

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: EAST DISTRICT
KARKARDOOMA COURTS, DELHI**

C I R C U L A R

In view of spurt in Coronavirus (Covid-19) cases, a special drive for conducting the RT-PCR tests for all the staff posted at Karkardooma Courts Complex, Delhi shall be started w.e.f. 17.09.2020 from 2:00 PM to 3:00 PM in the DGHS Dispensary, Karkardooma Courts Complex. With the objective to contain the spread of Covid-19 pandemic and to facilitate the staff, the following arrangements have been made :

1. All the Nodal Officers, East/Shahdara/North-East District, who are appointed to facilitate the staff in getting the treatment of Covid-19 in case of emergency, in consultation with their respective Administration Branch, shall prepare a list, comprising of full details of staff, posted in each District.
2. The Nodal Officers in coordination with each other, further make a consolidated proposed list of 25-30 staff members for RT-PCR Test, one day in advance and submit the same to CMO/In-charge, DGHS Dispensary, Karkardooma Courts, Delhi. For example – if the test is to be conducted on 15/09/2020, the Nodal Officer, East, Shahdara & North East shall make a consolidated proposed list of 30 staff members (10 from each district) on 14/09/2020 and shall submit the same to the CMO. Copy of such list shall be retained by the concerned Nodal Officer.
3. The Nodal Officers shall coordinate the CMO/In-charge, DGHS Dispensary regarding the pre-requisite formalities for test and the time slot to be given to each and every member of staff for test, in order to avoid over- crowding and maintain social-distancing in dispensary.
4. No staff member shall be allowed to collect his/her report from dispensary. The Nodal Officers shall collect the medical reports of all the staff on their behalf and intimate/send the same to the concerned person through WhatsApp or email.
5. The Nodal Officers shall maintain a record in this regard and in case of any covid-19 contagion positive case, they shall immediately inform their respective Administration Branch.


(Deepak Jagotra)

Principal District & Sessions Judge: East District
Karkardooma Courts, Delhi.

No. 5966-79/D&SJ (East)/KKD/Delhi

Dated: 14/09/2020

Copy forwarded for information:

1. The Registrar General, Hon'ble High Court of Delhi.
2. The Principal District & Session Judge (HQs), Tis Hazari Courts, Delhi.
3. The Principal District & Sessions Judge ,Shahdara and North-East District, Karkardooma Courts, Delhi.
4. The Principal Judge Family Court, East, North-East and Shahdara District, Karkardooma Courts, Delhi.
5. The District Judge (Commercial Courts), East, North-East and Shahdara District, Karkardooma Courts, Delhi.
6. All the Judicial Officers, posted at Karkardooma Courts, Delhi.
7. The Administrative Officer (Judl.)/ Branch In-charge of all the branches of East District, Karkardooma Courts, Delhi.
8. The Administrative Officer (Judl.) Administration Branch, North East and Shahdara District, Karkardooma Courts, Delhi are directed to circulate the same amongst all the Ld. Judges and Staff Members in their respective districts.
9. The Incharge, DGHS Dispensary, Karkardooma Courts, Delhi.
10. Concerned Nodal Officers, East/Shahdara/North-East District.
11. The In-charge, Care Taking Branch, East District, Karkardooma Courts, Delhi.
12. In-charge, Computer Branch, Karkardooma Courts, Delhi, with the direction to upload the information immediately on the website of District Court, East District, KKD Courts, Delhi.
13. PS to the District & Sessions Judge, East, Karkardooma Courts, Delhi.
14. Concerned File.

Principal District & Sessions Judge: East District
Karkardooma Courts, Delhi.