

**DISTRICT COURTS : KARKARDOOMA  
: CITIZEN CHARTER:**



**ORGANISATION :**

District Courts is an organization which provides justice and ancillary facilities to the justice delivery system. The District Courts in Delhi are located at five places from where nine district courts are functioning.

**HOW TO REACH :**

The District Courts of East & North East District is located at Karkardooma. One can reach Karkardooma District Courts by public mode of transports like metro and buses and other general mode of transport like auto, taxi, etc. The nearest metro station to the Karkardooma Court is Karkardooma Metro Station and Welcome Metro Station and the nearest bus stand is Radhey Puri/Jagat Puri Bus Stand.

## BUILDING STRUCTURE :

### ❖ BASIC STRUCTURE:

- The District Court is built on an area measuring 60,200 Sq. Meters. **B- Block** of the building is six storeyed and A & C blocks are 3 storeyed.
- Lawyers Chambers Block is an independent structure in the Complex. On the lower and upper ground floor of this building, public facilities have been provided.

### ❖ COURT ROOMS BLOCK:

- It has 70 Courts (43 Courts are under East District including an E-Court & 27 Courts are under North-East District) and there is sufficient scope of future expansion of Courts in the time span of next years.
- There is ample space provided in all the Court Rooms presently functioning at Karkardooma Courts to facilitate proper sitting arrangements for witnesses/ visitors/ victims/ litigants and lawyers.
- The basic design is such that the access to the chambers from ground level either through staircases or lifts provided exclusively for the Hon'ble Judges.



(E-Court)

### ❖ **LAWYERS CHAMBERS BLOCK:**

- The Lawyers chambers block is an independent structure in the complex. On the lower and upper ground floors of this building, sufficient space has been provided for public facilities like Canteen, Bank, Post Office, ATM, shops, Place for notary public, stamp vendors, petition writers and other such functions.
- A bank and a canteen have already been set up and other public facilities are going to come up very soon.
- On the floors above, besides the lawyer's chambers, there are also the Bar Association offices, Advocates Library, located at D-Block and other common facilities for the advocates.

### **ACCOMODATION AND SERVICES: A SNAPSHOT**

#### **BRANCHES FUNCTIONAL AT KARKARDOOMA COURTS, DELHI:**

- ❖ **FACILITATION CENTER:** A facilitation centre is functional at Karkadooma Courts Complex to facilitate the litigants and lawyers,ins the Court Building on the Ground Floor. The Facilitation Center comprises of a Centralized Filing Counter and the office of the PRO, the functions of which are as under:

#### **CENTRALIZED FILING COUNTER**

- District Judge: To receive fresh filing of cases pertaining to District & Sessions Judges and Addl. District & Sessions Judges and bail applications.
- Senior Civil Judges: -To receive fresh filing of cases pertaining to Senior Civil Judges and Civil Judges.
- Rent Controller: - To receive fresh filing of cases pertaining to Addl. Rent Controllers
- Addl. Chief Metropolitan Magistrate: -To receive fresh filing of cases pertaining to the Courts of the Additional Chief Metropolitan Magistrates and the Metropolitan Magistrates.

#### **PRO Office**

- PRO Office: Arranging/booking air tickets for Judicial Officers for official tour & corresponding with the National/State Judicial Academy, maintaining all information related to judiciary.
- General Enquiry Counter:-To provide General Enquiry to litigants/general public/members of Bar.





**(Facilitation Center)**

❖ **VIDEO CONFERENCING:**



**(Video Conferencing Room)**

Video conferencing facility has been made available at Karkardooma Courts Complex in Court Room No. 61, Third Floor B-Block of the Court Building. At present the conferencing between the Court and the Jail and other Court Complexes including the Hon'ble High court is possible from the Conferencing room.

- ❖ **CASH BRANCH** : The Cash Branch at Karkardooma Courts Complex is located on the Ground Floor in the A-Block of the Court Building .The Cash Branch is responsible for all kinds of cash receipts (viz. challans, fines, fees etc.) and deposit of the same to the Government Treasury/ R.B.I.
  
