

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (WEST)**  
**TIS HAZARI COURTS : DELHI**


**CIRCULAR / DUTY ROSTER**

In view of the fresh directives received from the High Court of Delhi, New Delhi vide Ref. No. 155/RG/DHC/2020 dated 20.03.2020, the following Roster is hereby laid down for exercise of various jurisdictions in the West District till 31<sup>st</sup> March, 2020:

| Sl. No. | Day of the Week      | Date                    | Name of the Presiding Officer                              | Jurisdiction |
|---------|----------------------|-------------------------|--|--------------|
| 1.      | Monday & Tuesday     | 23.03.2020 & 24.03.2020 | Dr. Archana Sinha, ASJ-06 & Sh. Gorakh Nath Pandey, ASJ-09 | POCSO Courts |
| 2.      | Wednesday & Thursday | 25.03.2020 & 26.03.2020 | Ms. Vrinda Kumari, ASJ-07 & Ms. Sugandha Aggarwal, ASJ-01  |              |
| 3.      | Friday & Saturday    | 27.03.2020 & 28.03.2020 | Ms. Vrinda Kumari, ASJ-07 & Ms. Sugandha Aggarwal, ASJ-01  |              |
| 4.      | Monday & Tuesday     | 30.03.2020 & 31.03.2020 | Dr. Archana Sinha, ASJ-06 & Sh. Gorakh Nath Pandey, ASJ-09 |              |

**Note :**

- 1) Dr. Archana Sinha, ASJ-06 (POCSO) shall look after her own Court work as well as the Court work of Ms. Vrinda Kumari, ASJ-07 (POCSO).
- 2) Mr. Gorakh Nath Pandey, ASJ-09 (POCSO) shall look after his own Court work as well as the Court of Ms. Sugandha Aggarwal, LD. ASJ-01 (POCSO).
- 3) Ms. Sugandha Aggarwal, LD. ASJ-01 (POCSO) shall look after her own Court work as well as the Court of Mr. Gorakh Nath Pandey, ASJ-09 (POCSO).
- 4) Ms. Vrinda Kumari, ASJ-07 (POCSO) shall look after her own Court work as well as the Court of Dr. Archana Sinha, ASJ-06 (POCSO).

  
21/03/2020

- 5) Further, the relevant directives of the Hon'ble High Court are reiterated as under :-
- i. The Judicial Officers may leave the Court premises after finishing his/her entire board after intimating the undersigned. In such an eventuality, he may also release the staff, attached to his Court while ensuring that atleast one such Court official is available during the working hours.
  - ii. All staff officials, reporting for duty, shall submit the declaration form (Annexure 'A') forthwith.
  - iii. The staff officials who are not required to report for duty on any day, should not leave the station under any circumstances. They would always be available on call and would be deemed to be on duty.
  - iv. Reader of the Courts would ensure that the requisite details with respect to next date of hearing and its purpose is uploaded through CIS on the same day.
  - v. The District Court Complex should be vacated by 5 pm on working days and handed over to the sanitization staff for deep and thorough cleaning.
- 6) No Judicial Officer shall seek or remain on leave on the dates earmarked without prior permission of the undersigned.

The Judicial Officer shall be assisted by their own Court staff on their respective working days.

(Dharmesh Sharma)  
District & Sessions Judge (West),  
Tis Hazari Courts, Delhi

398/ 0417- 0494  
No. / Misc/Gaz/DJ West/2020

Dated, Delhi the 21/03/2020

Copy forwarded for information and necessary action to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The District & Sessions Judge (HQs), Delhi.
3. All the Judicial Officers of West District, Tis Hazari Courts, Delhi with the request to bring the same into the knowledge of their Court staff.
4. The Branch Incharge, all Branches, West District, Tis Hazari Courts, Delhi.
5. For uploading on LAYERS.
6. For uploading on centralized website through LAYERS.
7. The PS to the undersigned.
8. The Reader to the undersigned.
9. The Director, Directorate of Prosecution, Tis Hazari Courts, Delhi.
10. The Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi.

District & Sessions Judge (West),  
Tis Hazari Courts, Delhi