OF THE DISTRICT & SESSION JUDGE, SOUTH-EAST DISTRICT,
SAKET COURTS COMPLEX, NEW DELHI.**

ORDER

In pursuance to the directions of the Hon'ble High Court of Delhi vide communication no. 417/RG/DHC/2020 dated 27.08.2020, duty roster of Judicial Officers of South East District, Saket Courts, New Delhi for the month of September 2020 is as follows:-

**DUTY ROSTER OF JUDICIAL OFFICER UNDER GRADED ACTION PLAN FOR
THE MONTH OF SEPTEMBER 2020**

Column No.	A	B	C	D
Date	1,5,10,16,21,25,30	2,7,11,17,22,26	3,8,14,18,23,28	4,9,15,19,24,29
DHJS	Sh. Raj Kumar Chauhan, DJ (Commercial Court) 01 Room No - 502, 5 th floor	Ms. Neena Bansal Krishna, D&S Judge (SE), Room No. 500, 5 th Floor	Ms. Raj Rani Mitra, DJ (Commercial Court) -02 Room No. 613, 6 th floor	XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXX
	Ms. Shelly Arora, ADJ-01 Room No. 616, 6 th floor	Sh. Naresh Kumar Laka, ADJ-03 Room No. 316, 3 rd floor	Sh. Vipin Kumar Rai, ADJ-06 Room No. 310, 3 rd floor	Ms. Neelam Singh, ADJ-02 Room No. 615, 6 th floor
	Sh. Lalit Kumar, ADJ-04 Room No. 210, 2 nd floor	Ms. Vandana Jain, ADJ-07 Room No. 13, GF	Sh. Sanjay Sharma-II, * ADJ-05 Room No. 603, 6 th floor	Dr. Hardeep Kaur, PO MACT Room No. 11, Ground floor
	Sh. Gaurav Rao, ASJ-01 (POCSO) Room No. 315, 3 rd floor	Sh. Rajesh Kumar Singh, ASJ-06, (POCSO) Room No. 309, 3 rd floor	Sh. Sudhanshu Kaushik, ASJ-07 (POCSO) Room No. 308, 3 rd floor	Sh. Sandeep Garg, ASJ (FTC) Room No. 301, 3 rd floor
	Sh. Sandeep Yadav, ASJ-02 Room No. 314, 3 rd floor	Sh. Gulshan Kumar, ASJ-03 Room No. 313, 3 rd floor	Sh. Suresh Kumar Gupta, ASJ-04 Room No. 312, 3 rd floor	Sh. Sameer Bajpai, * ASJ-05 Room No. 311, 3 rd floor
DJS	Sh. Dheeraj Mor, SCJ-cum-RC Room No. 201, 2 nd floor	Ms. Manisha Khurana Kakkar, JSCC-cum-ASCJ-cum-GJ Room No. 511, 5 th floor	Sh. Arvind Bansal, ACJ-cum-CCJ-cum-ARC Room No. 203 2 nd floor	MS. Anuradha Prasa, Civil Judge-01 Room No. 608 6 th floor
	Sh. Siddhant Sihag, Civil Judge-02 Room No. 8, GF	XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXX	XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX
	Ms. Gurmohina Kaur, CMM Room No. 516, 5 th floor	Ms. Vijeta Singh Rawat, ACMM Room No. 515, 5 th floor	Sh. Rohit Gulia, MM-01 Room No. 514, 5 th floor	Sh. Himanshu Raman Singh, MM-02 Room No. 513, 5 th floor

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Column No.	A	B	C	D
Date	1,5,10,16,21,25,30	2,7,11,17,22,26	3,8,14,18,23,28	4,9,15,19,24,29
DJS	Ms. Vasundhara Azad, MM-03 Room No. 512, 5th floor	Sh. Jitendra Pratap Singh, MM-04 Room No. 10, Gf	Sh. Siddhartha Malik, MM-05 Room No. 510, 5th floor	Sh. Akash Sharma, MM-06 Room No. 509, 5th floor
	Sh. Aashish Gupta, MM-07 Room No. 508, 5th floor	Ms. Rajat Goyal, MM-08 Room No. 205, 2nd floor	Sh. Gagandeep Jindal, MM-09 Room No. 206, 2nd floor	Ms. Swati Sharma, MM-10 Room No. 307 3rd floor
	Ms. Nupur Gupta, MM-11 Room No. 9, GF	Ms. Aishwarya Sharma, MM (Mahila Court)01 Room No. 506, 5th floor	Ms. Archana Beniwal, MM (Mahila Court)-03 Room No. 5, Ground floor	Ms. Manika, MM (Mahila Court)-02 Room No. 507, 5th floor
	Ms. Deepali Srivastava, MM (NI Act)-01 Room No. 610, 6th floor	Sh. Dev Chaudhary, MM (NI Act)-02 Room No. 609, 6th floor	Ms. Saema Jamil MM (NI Act)-04 Room No. 7, Ground floor	Sh. Paras Dalal MM (NI Act)-05 Room No. 604, 6th floor

