



धर्मेश शर्मा

जिला एवं सत्र न्यायाधीश (पश्चिम)

तीस हजारी न्यायालय, दिल्ली-110054

**DHARMESH SHARMA**

District & Sessions Judge (West)

Tis Hazari Courts, Delhi-110054

Dated 04/5/2020

No. 9316-9317/DJ West/Gaz./THC/Delhi/2020

To

- 1) The President  
Delhi Bar Association  
Tis Hazari Courts,  
Delhi.
- 2) The Hony. Secretary,  
Delhi Bar Association,  
Tis Hazari Courts,  
Delhi.

Sub : Hearing of Urgent Matters During Lockdown Period

Sir,

- 1) In pursuance to the Hon'ble High court of Delhi communication No R-123/RG/DHC/2020 dated 30/04/2020, apropos our VC meeting in the afternoon on 2<sup>nd</sup> May, 2020 along with District & Sessions Judge (HQ), may we reiterate that the hearings in the urgent matters, as far as possible, are being conducted through video conferencing in respect of cases falling in the West District, THC, Delhi.
- 2) As agreed in the VC meeting on 2<sup>nd</sup> May, 2020, Shri V. K. Bansal, Ld. Chairman, Centralized Computer Committee has been requested to set-up facility for video conferencing to the Lawyers at the three sites identified at your end viz., Vats Seminar Hall, Western Wing Library and Rathi Block Library to enable lawyers/members of DBA who are not in a position to handle video conferencing from their respective homes/offices.
- 3) However, we may need to increase the capacity for conducting the hearing through video conferencing for the Lawyers, for which you are requested to persuade them to download the application **for Cisco Webex** on their smart phones/laptops/desktops for which you can avail an advisory from Mr. V. K. Bansal.
- 4) I have also been directed vide aforesaid communication dated 30.04.2020 of the RG, High Court of Delhi to inform you that in the cases where video conferencing is not feasible, you may please direct the Advocates to adhere to the crucial norms of social distancing during Court-room hearings and also to ensure that there is no crowding even in the corridors and other areas of the Court complex.

*Dharmesh* 04/05/2020  
Contd..../2

- 5) It is also impressed upon to ensure that the chamber blocks at various places/sites in the Tis Hazari Courts Complex be also kept closed till resumption of normal work as per the mandate of the High Court of Delhi .In this regard, please also recall the measures that were discussed and unanimously approved in the VC meeting with you on 21<sup>st</sup> April, 2020, while discussing the graded action plan for resumption of work in the District Courts, Tis Hazari, Delhi, the extract of which is enclosed and communicated to the High Court of Delhi.
- 6) I have further been directed to inform you that in terms of Minutes of the Meeting of the Hon'ble Committee for Preparation of Graded Action Plan held on 28/04/2020, the Advocates appearing in the District Courts need not wear coats, bands and ties till further orders. However, Advocates shall adhere to the remaining dress code as prescribed under Advocates Act, 1961.

Yours Sincerely,

Enclosed as above


  
(DHARMESH SHARMA)  
District & Sessions Judge  
West District, THC, Delhi

No. 407 / 9318, 9392 /DJ West/Gaz/THC/2020

Dated 04/05/2020

**Copy forwarded for information to :**

- 1) The Registrar General, Hon'ble High Court of Delhi, New Delhi.
- 2) The District & Sessions Judge, (HQs), THC, Delhi.
- 3) All the Judicial Officers of West District, THC, Delhi
- 4) The Branch In Charge, Bail and Filing Section, West, THC
- 5) The Branch In Charges of all the Branches of West District, THC
- 6) The PS to the undersigned.
- 7) The Dealing Official, R&I Section, West to display on Notice Board as well as to upload on LAYERS

  
(DHARMESH SHARMA)  
District & Sessions Judge  
West District, THC, Delhi



**EXTRACT OF THE MEETING HELD ON 21<sup>ST</sup> April, 2020.**

**POINT NO. 3: MAKING GUIDELINES FOR RESTRICTING ENTRY INTO COURTS AND SOCIAL DISTANCING NORMS TO BE FOLLOWED IN THE COURT COMPLEX FOR ALL THE STAKEHOLDERS INCLUDING JUDGES, COURT STAFF, LAWYERS AND LITIGANTS**

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**POINT NO. 4: PREPARING GUIDELINES FOR RESTRICTING ENTRY INTO LAWYERS CHAMBER AREAS IN THE COURT COMPLEX AND SOCIAL DISTANCING NORMS TO BE FOLLOWED IN SUCH AREAS**

&

**POINT NO. 5: RUNNING OF PUBLIC UTILITIES SERVICES AND CANTEEN ETC. IN THE COURT COMPLEX**

On the aforesaid issues/points flagged by the Hon'ble High Court of Delhi, after detailed discussion with the office bearers of the Delhi Bar Association, the following decisions have been made:

**COURT WORKING HOURS**

- (i) It was suggested by the officer bearers of the Delhi Bar Association that in order to avoid peak commuting hours, the Courts should remain functional five days in a week from 9 am till 2 pm. It was resolved that the suggestion shall be brought to the kind consideration of Hon'ble the Chief Justice, High Court of Delhi.

**ENTRY/EXIT & PARKING**

- (ii) The **entry/exit** to the Tis Hazari Courts premises shall be restricted and regulated from Gate No. 1 and 2 whereas Gate no. 1A in front of entrance to the Central Hall shall be closed from 10:30 am to 4:30 pm; and such entry shall be regulated with the assistance of staff of Delhi Police and the District Courts as well as volunteers/members of the Special Task Force constituted by the Delhi Bar Association;
- (iii) Further, **entry/exit** to the Lawyers Chambers Civil Side shall be restricted and regulated from Gate No. 6 from the side of Mori Gate to be manned by the volunteers/members of the Special Task Force and /or the staff of the Delhi Bar Association;
- (iv) **Parking:** parking inside the Tis Hazari Courts premises shall be restricted to the judicial officers, staff of the District Court and lawyers only. No parking inside the complex shall be allowed for the litigants.

