OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE-CUM-SPECIAL JUDGE(PC ACT) (CBI) ROUSE AVENUE DISTRICT COURT: NEW DELHI

CIRCULAR

The Ld. Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI) Rouse Avenue District is receiving several requests from Ld. Judicial Officers posted at Rouse Avenue District Courts for exemption from holding courts physically.

Therefore, it is felt necessary to re-apprise all the Ld. Judicial Officers with the directions of the Hon'ble Delhi High Court in this regard.

The Graded Plan for re-opening District Courts post Covid-19 Lockdown, as approved by Hon'ble Delhi High Court, requires blended hearings. The directions are that each Judicial Officer shall hold Court virtually (VC) for few days in a week and Physical Courts (PC) for few days in a week. This system may be varied after one month depending upon the circumstances.

The SOP also provides that after exhausting the PC day's cause list, the Judicial Officer shall be at liberty to leave the court premises and conclude judgment dictation from her/his residential office through videoconference or teleconference with steno.

The Daily Judicial Business to be taken up physically or virtually in each Session has been left to the discretion of the concerned court as that would depend on various factors like nature of jurisdiction, size and nature of docket and priority of court etc. The Judicial Officers have also been given the discretion to shrink the daily cause lists of their respective courts, so as to ensure maximum effective hearings.

Stages in criminal courts, to be taken up in VC, initially for one month, should be arguments on charge; arguments on miscellaneous applications, like bail, superdari, personal exemption, recall of witnesses etc; and final arguments. The exercise of signing plea on charge, and recording of statement of accused (where accused is on bail) and recording of defence evidence should be in PC. Hearings of Criminal Revisions be through VC, but hearings of Criminal Appeals be through PC, as the same require detailed examination of bulky trial court records.

Stages in Civil Courts to be taken up in VC, initially for one month, should be the 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, followed by the stage of filing evidence affidavits to prevent crowding. Hearing of arguments for disposal of interlocutory applications should also be through VC. Initially, for one month recording of evidence should be through VC and in only ex-parte and uncontested cases.

The Judicial Officers have been given the discretion to take up any of the above stages through PC, though recommended to be taken through VC and vice versa.

The directions of the Hon'ble High Court are to prepare the roster of the courts ensuring that 1/4th courts hold physical hearing on every working day while rest continue to hold court hearings through videoconferencing.

Therefore 1/4th Ld. Judicial Officers at Rouse Avenue District Court have to hold physical hearing on every working day while rest shall hold hearings through VC.

In case, on the scheduled date for physical courts according to the roster, in any particular court, no case is listed for physical hearing or there is a request from the Ld. counsels to hold court through videoconference, the Ld. Judicial Officer shall send the request to the office of Ld. Principal District & Sessions Judge at least a day in advance

and if feasible the roster of physical hearings of that particular court may be modified specifying some other date in lieu of the cancelled date for the physical hearing so that 1/4thcourts hold physical hearing on every working day at Rouse Avenue District Courts.

The Graded Plan of re-opening District Courts post covid-19 lockdown and the letter of the Ld. Registrar General of Hon'ble Delhi High Court informing approval of the Hon'ble Delhi High Court to the SOP for functioning of District Courts are also being circulated to all the Ld. Judicial Officers with this circular to avoid any ambiguity regarding holding of physical courts on each day in Rouse Avenue District Courts.

This issues with the prior approval of the Ld. Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI) Rouse Avenue District Courts, Delhi.

This is computer generated circular and does not requires signature.

Sd/-
(Arun Bhardwaj)
Officer-In-Charge (Judicial)
For Ld. Principal Distt. & Sessions Judge-
Cum- Special Judge (PC Act) (CBI),
Rouse Avenue District Courts,
New Delhi

No.Power/Gaz./RADC/ND/2020/E-13318-13357 Dated 12th September, 2020.

Copy forwarded for information and necessary action to:-

1. All the Ld. Judicial Officers at Rouse Avenue District Court, New Delhi.
2. The PS to the Ld. Principal District & Sessions Judge cum Spl. Judge (PC ACT) (CBI), New Delhi.
3. Branch In-Charge Computer Branch with the direction to upload the same on official website of Delhi District Court.
4. The Reader to the undersigned.

