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

O R D E R

Pursuant to the directions contained in letter dated 20.09.2020 of the Hon'ble High Court of Delhi, the roster of Judicial Officers posted in North District, Rohini Courts, Delhi to ensure number of courts holding physical hearing is between 1/4th and 1/5th of the total strength for the period **w.e.f. 01st December 2020 to 24th December 2020** is as under:-

Days	Dates of Holding Physical Court	Name of Duty Judge for physical hearing (DHJS & DJS)
Monday	07.12.2020 14.12.2020 21.12.2020	Ms. Barkha Gupta, District Judge (Comm. Court) **R. No. 307**
		Sh. Pankaj Gupta, ADJ-01, **R. No. 312**
		Sh. Jitendra Kumar Mishra, Spl Judge NDPS Act. **R. No. 207**
		Sh. Dhirendra Rana, SCJ/RC **R. No. 214**
		Sh. Vaibhav Mehta, MM-05 **R. No. 114**
		Ms. Niharika Kumar Sharma, MM-04 **R. No. 110**
Tuesday	01.12.2020 08.12.2020 15.12.2020 22.12.2020	Sh. D. K. Jangala, PO MACT-02 **R. No. 13**
		Ms. Smita Garg, ASJ-03 **R. No. 305**
		Sh. Rakesh Kumar-III, ASJ-02 **R. No. 202**
		Ms. Divya Malhotra, MM-01 **R. No. 116**
		Ms. Richa Sharma, MM-07, **R. No. 06**
Wednesday	02.12.2020 09.12.2020 16.12.2020 23.12.2020	Vacant Court of PO MACT-01 **R. No. 12** (New Judicial Officer will hold the court as and when posted)
		Ms. Vandana, ASJ-05(POCSO) **R. No. 302**
		Sh. Satvir Singh Lamba, CMM **R. No. 115**
		Sh. Virender Singh, ACJ/CCJ/ARC **R. No. 215**
		Ms. Upasna Satija, MM (Mahila Court-2) **R. No. 104**
		Ms. Tapasya Agarwal, MM-02 **R. No. 319**
Thursday	03.12.2020 10.12.2020 17.12.2020 24.12.2020	Ms. Rekha, ADJ-02 **R. No. 314**
		Sh. Jagdish Kumar, ASJ/FTC **R. No. 204**
		Sh. Neeraj Gaur, ASJ-06(POCSO) **R. No.308**
		Ms. Aanchal, JSCC/ASCJ/GJ **R. No. 111**
		Ms. Rashmi Gupta, MM-06 **R. No. 320**
		Ms. Neha Mittal, MM (Mahila Court-1) **R. No. 103**

Friday	04.12.2020 11.12.2020 18.12.2020	Sh. Gagandeep Singh, ADJ-03 **R. No. 301**
		Sh. Manish Khurana, ASJ-01(POCSO) **R. No. 306**
		Sh. Shivaji Anand, ASJ-04 **R. No. 206**
		Sh. Kumar Rahul, Civil Judge **R. No. 218**
		Sh. Jagmohan Singh, ACMM **R. No. 117**
		Sh. Mayank Goel, MM-03 **R. No. 213**

Note:-

(i) **The undersigned shall be available on all the working days for the Administrative work as well as for judicial work.**

(ii) All the Judicial Officers shall hold their Court Physically on the allocated dates as mentioned above and on the remaining working days they shall hold the court via virtual mode and they shall deal with the cases of their own court listed for that particular day.

(iii) All the Judicial Officers shall allow the Lawyer/Litigant who wants to participate in the court proceeding through virtual mode even on the date of physical hearing of court.

(iv) Ms. Neha Gupta Singh, Ld. MM (Digital Court) shall take up all the matters of her court through virtual mode.

(v) Ld. ACJ (North) is directed to do the needful for Implementation of SOPs as laid down by the Ld. Principal District & Sessions Judge (HQs) in the letter dated 19.08.2020 addressed to Ld. Registrar General, Hon'ble High Court of Delhi.

(vi) Physical Court sitting Hours for the period w.e.f. 01.12.2020 to 24.12.2020 shall be 10:30 am to 03:30 pm (with two sessions 10:30 am to 12:30 pm and 02:00 pm to 03:30 pm). During 12:30 pm to 01:30 pm the Judicial Officers will complete dictation/correction work from their respective chambers and sanitation staff will complete deep cleaning of the courtrooms.

(vii) In criminal cases, it is ordered that no prisoner shall be called from Jail during the aforesaid period to prevent the exposure of remaining Under Trial Prisoners (UTPs) in the jail on return of the produced UTPs and they shall continue to be produced through video-conference.

