

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 31st March, 2020:

Sl. No.	Day of the Week	Date	Name of the Presiding Officer	Jurisdiction
1.	Monday Tuesday Wednesday Thursday	23.03.2020 24.03.2020 25.03.2020 26.03.2020	Mr. Raj Kumar	MACT Courts
2.	Friday Saturday Monday Tuesday	27.03.2020 28.03.2020 30.03.2020 31.03.2020	Ms. Hemani Malhotra	

Note : On the aforesaid dates

1. Mr. Raj Kumar, PO-MACT-01 shall look after his own Court work as well as that of the court of Ms. Hemani Malhotra, PO-MACT-02. Likewise, Ms. Hemani Malhotra, PO-MACT-02 shall look after her own Court work as well as that of the court of Mr. Raj Kumar, PO-MACT-01.
2. 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.


21/03/2020

- 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

395/8183-8260
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