Sd/-
Officer-In-Charge (Judicial)
For Ld. Principal Distt. & Sessions Judge-
Cum- Special Judge (PC Act) (CBI),
Rouse Avenue District Courts,
New Delhi

MANOJ JAIN
REGISTRAR GENERAL

150 YEARS OF CELEBRATING THE MAHATMA

HIGH COURT OF DELHI
Sher Shah Road
New Delhi-110 503
Off. : 23387989
Fax : 23073485

No.417/RG/DHC/2020
Dated

To,

The District & Sessions Judge (HQs),
Tis Hazari Courts,
Delhi.

Respected Sir,

This is to inform you that this Court has approved the suggestion/Standard Operating Procedure (SOP) for functioning of District Courts submitted vide your letter dated 19.08.2020 addressed to the undersigned.

I am also directed to inform you that the District & Sessions Judges and Principal Judge (Family Court) (HQs) shall prepare jurisdiction wise roster of the courts ensuring that 1/4th of the courts hold physical hearing on every working day from 10.30 AM to 3.30 PM (First Session from 10.30 AM to 12.30 PM and Second Session from 2.00 PM to 3.30 PM) while rest continue to hold hearings through videoconferencing w.e.f. 01.09.2020.

Regards,

Yours Sincerely

(MANOJ JAIN)

Scanned by TapScanner

To,

Registrar General,
Delhi High Court,
New Delhi.

Date: 19th August, 2020

SUGGESTIONS OF DICTRICT JUDGES FOR GRADED PLAN OF REOPENING DISTRICT COURTS POST COVID19 LOCKDOWN

Sir,

As directed by the Hon'ble Graded Action Plan Committee during the meeting dated 11.08.2020, extensive deliberations were done by the undersigned with the Judicial Officers posted in Tis Hazari Courts, President & Secretary of the Delhi Bar Association, and the fellow District & Sessions Judges. All fellow District & Sessions Judges posted their suggestions in our WhatsApp Group after discussing the matter with the Judicial Officers and Bar Associations of their respective districts, whereafter we, the District & Sessions Judges, also had a videoconferencing meet on 17.08.2020 in order to minutely analyze the suggestions for being submitted before the Hon'ble Committee.

Broadly speaking, there was consensus amongst all District & Sessions Judges that presently, the blended system of hearings, i.e. physical hearings combined with virtual hearings must be adopted, as this is transition period from complete physical hearings system to complete virtual hearings system. There was consensus that court of each jurisdiction must hold physical hearings on few weekdays and virtual hearings on few weekdays. There was also consensus that on the days, when a court is not holding physical hearings, it must hold virtual hearings. There was also consensus that as regards physical hearings days, the number of court sitting hours should be lesser than the existing system and with staggered timings, so as to enable multiple deep cleaning sessions. **There was also a consensus that it would be necessary to periodically (*preferably in last week of every month*) review the system till complete normalcy returns.**

However, as regards the roster of physical courts in this blended system, there were **two views**. One group of District Judges opined that physical courts roster should be District-wise while the other group of District Judges opined that physical courts roster should be Jurisdiction-wise. By **District-wise roster**, we meant that on three days of a week all courts of one district housed in a complex must hold physical hearings, and on the next three days of the week, all courts of the other district housed in that complex must hold physical hearings. By **Jurisdiction-wise roster**, we meant that on three days of a week, half number of courts of each jurisdiction housed in a court complex must hold physical hearings, and on the next three days of the week, remaining half number of courts of each jurisdiction housed in the court complex must hold physical hearings, thereby ensuring that on each working day, each jurisdiction is physically as well as virtually accessible to the litigants and lawyers.

In my humble view, the Jurisdiction-wise roster would be better, since that would ensure that on none of the weekdays, none of the jurisdictions in any district remains physically or virtually non-functional. Further, the District-wise roster might not be implementable in complexes like Karkardooma (*which houses three districts*) and Dwarka/Patiala House/Rouse Avenue (*each of which houses single district*).

However, during the course of our deliberations on the issue, **Office Order No.322/RG/DHC/2020 dated 15.08.2020** was received, which directed that to begin with, on experimental basis, around **one-fourth of the courts** can resume physical functioning on rotational basis while the rest can continue taking up the matters through videoconferencing. In view thereof, the District Judges, who were proposing District-wise roster, kindly consented to Jurisdiction-wise roster system in the course of our videoconferencing dated 17.08.2020.