- ❖ **NAZARAT BRANCH** : Nazarat Branch at Karkardooma Courts Complex is functional at the third floor in J-Block in the Court Building. Nazarat Branch also known as process serving agency is primarily responsible for delivery/execution of various processes (summons/notices/warrants etc.) issued by the Courts located at Karkardooma Courts Complex and the processes received from other Courts of different districts/states also.
  
- ❖ **ACCOUNTS BRANCH** :
  - Accounts branch of Karkardooma District Courts is located on the Third Floor of I-Block the in the Court Complex. There are two separate Accounts Branch for both the districts i.e. East District & North-East District. The Accounts Branch is responsible for preparation of all the Pay & Arrear bills, Reimbursement of Child Education Allowance, Reimbursement of Evening Courts Allowance, OTA, Calculation of Pension, Commutation, Leave Encashment, Home Orderly Allowance and Budget.
  - The Accounts Branch takes care of the matter like Pay fixation, maintenance of Service Books, Leave Account, G.P.F., etc. and preparation of the Advances and Contingency bills, reimbursement of LTC, Medical, TA etc.
  
- ❖ **GENERAL BRANCH** : The General Branch at Karkardooma Courts Complex is located at Third Floor in the I-Block of the Court Complex. The General Branch is responsible for looking after the work regarding storage and distribution of the stationery articles and allotment of Shops/Kiosk/Table Space/Canteen/ATM/Post Office and purchasing of articles required in this District. The General Branch at Karkardooma Courts Complex is looking after the work of Rent and License Fee Receipt in respect of the Lawyers Chambers also.
  
- ❖ **ADMINISTRATION BRANCH** : The Administration Branch at Karkardooma District Courts is located on third floor in the I-Block and deals with all the functions related to the administration of the Courts. In addition to the overall general administration of the Court, the following are the primary functions of the Administration Branch :
  - To deal with all the matters of Postings and Transfers of the Court Staff.

- Maintenance and supervision of all the matters of the staff related to Joining, relieving, resignation, permissions, change of address, change of marital status etc.
  - To deal with the leave applications and other miscellaneous matters like absentee/unauthorized absence matters in respect of the Court Staff posted at Karkardooma Courts Complex.
  - Further marking/allocation of various matter received through the R & I Branch.
- ❖ **R&I BRANCH:** Receipt & Issue Branch has been established on the third floor in the I-Block of the Court Building. The Branch is mainly divided in to two sub head i.e. Receipt Section & Dispatch Section.
- **Receipt Section of the Branch** deals with all the Correspondence/ Communications received from various quarters which are addressed to District Judge & ASJ Incharge, Karkardooma Courts, New Delhi. After making necessary entries in the concerned registers, all the letters thus received are delivered through Dak books to the concerned branches on the very same day or the next day.
  - **Dispatch Section of the Branch** deals with the Communications/ Correspondences in the form of letters, orders and circulars which are received from various branches i.e. Administration Branch, Establishment Branch, Judicial Branch, Computer Branch, Vigilance/Litigation Branch, All Officer Incharge Chairman Committee delegated by Ld. District Judge, Delhi, All Copying Agency & All Record Room, Pool Car Branch, Care taking Branch, Mediation Branch of the Court. After making entries in dispatch register with particulars of subject all the communications are sent to the destinations to outdoor Dak to the Hon'ble High Court, other Court Complexes, various Government Offices and other Private Departments through our Spl. Messenger/Dak Peon or by post.
- ❖ **PIO/RTI SECTION** : The PIO/RTI cell exists at the third floor in the Admn. branch of the Court Building in I-Block.
- RTI applications are received by the RTI Section and the same are duly registered and assigned a specific ID number. Specific registers are being maintained for the purpose and the data of such applications so received under the act is properly maintained.
  - All the applications are disposed of by the Public Information Officer (East & North East Distt.), Karkardooma courts, Delhi within the stipulated time and all such data is duly transmitted to all the quarters concerned.
  - Appeals against the order of Public Information Officer are also attended before the 1st Appellant Authority.

