OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE NORTH DISTRICT, ROHINI COURTS, DELHI

STANDARD OPERATING PROTOCOL

In terms of the directions contained in Office order no. 896/RG/DHC/2021 dated 30th December 2021, the following directions are being issued with effect from 3rd January 2022 to 15th January 2022:-

1. Judicial Officers shall hold their courts through virtual mode only.
2. The ministerial staff of the court concerned is directed to ensure that the Video-conferencing link/meeting id of the court is written on the cause-list of the particular day. List of video-conferencing links/meeting id as well as Email-Ids has already been uploaded on website of North District, Rohini Courts, Delhi and also annexed herewith as Annexure 'A'.
3. Readers/Ahlmads/Asstt. Ahlmads concerned are directed to send the relevant documents in soft form as per the directions of the Judicial Officer concerned of the particular day.
4. All the Readers/Ahlmads/Asstt. Ahlmads posted in courts of North District, Rohini Courts, Delhi shall keep connected video-conferencing link during working hours.
5. The Judicial Officers presiding over the designated courts/special courts i.e. POCSO,SC/ST, TADA, POTA, MACOCA etc., Concerned Courts/Duty MMs of the particular day shall continue to deal/extend the remand work etc. preferably through video-conferencing and in case of special need through physical mode also.
6. Director General (Prisons) shall make necessary arrangements for extension of remand of Under Trial Prisoners. Wherever required, the Under Trial Prisoners may be produced through Video-Conferencing.
7. Lawyers/litigants may note the next date of hearing, as reflected in the cause list of the day itself and the cause list can be accessed from the e-courts websites and e-courts mobile app.
8. Dasti Copy of the orders, if directed by Ld. Judicial Officers then the Reader/Ahlmad/Asstt. Ahlmad of the concerned court shall send digitally signed copy of the same to the Lawyer/Litigant and the same will be treated as Dasti Copy.
9. Copies of the Orders/Judicial Proceedings (as per law) in bail applications/other applications/correspondences viz. Superdari, Jamatalashi, Traffic Challan of impounded vehicle, Status Reports etc. which pertains to establishment of Chief Metropolitan Magistrate shall be sent by the concerned staff/officials on that particular day to all the concerned stakeholders, if directed by the Ld. Judicial Officer.
10. Concerned officials of the courts of the North District, Rohini Courts are directed to upload all the orders/judicial proceedings on the website as per rules/law daily so as to avoid any inconvenience to the Litigants and Lawyers.
11. Bail application(s) filed through Delhi Legal Services Authority shall be filed in soft form on the email IDs of the concerned court. Necessary steps be taken at the end of Secy. (DLSA) (North), Rohini Courts.

12. Lawyer/Litigant are advised to check the website of North District daily to get the update/progress of their cases as well as new practice directions.
13. Physical inspection of the court record/files is disallowed till 15.01.2022.
14. The President and Hony. Secretary of the Rohini Court Bar Association may issue necessary directions in order to ensure that there is no crowding in the Court Complex as well as in Lawyers Chambers Block.
15. All the stakeholders including court staff required to come to the courts, shall get themselves fully vaccinated and shall strictly adhere to the norms of social distancing and Covid-19 protocols, directions etc. issued by Government of India, Hon'ble High Court of Delhi, Government of NCT of Delhi and by the concerned authorities of Rohini Court Administration from time to time.
16. Existing Covid Committee (To take stock of hygiene and cleanliness in Rohini Court Complex and Lawyers Chamber Building and to take remedial steps to avoid the effect of coronavirus (2019-nCOV) on day to day basis) shall act as a Task Force to ensure better co-ordination with the Members of RCBA and shall ensure adherence to social distancing norms inside Rohini Court Complex.
17. No official functions shall be held or organized till further orders without prior permission of the undersigned .

(SWARANA KANTA SHARMA)
Principal District & Sessions Judge
North Distt., Rohini Courts, Delhi.

