

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
NORTH DISTRICT::ROHINI COURTS::DELHI**

ORDER

Pursuant to the directions contained in letter no. 417/RG/DHC/2020 dated 27.08.2020 of the Hon'ble High Court of Delhi, the roster of Judicial Officers posted in North District, Rohini Courts, Delhi to ensure 1/4th of the Courts to hold physical hearing for the period **w.e.f. 01st September 2020 to 30th September 2020** is as under:-

Designation	Monday (7,14,21,28 Sept.)	Tuesday (1,8,15,22, 29 Sept.)	Wednesday (2,9,16,23, 30 Sept.)	Thursday (3,10,17,24 Sept.)
DHJS	Ms. Swarana Kanta Sharma, District & Sessions Judge (North) R. No. 404 The undersigned shall be available on all the working days for Administrative & Judicial work. However, undersigned shall hold the court physically on the following dates:- 01.09.2020, 09.09.2020, 14.09.2020, & 28.09.2020.			
		Ms. Barkha Gupta District Judge (Comm. Court) (w.e.f. 07.09.2020) R. No. 307	Ms. Rekha ADJ-02 R. No. 314	Sh. S. S. Malhotra PO MACT-01 R. No. 12
	Sh. D. K. Jangala PO MACT-02 R. No. 13	Sh. Pankaj Gupta ADJ-01, R. No. 312	Sh. Jagdish Kumar ASJ/FTC R. No. 204	Sh. Gagandeep Singh, ADJ-03 R. No. 301
	Ms. Smita Garg ASJ-03 R. No. 305	Sh. Jitendra Kumar Mishra, Spl Judge NDPS Act. R. No. 207	Ms. Vandana ASJ-05(POCSO) R. No. 302	Sh. Manish Khurana, ASJ- 01(POCSO) R. No. 306
	Sh. Rakesh Kumar-III ASJ-02 R. No. 202	Sh. Neeraj Gaur ASJ-06(POCSO) R. No.308	Sh. Shivaji Anand ASJ-04 R. No. 206	
DJS	Sh. Muneesh Garg ACJ/CCJ/ARC R. No. 215	Sh. Deepak Sherawat, SCJ/RC R. No. 214	Ms. Aanchal JSCC/ASCJ/GJ R. No. 111	Ms. Manis Malik Civil Judge R. No. 218
	Ms. Jasjeet Kaur CMM R. No. 115	Ms. Richa Sharma MM-07 R. No. 06	Ms. Rashmi Gupta MM-06 R. No. 320	Sh. Satvir Singh Lamba, ACMM R, No. 117
	Ms. Neha Gupta Singh, MM-02 R. No. 319	Ms. Upasna Satija MM (Mahila Court-2) R. No. 104	Ms. Neha Mittal MM (Mahila Court-1) R. No. 103	Sh. Mayank Goel MM-03 R. No. 213
	Sh. Vaibhav Mehta MM-05 R. No. 114		Ms. Divya Malhotra MM-01 R. No. 116	Ms. Niharika Kumar Sharma, MM-04 R. No. 110

Note:-

- (i) All the above mentioned Judicial Officers shall hold their Court Physically on the allocated dates and on the remaining working days they shall hold the court in virtual mode.
- (ii) Ld. ACJs (North & North-West) are directed to do the needful for implementation of SOPs as laid down by the Ld. District & Sessions Judge (HQs) in letter dated 19.08.2020 addressed to Ld. Registrar General, Hon'ble High Court of Delhi.
- (iii) Physical Court sitting Hours for the period w.e.f. 01.09.2020 to 30.09.2020 shall be 10:30am to 03:30pm (with two sessions 10:30am to 12:30pm and 02:00pm to 03:30pm). During 12:30pm to 01:30pm the Judicial Officers will complete dictation/correction work from their respective chambers and sanitation staff will complete deep cleaning of the courtrooms.
- (iv) In Criminal cases, it is ordered that no prisoner shall be called from Jail during the aforesaid period to prevent the exposure of remaining Under Trial Prisoners (UTPs) in jail on return of the produced UTPs and they shall continue to be produced through video-conference.
- (v) The Judicial Officers are directed to exercise their discretion in physical hearing as well as VC hearing to shrink the daily cause lists of their respective courts, so as to prevent over crowding in court rooms and maximum effective hearings. However, the order of effective hearings and adjournment, if any, be uploaded on the official website, very same day.