* Court of the Additional District Judge -05, shall be presided over by Ms. Shunali Gupta, w.e.f. 07.09.2020 and the Court of Additional Sessions Judge -05 shall be presided over by Sh. Anuj Agarwal, pursuant to Order no. 29/G-I/Gaz.IA/DHC/2020 Dated 26.08.2020 and Order no. 28/DHC/Gaz/G-7VI.E2(a)/2020 dated 26.08.2020 respectively.

Notes:-

1. The Judges shall be holding the court physically on the dates as mentioned above and all the other judges shall continue to hold their courts virtually through video conferencing or through physical hearing. Even on the day of physical hearing, only those cases where physical presence is required or where evidence is to be recorded, may be taken up for physical hearing. In addition to holding physical hearing, the courts shall also make an endeavor to deal with the cases virtually wherever possible.
2. In case both the parties desire that their matter may be taken up physically, a joint request maybe made and the Ld. Judge may list that matter on the day of his/her physical hearing. The Ld. Judicial Officers shall ensure that a limited number of cases are listed for physical hearing after taking due care of safety measures and social distancing norms.
3. It may be ensured that there is no overcrowding inside the court room during the hearings and an endeavour shall be made that only one lawyer from each side may appear and the litigants be called only when necessary. The windows of the court room shall be kept open for proper ventilation. It may be ensured that no one is allowed entry in the court room without a mask.
4. No applications/documents shall be handed over across the dais and shall be be put in the petition box kept in the court room which shall be taken out after two days and put up before the Ld. Judge. The soft copy of the applications/ documents may also be filed on the court e-mail address.

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5. The application for certified copy/ inspection of court record may be filed physically or through e-mail and the date and time for collection of copies/ inspection may be confirmed telephonically from the concerned official-in-charge in order to avoid overcrowding and inconvenience to all.
6. The Under Trial Prisoners shall continue to be produced through video conferencing only in order to avoid over-crowding,
7. The Standard Operating Protocol (SOP) issued by Hon'ble High Court of Delhi for resumption of Physical functioning of the subordinate Courts, be scrupulously followed by all the stake holders.

S/d
(NEENA BANSAL KRISHNA)
District & Sessions Judge (SE)
Saket Courts, New Delhi.

No. Judl./Circular/F.43/South East/Saket/2020/8411-8480

New Delhi, Dated:31.08.2020

Copy forwarded for information and necessary action :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. District & Sessions Judge (HQ), THC, South, North West, South West, EAST, Shahdara, New Delhi, North, West, North-East/Districts, Delhi,
3. All the Judicial Officers of South East District, Saket Courts, New Delhi.
4. The A.O.(Judl.)/Filing Section & Admn. Branch (SE),
5. The Director, Directorate of Prosection, GNCT of Delhi,
6. The Public Prosecutor, Tis Hazari, Delhi,
7. The Chief/In-Charge Prosecutor, Saket Courts, New Delhi,
8. The Reader and PS to District & Sessions Judge (SE),
9. The In-Charge, Bail & Filing Section (SE), Saket Courts, New Delhi,
10. The PRO, Facilitation Centre, Saket Courts, Complex,
11. The In-Charge, Lock-up, Saket Courts Complex, New Delhi,
12. For uploading on LAYERS,
13. For uploading on centralized website through LAYERS,
14. The Computer Branch, with request to upload the same on the website of South East District, Saket Courts, New Delhi.
15. The Secretary Bar Association, Saket Courts, Complex, New Delhi.

S/d
District & Sessions Judge (SE)
Saket Courts, New Delhi.