

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: EAST, NORT-EAST
& SHAHDARA DISTRICTS, KARKARDOOMA COURTS, DELHI**

**STANDARD OPERATING PROCEDURE/GUIDELINES FOR RESUMPTION OF
PHYSICAL HEARING**

Pursuant to the directions of the Hon'ble High Court contained in communication No. 417/RG/DHC/2020 dated 27.08.2020, physical hearings of cases in courts of East, North-East & Shahdara Districts, shall start at one fourth capacity w.e.f. 01.09.2020, the following directions are therefore issued for information and strict compliance.

1. The duty roster of Judges who shall be holding physical courts on a particular day effective from 01.09.2020 till 30.09.2020 has been issued separately. Only the Judges, whose names are mentioned in the roster, shall be holding physical Courts on the given dates. Rest of the Courts shall continue to function through Video Conferencing mode only. It is clarified that the procedure of Duty Magistrates, Jail Magistrates, and Bail Section shall continue as earlier as per their respective duty roster. The Judicial Officers are requested not to proceed on leave on the dates of physical hearing unless and until there is extreme urgency.
2. The advocates and litigants are advised to check the Cause List on the website or through e-court services app and may come to the Court only if their matter is listed for physical hearing. Advocates and litigants can find out the next dates of their respective cases after 5 pm each day from the website of district court as well as through e-courts services app so as to minimize the footfall in the court premises.
3. The Advocates/litigants shall be at liberty to move joint request through e-mail for adjourning their matters, but the same must be filed at least two days prior to their court hearing. It is further clarified that no request for pass over shall be entertained so as to adhere to time slots schedule so as to minimize the rush in the court.
4. The Duty roster of court staff shall be prepared by the concerned Judicial Officer in such manner that on each working day minimum required staff comes to the court premises.

5. Initially for few days, in addition to the Judicial Officers and the reduced court staff, only advocates with one clerk each and the Bar Association authorized typists be permitted to enter their chambers in the Court Complex. The litigants/witness shall produce Summons/Notice or Letter issued by the advocate on his/her letterhead, bearing his/her bar enrolment number, at the entrance of the court complex. The litigants/ witnesses/ typists/clerks will have to produce their proof of identity at the time of entry. Only the Advocate with one litigant/witness (only if directed by the Court) shall be permitted to enter a particular court. Interns, Law students, relative of litigant shall not be permitted for entry.
6. The JOs dealing with criminal jurisdictions shall ensure that in order to prevent crowding, naib courts go back to their concerned police stations after delivering and/or collecting daily dak. The naib courts shall not be allowed to remain present in courtrooms during the proceedings, unless necessary. However, it should be mandated that in criminal cases, no prisoner shall be called from jail for at least one month, in order to prevent exposure of remaining Under Trial Prisoners (UTPs) in jail on return of the produced UTP.
7. All those seeking entry in the Court Complex shall be required to adhere following norms strictly :
 - (a) Wearing of masks all times.
 - (b) Undergoing thermal scanning at the designated entry points and random checking inside the court complex.
 - (c) Sanitizing hands before/at the time of entry.
 - (d) Strict adherence to the norms of social distancing by maintaining a minimum distance of 6 Ft. within the court complex.
 - (e) Adherence to all the directions/guidelines/SOPs/advisories issued by the Government of India and the Government of NCT, Delhi in respect of the COVID-19 pandemic.
8. Those having visible symptoms of COVID 19 virus (fever, cough, running nose etc.) and those living/having visited the containment zone, shall not be permitted entry in the court complex.
9. No Judicial Officer or advocate shall be permitted to park his/her vehicle anywhere except the Parking area and if the same is fully occupied, the vehicle shall be parked outside the court complex. The following gates can be used for the ingress/egress in court complex:-

Gate No. 1:- Exclusively used by Judicial Officers.(Open from 8am-06pm)

Gate no. 2 :- Closed.

Gate no. 3 :- For General Public and Lawyers (8am-06pm).

Gate no. 4 ^{1/2} :- Multilevel Parking (08am-06pm).

Gate no. 5 :- Closed (Used only for transportation of UTPs).

10. Daily deep cleaning of all courtrooms shall be carried out after 04:00 pm also, in addition to the breaks between 12:30pm to 01:30pm. The Caretaker, Caretaking Branchs (East, North-East and Shahdara), KKD will ensure that all the lifts in the court complex shall operate at half capacity in each trip. Necessary instructions in this regard be issued to lift operators under intimation to PWD (Electrical). AE, PWD (Electrical), KKD is also directed to ensure that these instructions are scrupulously followed by the lift operators. The Lift Operator shall also ensure that Lifts remains properly sanitized at all the times.
11. The physical filing (of new cases) be done by way of Box system. The filing Counter will maintain three Petition boxes labelled I to III. On any given day, one box shall be used for physical filing of new cases from 10.00 am to 03.00 pm and it will be sealed, to be reopened after 3 days to take out the physical filed cases for random/physical allocation. After allocation, the files shall be physically taken to the Ahlmad of the Court concerned for further processing.
12. Physical filing (in already pending matters) of Pleadings, Interlocutory Applications, Documents and Affidavits etc. be done directly in Ahlmad room in a Closed Envelope which shall be kept untouched in an almirah, and shall be opened after three days to take out the papers and place the same in the concerned file. No paper shall be physically accepted across the bar in PC.
13. The application for certified copy in the pending cases shall be dropped in the designated box in the Court and the box shall be opened after three days for processing it further. The Court staff shall ensure that every Court has designated box for this purpose. Physical filing of CA applications in decided cases can be allowed by dropping the CA application in the boxes at the CA Filing Counter, which shall be opened for further processing after three days. Further the e-solution of the applications and the delivery of the certified copy on e-payment is also being evolved.
14. The application for 'Inspection of Records' shall be dropped in the designated box kept in the Ahlmad Room/Concerned Court Room/Record Room, as the case may be. The same application shall also be taken out of the box only after three days and thereafter it shall be acted upon. Inspection Application can also be filed in soft copy format on e-mail address of the concerned Court.