❖ **RECORD ROOM:** The Record Room at Karkardooma courts Courts is located on the **Separate Floors i.e.**

1. **Record Room(Civil) : IInd Floor ( K-Block)**
2. **Record Room (Criminal): IV Floor (J-Block)**
3. **Record Room ( Session): V Floor (L-Block)**
4. **Record Room ( MACT) : VI Floor (L-Block)**

- All the decided case files and other judicial records (viz. registers etc.) are consigned to the Record Room and a specific Goshwara Number is generated for each article such consigned. The record such consigned can be retrieved/traced through the Goshwara Number.
- The Judicial Records are weeded out (upon maturity) by the Record Room after the stipulated preservation period of the records.
- The Files and other Records consigned to the Record Room is produced before the Hon'ble High Court and other Courts whenever required, by the officials of the Record Rooms.

❖ **COMPUTER BRANCH** : A Computer Branch has been set up at East District, Karkardooma courts Complex, Delhi on the third floor in the A- Block of the Court Building. The Branch Controls the computer facilities installed at all the Courts, Branches and the residences of the Judicial Officers and provides the necessary technical assistance to troubleshoot the problems wherever required.

- The Branch manages and maintains the stock and the record of computers, printers, its peripherals, Pen Drives, CD/DVDs, Cartridges, Laptops, AMCs, Local Area Networking etc, and mobile phones provided to courts and Judicial Officers.
- The Computer Branch is responsible for the proper maintenance and upkeep of the Server, backup of the server data and the uploading and downloading of the data on the server and the intra-net and all other technical works as and when assigned by the authorities.

❖ **CARE TAKING BRANCH** : Care Taking Branch has been established at Karkardooma courts Complex which is located at the third floor in the A- Block of the Court Complex. The primary function of the Branch is the control and overall supervision of Group-D employees (Safai-Karmacharies, Farash, Chowkidars etc.) attached with the Branch and supervision of the work done by various agencies which has been outsourced.



## OTHER FUNCTIONS OF THE BRANCH

- Arrangement of all the meetings/functions organized by the department at the District Complex.
  - To deal with the bills of electricity and water and complaints related to PWD, AMC, budget, proposal and other important correspondence etc.
  - To deal with the passing the estimate of renovation/repair of court building, briefcase, inverter relative issue, furniture bill, horticulture etc.
  - To deal with the distribution of consumable items.
  - To deal with the storage of consumable and non-consumable items, outsourcing bill, miscellaneous bills etc.
  - To deal with the distribution of shoes, sleepers, uniform of Gr. 'D' employees etc.
  - To deal with the reports regarding availability of rooms, condemnation board and passing of refreshment bills.
  - To Deal with the work of preparation of Name Plates of the Judicial Officers, Publication of Advertisements and allocation of Kiosks etc.
- ❖ **COPYING AGENCY:** The Copying Agency having three branches CA (Civil), CA (Crl.) & CA (Sessions) has been located at third Floor of J-Block In order to obtain certified copy one is required to apply the same through prescribed proforma and to submit the same facilitation centre situated at I-Block Ground floor after entering the main entrance Gate No. 3, This agency provides the Certified Copies of the documents related to the Judicial Case Files.

### **Procedure to obtain Certified Copies**

- Applicant applies for the Certified Copy in prescribed proforma.
- The Receipt Clerk at C.A. issues a receipt against the application and sends the same to the concerned Copying Agency.
- The Branch-in-charge then assigns the application to the concerned File Fetcher (a person who brings the file/record from the court/branch)
- As per the request of the applicant, the Ahlmad sends the requisite file/records to the Copying Agency through the File Fetcher.
- The Copyist then checks and correlates file as to whether the copies of items sought for by the applicant is in the file or not. Copyist also checks whether the applicant is the party to the case or not and if the applicant is not found to be the party or not related to the case, he is not allowed to have the copies of exhibited documents.



- After scrutiny of the documents, the copyist prepares copies of the requisite documents and submits the same to the Examiner (a person who examines and tallies the copy from the original record).
- After having examined the copies, so prepared by the Copyist, the Examiner signs each page of the copy, thereby certifying the same and finally the copies so prepared are sent the delivery courier.
- The certified copies are delivered to the applicant on presenting the receipt issued to him.