On the basis of the aforesaid, **humble suggestions of all District & Sessions Judges** for graded opening of District Courts post Covid lockdown, especially for partial commencement of physical hearings are submitted as under:

1. It is submitted that presently, the system to be adopted should be of **Blended Hearings**, in the sense that all courts be held through virtual mode (*from residence or court chamber*) as well as through physical mode (*from courtroom*). Initially for one month, each Judicial Officer (JO) presiding over each jurisdiction of each district shall hold Virtual Courts (VC) for few days in a week and Physical Courts (PC) for few days in a week, but PC not being on consecutive days. After one month, number of days for PC and/or VC may be varied depending upon circumstances. However, the system of Duty Magistrates, Jail Magistrates and Bail ASJ Courts should continue as it is.
2. For **preparation of rosters**, the Judicial Officers (JOs) presiding over courts of each jurisdiction in a district be divided into four groups – Group A, Group B, Group C and Group D by the concerned District & Sessions Judges. **However, it is clarified that grouping of JOs into Groups A - D is only for theoretical purposes to explain the formula. In public domain, only the rosters shall be released, not the lists of Groups.**
3. On every first, fifth, ninth, thirteenth...working days of the month, JOs of Group A shall hold PC (*from courtroom*), while JOs of remaining groups shall hold VC (*from residence or court chamber*). On every second, sixth, tenth, fourteenth…working days of the month, JOs of Group B shall hold PC, while JOs of remaining groups shall hold VC. On every third, seventh, eleventh, fifteenth…working days of the month, JOs of Group C shall hold PC, while JOs of remaining groups shall hold VC. On every fourth, eighth, twelfth, sixteenth…working days of the month, JOs of Group D shall hold PC, while JOs of remaining groups shall hold VC. And so on. Where in any jurisdiction, the number courts is less than four, each of the JOs shall hold PC and VC on alternate days by rotation. **Also, in order to prevent crowding in corridors, it shall be ensured while preparing PC rosters that on any given day, Courts in adjacent rooms do not hold PC.**

4. **Daily Cause Lists** of each court, posted on the concerned website and mailed to the local Bar Association shall specifically mention as to whether the court on that day is being held physically or virtually.
5. **Physical Court Sitting Hours** in respect of PC have to be reduced. The same, initially for a month, be from 10:30am to 03:30pm, with two sessions. First Session be from 10:30am to 12:30pm and Second Session be from 02:00pm to 03:30pm. During the break from 12:30pm to 01:30pm, the JO will complete dictation/correction work from her/his chamber and sanitation staff will complete deep cleaning of the courtroom. From 01:30pm to 02:00pm will be lunch break, as usual. After exhausting the PC day's causelist, the JO shall be at liberty to leave the court premises and conclude judgment dictation from her/his residential office through videoconference or teleconference with steno. As regards VC, the two working sessions may continue to be 10:00am to 04:00pm, with lunch break of 01:30pm to 02:00pm. Each court shall accordingly release **Session-wise Cause lists**. On this aspect, there was suggestion from some District Judges that there should be multiple breaks of 15 minutes each, but in the humble view of some District Judges, including myself, that would not be useful, because in 15 minutes break, the JO would not be able to do any fruitful chamber work, and even the lawyers sitting in the courtroom at the time of break would prefer sitting there itself for another 15 minutes instead of going back to their respective chambers. Further, on this aspect, view of some District Judges is also that the First Session be from10:00am to 12:30pm with break from 11:00am to 11:30am.
6. The **Daily Judicial Business** to be taken up physically or virtually in each Session be left to the discretion of the concerned court, as that would depend on various factors like nature of jurisdiction, size and nature of docket, and priority of court etc. **However, it should be mandated that in criminal cases, no prisoner shall be called from jail for at least one**