15. Apart from sanitizing the washrooms of Judicial Officers and public toilets, the Caretaker, Caretaking Branchs (East, North-East and Shahdara), KKD shall also ensure that benches / chairs in the court rooms, lobbies, corridors and in branches are placed in such a manner so that norms of social distancing are adhered to strictly. The spare chairs/benches may be kept in store house for the time being. The court staff shall also ensure that there is regular cleaning of the court rooms and offices/branches. The staff shall also ensure that all norms are strictly adhered to in the court rooms and offices / branches.
16. Medical Facilities in the form of an Ambulance with complete infrastructure to tackle Covid-19 emergencies shall be made available during working hours in Court Complex. Dispensaries in Court Complex shall be improved by deputing more medical and para-medical staff as well as better infrastructure. Contactless sanitizer dispensing machines has already been installed at various places in the Court Building in this Court Complex. A Committee to deal with quarantine requests of Covid-19 infected staff members is already in working in this complex.
17. As regards Air-Conditioners, in centrally air conditioned buildings the concerned JE/AE (Electrical) shall ensure use of filters and temperature modulation techniques, while in non-centrally air conditioned buildings, the air conditioners installed in courtrooms and chambers shall be operated within safe temperature limits with windows open. PWD (civil) and PWD (electrical) is directed to work in accordance with these guidelines.
18. For a period of atleast six months, no official function of the Judicial Officers or the Bar Associations, like farewells and other parties be held within this Court Complex.
19. The SBA shall form a task force who shall take regular rounds of the KKD Court complex to ensure that there is strict adherence to these guidelines. Learned Officer In-Charge Caretaking Branch (East), Learned Chief Metropolitan Magistrates (East, North-East And Shahdara) and Learned Senior Civil Judge (North-East and Shahdara) shall coordinate with the above task force to ensure that the entry and exit is regulated as stated above and all the norms are strictly adhered to.
20. These guidelines shall be in continuation of the earlier directions passed on time to time relating to hearing through video conferencing.

This order is issued by the undersigned and does not required signature, since the same is computer generated order.

Sd/-

(YASHWANT KUMAR)
District & Sessions Judge (Shahdara)
Karkardooma Courts, Delhi.

Sd/-

(Dr.SUDHIR KUMAR JAIN)
District & Sessions Judge (North-East)
Karkardooma Courts, Delhi.

Sd/-

(DEEPAK JAGOTRA)
District & Sessions Judge (East)
Karkardooma Courts, Delhi.

No.: 5595-5615 / Judl. Br./East/KKD/Delhi.

Dated : 30.08.2020

Copy forwarded for information and necessary action to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. Ld. District & Session Judge (HQs), Tis Hazari Courts, Delhi.
3. All the Judicial Officers posted at East District, Karkardooma Courts, Delhi.
4. The Officer In-charge, Facilitation Centre, Karkardooma Courts, Delhi
5. The Officer In-charge, Vulnerable Witness Court Rooms, Karkardooma Courts, Delhi.
6. The Secretary DLSA, East District, Karkardooma Courts, Delhi.
7. The President/Hony. Secretary, Shahdara Bar Association (Regd.), Karkardooma Courts, Delhi.
8. The Superintendent Narcotic Control Bureau, Delhi Zonal Unit, West Block-I, Wing No. 7, R.K. Puram, New Delhi.
9. Medical Superintendent of Dispensary Karkardooma Courts, Delhi.
10. The Chief Public Prosecutor, East District, Karkardooma Courts, Delhi.
11. The DCP Concerned.
12. Office of Public Works Department, Karkardooma Courts.
13. The Jail Superintendent, Tihar Jail, Delhi
14. In-charge, Lock-up, Karkardooma Courts, Delhi
15. The entire Administrative Officer (Judl.)/Branch In-charge, East /Shahdara/North-East, District Karkardooma Courts, Delhi.
16. The Website Committee, Tis Hazari Courts, and Karkardooma Courts, Delhi.
17. In-charge, Computer Branch, Karkardooma Courts, Delhi,
18. In-charge, Care Taking Branch, East District, Karkardooma Courts, Delhi.
19. In-charge, Pool Car Section, Karkardooma Courts, Delhi.
20. PS to the District & Sessions Judge, East, North-East and Districts, Karkardooma Courts, Delhi.
21. Concerned file.

Sd/-

District & Sessions Judge: East District,
Karkardooma Courts, Delhi.