**REGULATING ENTRY OF LAWYERS, CLERKS AND LITIGANTS**

- (v) A joint request by the District & Sessions Judges, Central as well as West along with office Bearers of the Delhi Bar Association shall be issued requesting all the lawyers that they should be visiting the Courts Complex only when they have to appear for hearing before any Court, and that they should not come to the Courts Complex for any kind of chamber work; and
- (vi) Such joint request shall further incorporate that the lawyers should not call the parties/litigants to the Courts Complex unless the presence of a party is directed to be enforced by the Court; and

Contd..../2

04/05/2020



- (vii) No lawyer, clerk or litigant shall be allowed to enter inside the Courts Complex including the Chambers Blocks/lawyers' chamber unless wearing a facemask;
- (viii) Lawyers shall be impressed upon to possess and use alcohol based sanitizers in their chambers whenever they call any litigant for a briefing and apply such sanitizers on their hands besides maintaining norms of social distancing;
- (ix) Litigants carrying with them summons/notices from the Court concerned or in absence thereof carrying a written acknowledgement on advocate's letter head or its image on their mobile phone and/or accompanied with their lawyers alone shall be allowed to enter into the Courts Complex;
- (x) Likewise, the munshis/lawyers' clerk carrying identity cards issued by the Delhi Bar Association, or carrying a written acknowledgement on advocate's letter head or its image on their mobile phone or accompanied with lawyers alone shall be allowed to enter into the Courts Complex;
- (xi) It was resolved that no lawyer shall be allowed to work from his chamber in the Courts Complex after 5 pm ; and in order to ensure compliance, the supply of power to the chamber blocks shall be suspended after 5:30 pm till 9 am the following day;
- (xii) The entry of law-interns inside the Courts Complex shall remain suspended till further orders;

#### **PUBLICITY AND AWARENESS**

- (xiii) In order to ensure compliance to aforesaid measures, maintain health and social distancing norms, the Delhi Bar Association shall be sending text as well voice sms/messages to the members of the Bar on their mobile phones through whatsapp/facebook, instagram etc,
- (xiv) It was further resolved that the pre-recorded messages from the prominent members of the Bar shall be aired/played through public address system/loud-speakers to be installed at vantage points in the civil as well criminal side inside the Courts Complex.

However, the office bearers of the Delhi Bar Association requested that the cost of expenses to be incurred for arranging the pre-recorded voice message and the loudspeakers may be borne by the District Courts establishment. It was resolved that such request by the Bar shall be brought to the kind consideration of Hon'ble the Chief Justice, High Court of Delhi.

#### **PUBLIC UTILITIES, CANTEEN ETC.**

- (xv) It was agree in principle by the officer bearers of the DBA that the canteen shall remain closed till such time normalcy is restored.; and that only 50% of the Kioks running as Tea stalls, refreshments, photocopiers etc shall be allowed to be operated from the Courts Complex for restricted hours;
- (xvi) It was further agreed in principle that a Special Task Force comprising of its lawyers/members shall be constituted by the Delhi Bar Association that shall keep vigil on the health status of the canteen staff besides aspects of wearing gloves & facemasks, and to ensure maintaining cleanliness and good hygiene in the kitchen as and when the canteen is allowed to be made operational;

Contd..../3

  
04/05/2020



- (xvii) It was also agreed in principle that the refreshments stalls shall be allowed to operate from 11 am till 4pm only with strict adherence to norms of social distancing, wearing of facemasks by the vendors/staff, and disposal of garbage material, and subject to supervision and vigil by the Special Task Force of the DBA;
- (xviii) It was undertaken by the office bearers of the Delhi Bar Association that the facilities of printers/photocopiers shall also be streamlined by the special task force of the DBA to ensure norms of social distancing and avoid crowding of such sites/Kiosks;

**PROVISION FOR FACEMASKS, SANITIZATION, SANITIZERS ETC.**

- (xix) Request was made by the office bearers of the Delhi Bar Association that the entire Courts Complex including various chamber blocks be sanitized on regular basis and the costs thereof be borne by the District Courts establishment or by the PWD; and
- (xx) Request was also made that sufficient number of facemasks & sanitizers be provided to the Delhi Bar Association by the District Courts establishment for distribution amongst its members;
- (xxi) Request was also made for installing 'Spray tunnels' at the entrance of the Court Building to sanitize the entrants.

It was resolved that such requests shall be placed for kind consideration of Hon'ble the Chief Justice, High Court of Delhi.

**ENCOURAGING USE OF EMAIL FACILITIES AND HEARING THROUGH VIDEO CONFERENCING**

- (xxii) The Office bearers of the Delhi Bar Association expressed their unequivocal support for the measures that are being taken or shall be taken for resumption of court work in a staggered or graded manner by the Id District & Sessions Judges;
- (xxiii) In the last, the office bearers of the Delhi Bar Association were requested to encourage their members for appearing in court hearings through video conferencing, and both the District & Sessions Judges requested the Bar to provide some space in the chamber blocks where hardware could be installed for facilitating hearing through video conferencing. The District & Sessions Judges also assured to provide necessary training and orientation to the lawyers to facilitate them to attend hearing through video conferencing.

  
04/05/2020