No.39933-39979/Judl./North/Covid/2021 Dated :- 31.12.2021

Copy forwarded for information and necessary action to :

1. The Ld. Registrar General, Hon'ble High Court of Delhi.
2. The Ld. Principal District & Sessions Judge(HQs.), Tis Hazari Courts, Delhi.
3. All the Judicial Officers posted in North Distt. Rohini Courts.
4. The Chief Metropolitan Magistrate, North District, Rohini Courts, Delhi.
5. The Officer Incharge, Pool Car Section, Rohini Courts, Delhi.
6. DDO/Accounts Branch, North District, Rohini Courts.
7. President/Hony. Secretary, Rohini Court Bar Association.
8. The Deputy Commissioners of Police (Outer-North, Rohini, North-West, Outer).
9. The Chief Prosecutor, North Distt., Rohini Courts.
10. Dealing Official, Facilitation Centre, Rohini Courts, Delhi.
11. Branch Incharge, Filing Section, Rohini Courts, Delhi.
12. Branch Incharge, Computer Branch for necessary action.
13. The Website Committee (English/Hindi), Tis Hazari Courts, Delhi.
14. Personal Office of the undersigned.
15. Reader to the undersigned.
16. The Incharge, Care taking Branch, Rohini Courts, Delhi with request to put the same on all the Notice Boards and all the gates of Rohini Courts Complex and to make necessary arrangements.
17. Branch Incharge, R&I for uploading on Layers.

(SWARANA KANTA SHARMA)
Principal District & Sessions Judge
North Distt., Rohini Courts, Delhi.

Annexure "A"

URL(s) FOR COURTS OF NORTH-WEST & NORTH DISTRICT OF ROHINI COURT COMPLEX DELHI FOR COURT PROCEDINGS THROUGH VIDEO CONFERENCING

DISTRICT:- NORTH

SR. NO.	NAME OF THE JUDICIALOFFICER	NAME OF THE READER WITH MOBILE NO.	EMAIL OF THE COURT	VIRTUAL COURT URL
1.	MS. SWARANA KANTA SHARMA PRINCIPAL DISTRICT & SESSIONS JUDGE	Sh. Jeet Singh 9911230168	reader.districtjudgenorth404@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north01
2.	MS. BARKHA GUPTA DISTRICT JUDGE (COMMERCIAL COURT)	Ms. NeeruPardesi 9811185610	readercommnorthrohini@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north02
3.	SH. VIRENDER KUMAR KHARTA ADDITIONAL SESSION JUDGE-01(POCSO)	Sh. Mujeebur Rehman 7017148955	reader.asj01pocsonorth@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north03
4.	SH. D.K. JANGALA PRESIDING OFFICER MACT-02	Sh. Santosh Kumar 9213406071	reader.pomact02.north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north04
5.	MS. SHEFALI SHARMA ADDITIONAL SESSION JUDGE (FTSC) (POCSO)	Ms. Anju Bhataia 9210493346	ddc.vc.north17@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north17
6.	SH. SUNIL KUMAR ADDITIONAL DISTRICT JUDGE-03	Ms. Meenu Kochar 9811222150	reader.adj03north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north06
7.	SH. SATISH KUMAR ADDITIONAL DISTRICT JUDGE-01	Sh. Rajeshwar Manda 8588865799	reader.adj01north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north07

8.	MS. VANDANA ADDITIONAL SESSION JUDGE-05 (POCSO)	Ms. Kalpana 9818816523	reader.asj.05.north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north08
9	SH. SHIVAJI ANAND ADDITIONAL SESSION JUDGE-04	Sh. Arun Bhardwaj 8287701426	reader.asj04north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north09
10	MS. EKTA GAUBA MANN PRESIDING OFFICER MACT-01	Sh. Sumer Chand Khatri 9268883454	readermact01north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north10
11	MS.. REKHA ADDITIONAL DISTRICT JUDGE-02	Sh. Satish 9990393923	reader.adj02north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north11
12	SH. GAGANDEEP SINGH ASJ (SPL. JUDGE NDPS ACT)	Sh. Lalit Negi 7982227561	readerasjspljujdendps.north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north12
13	MS. SMITA GARG ADDITIONAL SESSION JUDGE-03	Ms. Durgesh Nandan Sharma 9811727414	reader.asj03north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north13
14	SH. JAGDISH KUMAR ADDITIONAL SESSION JUDGE SPL. FAST TRACK COURT	Ms. Vinod Kumari 9711572908	reader.asj204north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north14
15	SH. RAKESH KUMAR IIIrd ADDITIONAL SESSION JUDGE-02	Ms. Kanchan Kapoor 9999214374	reader.asj02north@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north15
16	SH. SURENDER MOHIT SINGH ADDITIONAL DISTRICTJUDGE-04	Sh. Subhash Sain 9891181699	ddc.vc.north16@gmail.com	https://districtcourtrohini.webex.com/meet/ddc.vc.north16