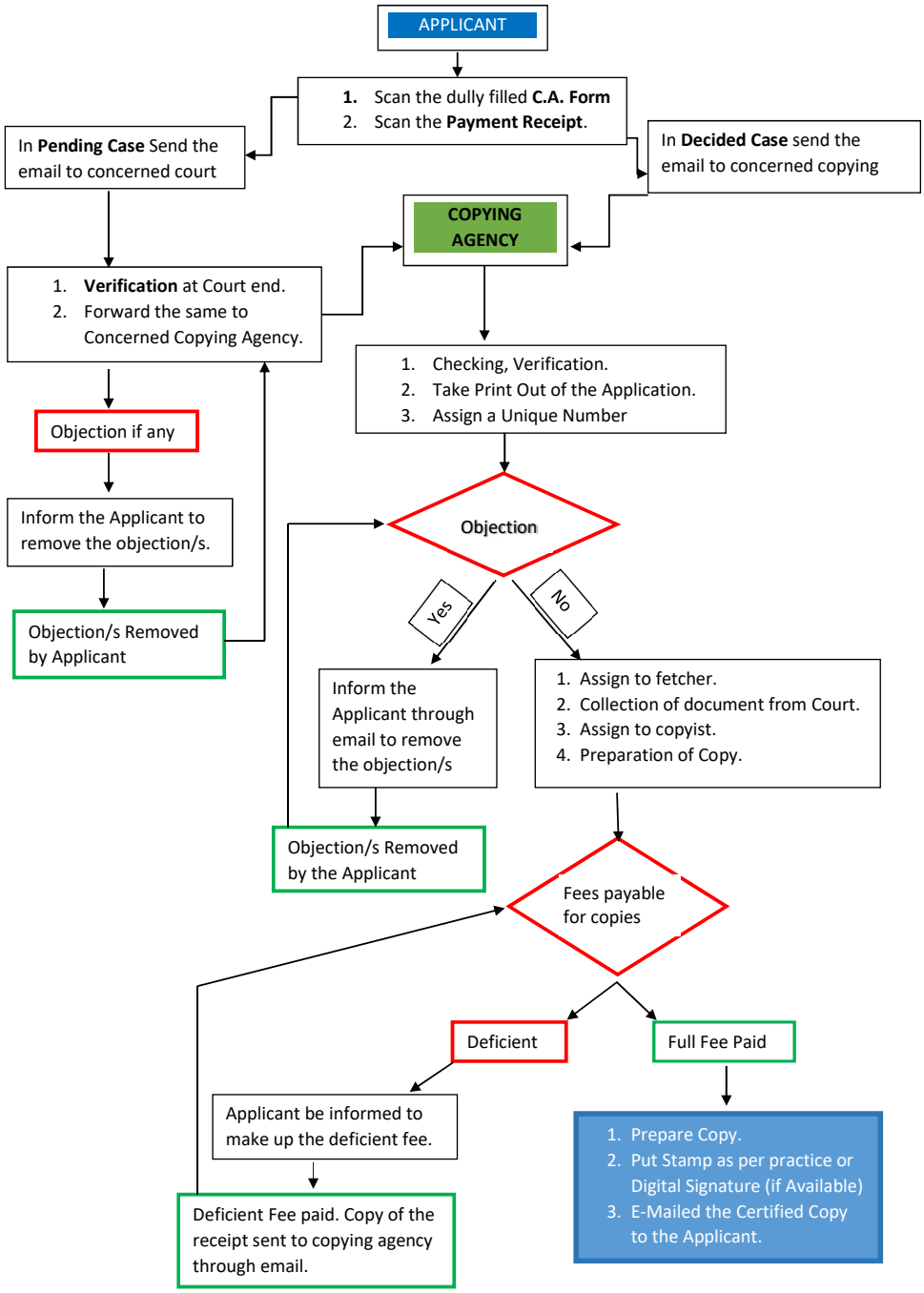
month, in order to prevent exposure of remaining Under Trial Prisoners (UTPs) in jail on return of the produced UTP.

