

OFFICE OF THE DISTRICT & SESSIONS JUDGE, WEST DISTRICT,
TIS HAZARI COURTS, DELHI

Clarifications w.r.t the Revised Office Order dated 18th April, 2020

Sub: Filing and hearing procedure for exercise Criminal jurisdiction as also hearing through Video conferencing

In furtherance of the directions passed by the Administrative & General Supervision Committee, High Court of Delhi, vide minutes dated 15.4.2020, and in continuation of revised office Order dated 18th April, 2020, after receiving certain feedback from the concerned quarters, the following clarifications are issued that shall remain in operation till further orders.

1. All matters filed/received by way of hard copies and/or hard copies of email shall be placed before the Judicial Officers posted on duty in the Sessions Court at 11 am in the morning and later at 2 pm in the afternoon on the working days as per the roster, who shall alone decide if the matter is 'urgent'. For removal of doubts, it is clarified that if the matter pertains to exercise of jurisdiction vested with the Magisterial Court, the same shall be placed before the Metropolitan Magistrate on duty as per the Roster.
2. In case any application/petition or matter received on email lacks details or there is found any deficiency in the application and/or the attached scanned copies of the document, Ms. Tripta Diwan, Sr. Administrative Officer, Judicial (for short 'Sr. AOJ') 8383991911, shall assign a reference number to the application and shall immediately send a reply/intimation to the sender pointing out such deficiency with request to get the objections removed and resend the application quoting the assigned reference number. The Sr. AOJ shall maintain a separate register wherein entries shall be made with regard to the details of the receipt of the email, viz., the cause title, subject, time, details of the sender and objections or deficiencies to be removed.
3. Irrespective of the fact whether the applications pertain to Sessions Courts and/or Magisterial Courts, the same shall be brought to the notice of the Branch In charge Facilitation Centre/Filing Centre, West, (earlier wrongly indicates as the Officer In charge in the Office order dated 18th April, 2020). The Branch in charge shall send the hard copies of the application pertaining to the Magisterial Court to the concerned Duty MM on that day.
4. Other things remaining the same in terms of order dated 18th April, 2020, where the Ld. Metropolitan Magistrate decides to hear the application received on email, the concerned Court Staff shall send intimation to Shri Kuldeep, Nodal Officer, Computer Branch, who shall thereafter immediately forward the bail application along with the e-mail sent by the Lawyer/Litigant to the Nodal Officer appointed by the DCP concerned at the DCP Office with a direction to seek a reply of the same from the IO of the concerned police station and send the reply to the Nodal Officer, Computer Branch as soon as possible, as per the details given in the earlier Office Order dated 18th April, 2020.
5. The Guidelines/SOPs enumerated vide clause (5) to (11) in the earlier order shall apply to hearing before the Magisterial Courts as well.

This is a computer-generated copy. Hence, signatures not required as approved by Ld. D&SJ (West).

Sd/-
(DHARMESH SHARMA)
District & Sessions Judge (West District)
Tis Hazari Courts, Delhi

No. _____/Misc./Gaz./DJ West/2020 Dated : 21.04.2020

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 Officer In charge, Pool Car and Facilitation Centre, Tis Hazari Courts, Delhi.
5. The Branch In charge, Computer Branch, Tis Hazari Courts, Delhi.
6. The Branch In charge, all Branches, West District, Tis Hazari Courts, Delhi.
7. For uploading on LAYERS.
8. For uploading on centralized website through LAYERS.
9. The PS to the undersigned.
10. The Reader to the undersigned.
11. The Director, Directorate of Prosecution, Tis Hazari Courts, Delhi.
12. The Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi.
13. The Jail Superintendent, Tihar Jail, Delhi.
14. Inspector Legal Inspector Inder Pal, Nodal Officer of DCP Office, West District, Delhi.
15. Inspector Arun Tyagi, Nodal Officer of DCP Office, Central District, Delhi.
16. Sh. Subhash Vats, ACP/OPS/Outer District, Nodal Officer of DCP Office, Outer District, Delhi.
17. Ms. Tripta Diwan, Sr. A.O. (J), THC, Delhi.

Sd/
DISTRICT & SESSIONS JUDGE (WEST)