- (vi) Duty Roster of Court staff shall be prepared by the Reader of concerned Court, as per directions of their respective Presiding Officer and copy of the same be sent to Branch In-Charge, Admin. Branch via e-mode only.
- (vii) The Judicial Officers dealing with criminal jurisdictions are directed to ensure that in order to prevent over crowding in court rooms, services of naib courts be utilized for delivering/collecting daily dak only. The naib courts may not be allowed to remain present in courtrooms during the proceedings, unless necessary.
- (viii) Daily deep cleaning of all courtrooms shall be carried out before opening of courts, between 12:30pm to 01:30pm and at 4:00pm.
- (ix) Physical filing (of new cases) shall continue by way of box system as the same is working well till now. Hence, no change is required as this stage. However, regarding physical filing (in already pending cases) of pleadings, interlocutory applications, replication, documents and affidavits etc., it is ordered that the same shall be filed through e-mode only via email of concerned court. No paper shall be physically accepted across the bar in physical Court.
- (x) No inspection of Judicial records shall be allowed till further orders to prevent the spread of coronavirus.
- (xi) Entry in Court Room for attending physical hearings shall stand restricted to only one Advocate per party at a time, whose Vakalatnama is on record. Standing Counsel/Nominated counsel for any of the party/entity shall be allowed to enter whose case is listed for physical hearing on that particular day subject to restriction of one Advocate per party.
- (xii) During the physical hearing, lawyers of only one case will be allowed to enter the court room, maintaining social distancing norms. No party in person, Juniors, interns, advocate's clerk (Munshi), party in person/litigants will be allowed to enter the court room. However, when the *ex-parte* evidence is being recorded, Courts may permit the concerned witness in Court subject to social distancing and hygiene norms. In case, where party in person pursuing the case himself/herself without any legal assistance may be allowed to enter, subject to directions of concerned court.
- (xiii) The entrants in court rooms (Advocates, party in person, police officials, etc.) above the age of 65 years and those suffering from co-morbidities shall be refrained to attend physical hearing.
- (xiv) Persons displaying symptoms of flu, fever, cough etc. are not allowed to enter inside the court complex.
- (xv) Every visitor (Advocate, Police Officials, Court Staff, PWD Officials, and others) are directed to strictly adhere the norms of social distancing, wearing of face mask all time, undergoing thermal scanning at the designated entry points, sanitizing the hand before the entry within the Court Complex. It is in the interest of all stakeholders to adherence of all the guidelines/directions/advisories/SOPs issued by the Government of India/Govt. of NCT of Delhi in regard to combat spread of Covid-19 pandemic.
- (xvi) It is directed that all the Advocates/party in person or any other stakeholders attending physical hearing shall leave the Court Complex, once their matter is over.
- (xvii) Existing Covid Committee (To take stock of hygiene and cleanliness in Rohini Court Complex and Lawyers Chamber Building and to take remedial steps to avoid the effect of coronavirus(2019-nCoV) on day to day basis) shall act as a Task Force to ensure better co-ordination with the Member of RCBA and shall ensure adherence to social distancing norms inside Rohini Court Complex.
- (xviii) Service of summons/notices via physical mode shall remain suspended till further orders. However, service of summons/notices shall continue via e-mode. Any issue with regard to working of Nazarat Branch shall be dealt with by the concerned Ld. ACJ.
- (xix) Manning the Complex Gates and other related issued shall be decided by the aforesaid Covid Committee of Rohini Court Complex subject to approval of the undersigned.
- (xx) Physical hearing shall not be conducted on Friday & Saturday. However, the Courts shall continue to work through VC on these days.
- (xxi) During the aforesaid period, no official functions shall be held or organized without prior permission of the undersigned.
- (xxii) The Judicial Officers are requested not to proceed on leave on the dates of physical hearing unless and until there is extreme urgency.


(SWARANA KANTA SHARMA)

DISTRICT & SESSIONS JUDGE (NORTH)
ROHINI COURT::DELHI.

Copy forwarded for information and necessary action to :-

No. 30914-30976/D&SjSectt./COVID/North/RC/2020

Dated: 29.08.2020

1. The Ld. Registrar General, Hon'ble High Court of Delhi.
2. The Ld. District & Sessions Judge(HQs.), Tis Hazari Courts, Delhi.
3. The Ld. District & Sessions Judge (North-West), Rohini Courts, Delhi.
4. All the Judicial Officers posted in Rohini Court Complex.
5. The Chief Prosecutor, Prosecution Branch, North District, Rohini Courts, Delhi.
6. The Director General(Prison), Tihar Jail Delhi with the request to circulate to all the concerned.
7. The Officer Incharge, Pool Car Section, Rohini Courts, Delhi.

8. DDO/Accounts Branch, North District, Rohini Courts.
9. The Commissioner of Police, ITO, PHQ, Delhi.
10. The Secretary Bar Association, Rohini District Court/Tis Hazari/Patiala House/Karkardooma/Saket/Dwarka/RACC Delhi.
11. The Deputy Commissioners of Police, Outer-North/Rohini/North-West/Outer.
12. Dealing Official, Facilitation Centre, Rohini Courts, Delhi.
13. Branch Incharge, Filing Section, Rohini Courts, Delhi.
14. Branch Incharge, Computer Branch to upload the same on the official website of North District, Rohini Courts, Delhi.
15. The Website Committee (English/Hindi), Tis Hazari Courts, Delhi.
16. PS to the undersigned.
17. Reader to the undersigned.
18. The Incharge, Care taking Branch, Rohini Courts, Delhi with request to put the same on all the Notice Boards and all the gates of Rohini Courts Complex.
19. Branch In-charge, R&I for uploading on Layers.


DISTRICT & SESSIONS JUDGE (NORTH)
ROHINI COURTS, DELHI.