7. The JOs in PC as well as VC should have discretion to **shrink the daily cause lists** of their respective courts, so as to ensure maximum **effective hearings**. For that purpose, JOs shall decide daily as to which of the matters listed the next day are to be, and can be, taken up for effective work – be it through PC or VC – and shall adjourn rest of the cases, uploading the adjournment information on the websites. On this aspect, some of the District Judges opined that such adjournments should be on weekly basis by releasing **Weekly Advance List** every Saturday evening. In that regard, lawyers should also be permitted to move Adjournment Slips, duly consented by opposite counsel, at least two days before the date of hearing of each matter.
8. **Stages in Criminal Courts**, to be taken up in VC, initially for one month, should be arguments on charge; arguments on miscellaneous applications, like bail, *superdari*, personal exemption, recall of witnesses etc.; and final arguments. The exercise of signing plea on Charge, and recording of Statement of Accused (*where accused is on bail*) and recording of Defence Evidence should be in PC. Hearings of Criminal Revisions be through VC, but hearings of Criminal Appeals be through PC, as the latter require detailed examination of bulky trial court records.
9. **Stages in Civil Courts and Family Courts** to be taken up in VC, initially for one month, should be the 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, followed by the stage of filing Evidence Affidavits to prevent crowding. Hearing of arguments for disposal of interlocutory applications should also be through VC. Initially, for one month recording of evidence should be through VC and in only *ex parte* and uncontested cases, like

guardianship cases, adoption cases, mutual consent divorce cases etc. The hearings of Civil Appeals, Rent Control Appeals and other civil appeals under special laws, like Public Premises Act, DMC act etc. be through PC, as that requires minute examination of bulky trial court records and records of statutory authorities. The cases filed physically during the lockdown period also may be now taken up for preliminary hearings through VC or PC for issuance of summons/notices.

10. However, the JOs should have discretion to take up any of the above stages through PC, though recommended to be taken up through VC and *vice versa*.
11. For holding VC from residential offices, the JOs have already been provided broadband connections. For holding VCs from court Chambers, installation of broadband connection is at advanced stage, but till it gets materialized, JOs may use any other appropriate device for hotspot connectivity.
12. For **Court Staff**, **Monthly Duty Roster** shall be prepared by the concerned JO in the manner that on each working day, minimum required staff comes to court building. That is already being done in almost all courts.
13. For **Administrative Staff, Monthly Duty Roster** shall be prepared by each District & Sessions Judge, through In-Charges of each Branch, ensuring that minimum number of staff physically come to court every day. That is already being done in almost all districts.
14. 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.
15. **Daily deep cleaning** of all courtrooms shall be carried out after 04:00pm also, in addition to the breaks between 12:30pm to 01:30pm.

16. **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 10:00am to 03:00pm, and it will be sealed, to be reopened after three days to take out the physically filed cases for computerized random allocation. After random allocation, the files shall be physically taken to the Ahlmad of the court concerned for further processing. On this aspect, one of the District Judges suggested system of prior electronic appointment for filing of physical cases, as is in force in Saket Courts, where the advocate/litigant intending to physically file a case has to first seek appointment through e-mail, bearing declaration of his/her Covid free status and only thereafter the physical filing can be accepted (*detailed SOP issued in Saket Courts*).
17. **Physical filing (in already pending cases)** of Pleadings, Interlocutory Applications, Documents and Affidavits etc. be done directly in Ahlmad Room in a Closed Envelop, which envelop 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.**
18. As regards **Certified Copying Agency**, efforts are being done to ensure online filing with gateway system of fee payments, but till that system falls in place, physical filing of CA Applications can be allowed by dropping the CA Application in the Boxes kept at the CA Filing Counter, which Boxes will be opened for processing after three days, so as to ensure that the papers become virus free. In pending cases, an option can also be given to the CA applicant to mail a scanned copy of CA application form at the designated e-mail ID of the concerned court, for being allowed/disallowed digitally and sent back to the applicant by Reply mail. A flowchart prepared in that regard (*qua which electronic payment gateway is being worked on*), is as follows:



Requirements:-

1. Email address for every copying agency.
2. Internet Connections to all courts and copying agency.
3. Digital Signature to Copying Agency.
4. Account Branch to Open the Account and furnish the details where the applicant can deposit the fee.
5. Mode and manner of refund of excess fee to applicant.