❖ **MEDIATION CENTER :**



**(Mediation Centre)**

- There is a Mediation centre in the complex situated at B-Block Ground Floor.
- The Mediation Center is fully air-conditioned and is very well equipped with all the facilities necessary for the mediation. The atmosphere in this centre is informal.

- There is a reception hall and a waiting room for litigants and counsels who come to participate in mediation. Sufficient sitting space is available in the Mediation for the visiting litigants and lawyers.
  - The Mediation Center comprises of a reception hall adjacent to a waiting room meant for the litigants and the counsels who come to participate in mediation.
  - There are total four mediation rooms in which each room is used by two mediators at a time, where the mediation is conducted by the mediators and a separate room for the Judge Incharge of the Mediation Centre. Apart from these there is a large conference hall, where the meetings and training programmes are conducted, as and when required.
- ❖ **LIBRARY** : A Library is presently functional at the third floor in the C- Block of Karkardooma Courts Complex, A full fledged Library equipped with all the facilities and the reading Space for the Judicial Officers is on the third floor is already there. At present all the Judicial Officers can access all the reference Books, Journals, Bare Acts, Swamys' Books, General books, law Journals, Law Softwares etc. from the library presently functional at 2<sup>nd</sup> floor.

The Library at Karkardooma Courts is responsible for the following functions :

- Purchasing of Books, Bar Acts, Swamys' Books, General books, law Journals, Law Softwares, Library Software.
  - Binding of Law Journals, Purchasing of Newspapers and Magazines for the Ld. District Judge Karkardooma Courts Delhi and Mediation Centre at Karkardooma Courts and for District Courts Library, Karkardooma Courts, Delhi
- ❖ **JUDICIAL BRANCH** : Judicial Branch at Karkardooma Courts is located in the I-Block on the third floor.

#### **Primary functions of the Judicial Branch:**

- Complaint against Judicial Officers (DHJS & DJS) and maintenance of record regarding complaints.
- Sending the Inspection reports of Courts of Judicial Officer (DJS) to the Hon'ble High Court.
- Correspondence regarding appearance before inspecting committee of High Court by DHJS/DJS officers.
- Cases transfer of DHJS & DJS, as per direction of the Hon'ble High Court of Delhi, New Delhi. Power/Bail Powers/Notifications (All Judicial Officers) received from the Hon'ble High Court.

- Detention of Judicial Officers during Vacations, as per directions of the Hon'ble High Court. Allocation of Powers of Designated/Special courts received from the Hon'ble High Court.
- Forwarding of Duty Rosters of MM/Spl. MM to the Hon'ble High Court. Circulation of amendments of High Court Rules & Orders to Judicial Officers.
- Circulation of list of Holidays and Calendars, received from the Hon'ble High Court.
- Constitution of committee & authorization of officer Incharge of Branches at Karkardooma District Courts.
- Earned Leave/Maternity Leave/Paternity Leave/ Extra Ordinary Leave/ Half Pay Leave/Without Pay leave/Child Care Leave/Abortion Leave of DHJS & DJS officers.
- Circulation of order of Transfers/Postings of DHJS/DJS received from the Hon'ble High Court.
- Personal Correspondence of Judicial Officers with the High Court.
- Allotment of Court Rooms as per directions of Ld. District & Addl. Sessions Judge, Karkardooma Courts, New Delhi.
- Successor Courts records of DHJS officers.
- Circulation of letter of appointment for deputation posts received from the Hon'ble High Court.
- Forwarding of transaction in movable and immovable property of Judicial Officers to the Hon'ble High Court.
- Correspondence regarding returns of assets and liabilities of Judicial Officers with the High Court.
- Issuance of employment certificate, No Objection Certificate, Identity Card and distribution of Republic Day Celebration, Beating retreat & Independence Day Celebration Card to all the officers.
- Circulation of Orders of High Court for Creation/Sanction/Continuance of the Posts of Judicial Officers. Circulation of Orders of High Court on Seniority and promotion of Judicial Officers. Orders of High Court on Departmental Examination of the officers of Delhi Judicial Service (Probationers).