17	SH. SATVIR SINGH LAMBACMM	Sh. Krishan Kumar 8800226711	reader.cmmnorth@gmail.com	https://districtcourtrohini.webex.com/meet/reader.cmmnorth
18	SH. JAGMOHAN SINGH ACMM	Sh. Dharmender Sehrawat 9968267664	reader.acmmnorth@gmail.com	https://districtcourtrohini.webex.com/meet/reader.acmmnorth
19	SH.MAYANK GOEL MM-03	Sh. Ashwani 9958699920 8076141958	reader.mm03.north@gmail.com	https://districtcourtrohini.webex.com/meet/reader.mm03.north
20	MS. NEHA MITTAL MM, MAHILA COURT-01	Sh. Tejpal 9716268971	reader.mmmahilacourt01north@gmail.com	https://districtcourtrohini.webex.com/meet/readermmmahilacourtnorthrohini
21	MS.RICHA SHARMA MM-07	Sh. Vijay Kumar 8901507577	reader.mm7north@gmail.com	https://districtcourtrohini.webex.com/meet/reader.mm7north
22	MS. TAPASYA AGARWAL MM-02	Sh. Sushil Kumar 9968200182	reader.mm02north@gmail.com	https://districtcourtrohini.webex.com/meet/reader.mm02north
23	MS. UPASNA SATIJA MM MAHILA COURT-02	Sh. Vijay Kumar 8383813656	reader.mm2north@gmail.com	https://districtcourtrohini.webex.com/meet/reader.mm2north
24	MS. NEHA PANDEY MM-06	Sh. Dharmender Kumar 7011463487	reader.mm06north@gmail.com	https://districtcourtrohini.webex.com/meet/reader.mm06north
25	MS. DIVYA MALHOTA MM-01	Ms. Neelam Chauhan 9810924227	reader.mm01north@gmail.com	https://districtcourtrohini.webex.com/meet/reader.mm01north
26	SH. VAIBHAV MEHTA MM-05	Sh. Mukesh Kumar Varu 9990462655	reader.mm05north@gmail.com	https://districtcourtrohini.webex.com/meet/reader.mm05north

27	Sh. KAUTUK MM-04	Ms. Harvinder Kaur 9990002092	readermm04north@gmail.com	https://districtcourtrohini.webex.com/meet/readermm04north
28	SH. DHIRENDRA RANA SENIOR CIVIL JUDGE CUM RENT CONTROL	Ms. Anita Kumrai Kachhwaya 9910036373	readerscjcumrcnorth@gmail.com	https://districtcourtrohini.webex.com/meet/readerscjcumrcnorth
29	MS. AANCHAL JSCC-cum-ASCJ-GJ	Ms. Geeta Gusain 9891097833	reader.ascjnorth111@gmail.com	https://districtcourtrohini.webex.com/meet/reader.ascjnorth111
30	SH. VIRENDER SINGH ACJ/CCJ/ARC	Ms. Ranjana Rehal 9968074060	reader.acjnorth@gmail.com	https://districtcourtrohini.webex.com/meet/reader.acjnorth
31	SH. KUMAR RAHUL CIVIL JUDGE	Ms. Meenakshi 9873370994	reader.cj.north@gmail.com	https://districtcourtrohini.webex.com/meet/reader.cj.north
32	MS. NIHARIKA KR. SHARMA MM(NI ACT) DIGITAL COURT	DEEPAK BHARDWAJ 9810228458	ninorth01@gmail.com	https://districtcourtrohini.webex.com/meet/ninorth01