19. Similarly for **Judicial Record Inspection** also, the application will be dropped in the Boxes kept in Ahlmad Room, to be taken out for processing after three days. After inspection, the Ahlmad shall keep the inspected Judicial Record in a manner that it remains untouched for three days. Inspection Application shall also be allowed to be sent to the designated e-mail ID of the concerned court for being allowed/disallowed digitally and sent back to the applicant by Reply mail.
20. The system of **e-filing of fresh cases** is working well, so that need not be changed.
21. **ENTRANTS INTO THE COMPLEX** - Initially for few days, in addition to the JOs and the reduced court staff, only advocates with one clerk each and the Bar Association authorized freelance typists be permitted to enter their chambers in the Court Complex. Meetings between the advocates and their clients be advised to be through electronic mode or phonecalls. Gradually after few weeks, depending upon circumstances, entry of the litigants in the chambers can be resumed. In that regard, the Hon'ble BMCC (THC) by way of Minutes of Meeting dated 31.07.2020 has already directed that Lawyers' Chambers, Oath Commissioners, Notary Public, DBA authorized photocopiers and freelance typists are permitted to work from 10:00am to 04:00pm on every working day, on rotational basis.
22. As regards others, it is only the litigant and/or the witness, who shall enter the Court Complex. For that purpose, the litigant/witness shall produce at the entrance the Court Complex, Summons/Notice or Letter issued by the advocate on his/her letterhead, bearing his/her Bar Enrolment Number. Clerk of the advocate and Bar Association authorized typists shall produce their Identity Card, issued by the Bar Association. For this, the DBA President and Secretary have been requested to electronically initiate the

process. Court Entry Pass System is in place in few court complexes, but in Tis Hazari Courts the same cannot be commenced immediately due to the topography and other multiple constraints, peculiar to the complex.

23. As directed, use of QR Codes for entry also was probed. As per information provided by the In-house Technical Team, the SMSs to the lawyers and litigants are being sent through CIS which has been created and controlled by NIC, and District Courts cannot modify the same. It is further informed by the tech team that it is not possible to send QR code through SMSs, and the same can be sent either through e-mail or through any other communication that supports transmission of image file. For any modification in SMSs or sending case related e-mails to the lawyers and litigants, the NIC has to be asked to make necessary changes in the software to implement the requisite facility in Delhi District Courts. In that regard, further steps will be taken.

24. **MANNING THE COMPLEX GATES** – Each District Judge shall ensure that not more than three Main Gates of the Complex remain open for ingress/egress, and by 06:00pm, all Main Gates of the Complex get closed. As regards Tis Hazari Courts Complex, the Hon'ble BMCC (THC) vide Minutes of Meeting dated 31.07.2020 has already directed that only the Gates No.1,2 and 6 shall be used for ingress/egress, and by 06:00pm all Gates shall be closed and thereafter no ingress/egress shall be permitted in the Lawyers' Chambers Complex. On this aspect, some of the District Judges opined that reduction of number of gates will lead to overcrowding at gates, so all gates should be opened, but with restricted flow, i.e. exclusive Entry Gates and Exit Gates.

25. **MANNING THE BUILDING GATES** - Each District Judge shall ensure that not more than three Gates of the Court Building remain open for ingress/egress, and by 04:30pm, all Gates of the Court Building get closed. For entry-exit in the Tis Hazari Courts Building, only four gates – Gate

towards Civil Side, Gate towards Criminal Side, and both Gates towards Central Hall shall be allowed to be opened from 09:45am to 04:30pm.

26. On each of Court Building Gates, there shall be **Help & Sanitization Desk**, which shall be equipped with thermal scanners and shall keep record of the visitor's name, contact number and body temperature. No Advocate or litigant or staffer without face mask shall be allowed to cross the Help & Sanitization Desk. The officials manning the said desk shall ensure that the person entering is free from visible Covid symptoms and sanitizes his/her hand with sanitizers.

27. In order to ensure strict adherence to opening/closing timings of Court Gates and Lawyers' Chambers, the concerned District Judge should be at liberty to order **disconnection of electricity supply** by 06:30pm, as has been permitted by the Hon'ble BMCC(TH). On this aspect some of the District Judges expressed disagreement on the grounds of implementability.

28. There shall be a **Task Force** comprising representatives of JOs, administration and the Bar Association, which shall take rounds of the Court Building in order to ensure adherence to social distancing amongst those present, and shall meet daily to review the situation.