**Sending of the following statements to the Hon'ble High Court of Delhi:**

- Monthly disposal statement of DHJS & DJS to the Hon'ble High Court. Statement of cases 7 year old & senior citizens to the Hon'ble High Court. Monthly, Quarterly, Half Yearly and Yearly statements to the Hon'ble High Court.
- Reply of Parliament Question regarding institution, disposal and pendency of cases.

- Correspondence in this regard to Judicial Officers and High Court. Training programme of Judicial Officers received from Delhi Judicial Academy and High Court of Delhi.
  - Courses/seminars related to Judicial Officers. Counter signature of advocates experience certificates for appearing in Higher Judicial Service Examinations.
  - Correspondence regarding Judicial Officers Association of DHJS & DJS to the High Court.
  - Casual leave/ special sick leave/ compensatory leave / short leave/ station leave/ leave intimation. Intimation of proceeding of Judicial Officers for going on Evidence & TIP.
  - Installation telephone connections for the residence as well as court chambers of judicial officers. Shifting of telephone connections. Data Preparation & Distribution of telephone directory received from the High Court of Delhi. Liasoning work with (MTNL) regarding installation/transfer/disconnection of Govt. telephone connections. \_
- ❖ **PLEA BARGAINING** : Plea Bargaining Branch has been set in room No 61 at third floor in B- Block at Karkardooma Courts complex.
- ❖ **ACMM OFFICE**: ACMM office at Karkardooma District Courts is located at the third Floor in the A-Block at Karkardooma Courts Complex. The main functions of the ACMM office are as under :
- Receipt & Dispatch of letters/orders from & to MMs/Hon'ble High Court/Hon'ble Supreme Court of India for further necessary action.
  - To deal with the Production Warrant/ Bailable Warrants/ NBWs/ Summons/ Notices/Warrant of Attachment received from all over India pertaining to the\_East & North-East Distt of Delhi.
  - Maintaining of Leave Record of MMs.
  - To maintain records of the successor Courts of MMs.
  - Preparation & maintenance Duty roasters & Link roaster of MMs
  - To deal with the complaint of MMs & other miscellaneous letters/ orders.
  - To deal with TIPs& statement u/s 164 Cr. P C
  - To deal with court complaint cases
  - Work related to transfer of files to MMs Courts and vice versa from all the five court complexes.
  - Marking of the fresh case files U/Sec 138 NI Act, received from the Filing Section, to the Metropolitan Magistrates.
  - To deal with the work related to case transfer application & misc application filed by lawyers and litigants with respect to the cases pending in the courts of MM
  - Misc. Letters/order
  - Work related to holding Evening Courts.



- Work related to Plea Bargaining Court.
- ❖ **LEGAL AID SERVICES**: There is office of legal aid situated at Block No. A Ground Floor where free legal services are provided to the needy, poor, woman, scheduled castes and children.
- ❖ **POLICE POST**: Initially, there was no provision for Police Post and Judicial Lock-Up at Karkardooma Courts Complex, but keeping in view the requirement/ necessity of the same a police post and a Judicial Lock up has been set up at Karkardooma Courts Complex. There is a police post in the basement of A-Block, Karkardooma court complex, which can be contacted in case of any need. The Judicial Lock-up for under-trial prisoners is at L- Block.
- ❖ **POST OFFICE**: There is a post office at ground floor J -Block opposite main gate No. 3.
- ❖ **BANK & ATM**: A branch of UCO Bank with ATM facility of State Bank of India & UCO Bank has been opened in Court Complex to facilitate easy financial transactions by the Court Staff, Litigants, Lawyers and the General Public.
- ❖ **CANTEEN**: A Lawyers Canteen is in operation on the 1st Floor, to provide easy access to the hygienic and healthy food, beverages and refreshments.