29. The said Task Force shall also ensure that no vehicle is parked inside the Court Complex except in the designated Car/Scooter **Parking** area. No JO 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 vehicles parked unauthorizedly shall be got towed away. This step will reduce congestion by discouraging the local businessmen around the court complexes from parking their vehicles in the court complexes.

30. Pre-recorded **audio message** shall be played on the Public Address System in lawyers' chambers area, informing that litigants need not come to court,

unless so directed and that lawyers also need to come only as and when their matters are listed. Such audio messages can also be circulated amongst the litigants by the Bar Associations through advocates on WhatsApp.

31. For a period of atleast six months, **no official function** of the JOs or the Bar Associations, like farewells and other parties be held within or even outside any Court Complex.

32. **Medical Facilities** in the form of an **Ambulance** with complete infrastructure to tackle Covid19 emergencies shall be made available during working hours in each Court Complex. Each Court Complex, depending upon availability, shall earmark on the ground floor one room designated as **Covid19 Isolation Room**, to be used, as and when an infected person or a person reflecting Covid19 symptoms is found. The infected/symptomatic person shall be immediately shifted to the Isolation Room till he/she is taken away to the hospital, after which the Isolation Room shall be sanitized. **Dispensaries** in Court Complexes shall be improved by deputing more medical and para-medical staff as well as better infrastructure. Contactless sanitizer dispensing machines be installed at various places in the Court Building as well as in the Lawyers' Chambers Complex, which is already being done in Tis Hazari Courts.

33. In Tis Hazari Courts, **Protocol Officer** to arrange hospital beds for Covid infected JOs and staff and a **Committee** to deal with quarantine requests of Covid19 inflicted staff members are already in place. Efforts are also being done to hold RT PCR **Testing Camps** in each Court Complex, one day in a week, where any JO and/or staff and/or their families can get tested instead of visiting hospitals and labs. In Tis Hazari Courts, this exercise (*at times for RT PCR and at times for Rapid Antigen tests*) is being done on daily basis.

34. **Inside Court Building**, all staircases shall be designated for one-way movements in order to reduce congestion and to prevent face to face exposures. Lifts shall operate at half capacity each trip. Corridors shall be split into two by a central verge of rope to ensure one-way movement. On floors of lobbies outside courtrooms, circular markings shall be got done for standing with adherence to social distancing norms. In that regard, it is submitted that in Tis Hazari, such circular markings were earlier done with stickers, but in the course of floor mopping, the stickers started coming out, so now such markings with stenciled paint are being done. Placement of benches in lobbies and of chairs in courtrooms shall be changed to ensure social distancing norms. In Tis Hazari Courts, most of these steps have already been taken.

35. For deep sanitization, **Ultra Violet Lamps** shall be used. In Tis Hazari Courts, sanitization with UV lamps has already started. The courtrooms are sanitized with Robotic UV Machines and the Chambers, Ahlmad rooms, Branch rooms, JO washrooms and public washrooms are sanitized with UV lamps fitted on ceilings.

36. As regards **Air-Conditioners**, in centrally airconditioned buildings the concerned District Judges shall ensure use of filters and temperature modulation techniques, while in non-centrally airconditioned buildings, the air conditioners installed in courtrooms and chambers shall be operated within safe temperature limits with windows open.

37. In order to cure technophobia of a section of the Bar and the court staff, and to inculcate culture of technological growth aimed at completely virtual system of courts, in each district, a **Technical Team** shall be constituted as handholding effort to impart videoconferencing and e-mail/e-filing training to the Advocates, their clerks, court staff and even litigants. If required, that team can also take care of technical snags. In Tis Hazari Courts, such team is already in place.

38. The PC/VC Rosters of each individual district with effect from 01.09.2020 can be submitted within a day, if the Hon'ble Committee approves the above roster system proposal.
39. As agreed by all District & Sessions Judges, efficacy of the above steps, if approved by the Hon'ble Committee, may now be reviewed in last week of September, 2020.
40. Lastly, all the District & Sessions Judges submit that in view of local peculiar factors pertaining to each district, the concerned District & Sessions Judge be given liberty to appropriately tweak the Standard Operating Procedure.

It is accordingly submitted.

Sincerely yours,

GIRISH KATHPALIA
DISTRICT & SESSIONS JUDGE (HQ)
TIS HAZARI COURTS, DELHI
19.08.2020