#### **OTHER FACILITIES (SERVICES IN RELATION TO INDEPENDENT):**

The Lawyers chambers block of Karkardooma Courts Complex is an independent structure in the complex, which houses the lawyers' chambers, Bar Association office, Advocates Library and other common facilities for the advocates. There is an office of Bar Association where one can contact the lawyers. It is situated at J-Block- 1st Floor. On the lower and upper ground floors of this building, sufficient space has been provided for various public facilities, mentioned here under:

- ❖ **OATH COMMISSIONER**: Oath Commissioners are available in Courts Complex for the purpose of attestation of the documents to be filed in the Courts. A nominal fee of Rs. 10/- only is charged by the Oath Commissioners for attestation of the documents.

- ❖ **NOTARY PUBLIC**: For the purpose of attestation of all the documents, Notary Public is also available inside the Court Complex. A fee of Rs. 15/- is charged by the Notary Public for verification and attestation of the normal documents, as per the rules of the Notary Act, 1952.
- ❖ **HPMC JUICE CORNER** : An HPMC outlet is situated in the court complex near the main gate No. 3 Different kinds of juices and other refreshment items are readily available to the staff, lawyers, litigants and other visitors .
- ❖ **TIHAR JAIL SHOP (TJ's)** : There is an outlet run/managed by Tihar Jail located on the ground floor at the main entrance gate, which provides various eatables of good quality and other products prepared by the prisoners lodged in the Tihar Jail.
- ❖ **DELHI GOVT. DISPENSARY** : It provides free Allopathic and Homeopathic treatment. It is situated at I-Block,Basement. Three doctors are available in the dispensary.
- ❖ **MOTHER DAIRY** : An outlet of mother dairy which provides milk, lassi and ice cream etc. is situated in the court complex after entering main Gate No.3.
- ❖ **PHOTOCOPYIST & TYPISTS**: Private typists are available at ground floor in D-Block who type on the manual machines as well as on the computers. Four kiosks are provided for photocopy purpose between JKL & D Block.

## **OTHER FACILITIES AVAILABLE TO THE PUBLIC:**

Karkardooma District Courts is visited by thousands of people every day which include litigants, lawyers and general public apart from the Judicial Officers and Staff. Keeping in view the huge foot fall, the following facilities have been made available in Karkardooma Courts Complex:

- ❖ **HANDICAP FRIENDLY STRUCTURE**: In order to ensure that the physically challenged people are not made to face hardships while attending their cases in the Courts existing at various floors of Karkardooma Court Complex, provision of ramps has been made at each level. Further, the lifts are also designed to be handicapped friendly, so that the disabled people can use them with any problem. A wheel-chair is also readily available in the Court Complex for the disabled, which can be used as and when requirement is felt. It is also proposed that the toilet facilities be also made handicapped friendly so that no inconvenience is caused to such persons, visiting the Court Complex.

- ❖ **PUBLIC CONVENIENCE**: Adequate provision of Drinking Water and Toilet facilities has been made on each floor of the Court Complex, including the Lawyers Chambers Block.
- ❖ **PARKING**: There is a multi level parking for two wheelers and four wheelers at H-Block.
- ❖ **SITTING ARRANGEMENT**: There is sufficient space earmarked for the sitting arrangements for the litigants and the lawyers inside and outside each court room and in the main halls of the Court building.
- ❖ **FILE INSPECTION**: The Judicial files can be inspected on the payment of Court Fees of Rs. 2/- for an hour on the same day, if the case is not listed on the same day. If the case is listed then Court fees of Rs. 5/- per hour is required. The party to the litigation or the authorized lawyer can inspect the same. The inspection of decided file can be done by all public persons.
- ❖ **TRANSPORT ALLOWANCE TO THE WITNESS**: The witnesses are paid Travelling Allowance when they come to the Court for deposing/evidence.

### **PUBLIC GRIEVANCE REDRESSAL SYSTEM:**

Public grievance redressal system is put into place to resolve the grievances of the general public.

**The Administration of Courts** : The administration of Courts is looked after by the presiding officers of the respective Courts. In case of any difficulty pertaining to any specific court, the same can be brought to the presiding officer of the court concerned.

**The Administration of the Branches** : All the Branches are headed by some Branch Incharge/Superintendent who can be contacted in case of any difficulty related to the concerned Branch. In case of non-redressal of the grievances, at the level of the Branch Incharge/Superintendent, the Officer-Incharge of the respective branch can be approached.