(viii) The Judicial Officers are directed to exercise their discretion in physical hearing as well as VC hearing to shrink the daily cause lists of their respective courts, so as to prevent over crowding in the court rooms and maximum effective hearings. However, the order of effective hearings and adjournment, if any, be uploaded on the official website, on the very same day.

(ix) Duty Roster of Court staff shall be prepared by the Reader of concerned Court, as per the directions of their respective Presiding Officer and copy of the same be sent to Branch In-Charge, Admin. Branch via e-mode only.

(x) The Judicial Officers dealing with the criminal jurisdictions are directed to ensure that in order to prevent over crowding in court rooms, services of Naib Court be utilized for delivering/collecting daily dak only. The Naib Court may not be allowed to remain present in court rooms during the proceedings, unless necessary.

(xi) Daily deep cleaning of all court rooms shall be carried out before opening of courts, between 12:30 pm to 01:30 pm and at 4:00 pm.

(xii) Physical filing (of new cases) shall continue by way of box system as the same is working well till now. Hence, no change is required as this stage. However, regarding physical filing (in already pending cases) of pleadings, interlocutory applications, replication, documents and affidavits etc., it is ordered that the same shall be filed through e-mode only via email of the concerned court. No paper shall be physically accepted across the bar during physical hearing.

(xiii) No inspection of judicial records shall be allowed till further orders to prevent the spread of corona virus.

(xiv) Entry in Court Room for attending physical hearings shall stand restricted to only one Advocate per party at a time, whose vakalatnama is on record. Standing Counsel/Nominated counsel for any of the party/entity shall be allowed to enter whose case is listed for physical hearing on that particular day subject to restriction of one Advocate per party.

(xv) During the physical hearing, lawyers of only one case will be allowed to enter the court room, maintaining social distancing norms. No party in person, Juniors, Interns, advocate's clerk (Munshi), party in person/litigants will be allowed to enter the court room. However, when the *ex-parte* evidence is being recorded, Courts may permit the concerned witness in Court subject to social distancing and hygiene norms. In case, where party in person pursuing the case himself/herself without any legal assistance may be allowed to enter, subject to directions of concerned court.

(xvi) The entrants in court rooms (Advocates, party in person, police officials, etc.) above the age of 65 years and those suffering from co-morbidities shall be refrained to attend the physical hearing.

(xvii) Persons displaying symptoms of flu, fever, cough etc. are not allowed to enter inside the court complex.

(xviii) Every visitor (Advocate, Police Officials, Court Staff, PWD Officials, and others) are directed to strictly adhere the norms of social distancing, wearing of face mask all the time, undergoing thermal scanning at the designated entry points, sanitizing the hand before the entry within the Court Complex. It is in the interest of all stakeholders to adherence of all the guidelines/directions/advisories/SOPs issued by the Government of India/Govt. of NCT of Delhi in regard to combat spread of Covid-19 pandemic.

(xix) It is directed that all the Advocates/party in person or any other stakeholders attending physical hearing shall leave the Court Complex, once their matter is over.

(xx) 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.

(xxi) Service of summons/notices via physical mode shall remain suspended till further orders. However, service of summons/notices shall continue via e-mode. Any issue with regard to working of Nazarat Branch shall be dealt with by the Ld. ACJ.

(xxii) Physical hearing shall not be conducted on Saturday. However, the Courts shall continue to work through VC on that day.

(xxiii) During the aforesaid period, no official functions shall be held or organized without prior permission of the undersigned.

(xxiv) The Judicial Officers are requested not to proceed on leave on the dates of physical hearing unless and until there is extreme urgency.

(SWARANA KANTA SHARMA)
PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH DISTRICT, ROHINI COURT, DELHI.

38955-39010

Copy forwarded for information and necessary action to :-

No. ...../PD&SJ Sectt./COVID/North/RC/2020 Dated: ..27/11/20

1. The Ld. Registrar General, Hon'ble High Court of Delhi.
2. The Ld. Principal District & Sessions Judge(HQs.), Tis Hazari Courts, Delhi.
3. The Ld. Principal District & Sessions Judge (North-West), Rohini Courts, Delhi.
4. All the Judicial Officers posted in North District, Rohini Courts, Delhi **with the direction to ensure mentioning of physical court or virtual court on daily cause list of their court according to above roster.**
5. The Chief Prosecutor, Prosecution Branch, North District, Rohini Courts, Delhi.
6. The Director General(Prison), Tihar Jail Delhi with the request to circulate to all the concerned.
7. The Officer In-charge, Pool Car Section, Rohini Courts, Delhi.
8. DDO/Accounts Branch, North District, Rohini Courts.
9. The Commissioner of Police, ITO, PHQ, Delhi.
10. The Secretary Bar Association, Rohini District Court/Tis Hazari/Patiala House/Karkardooma/Saket/ Dwarka/RACC Delhi.
11. The Deputy Commissioners of Police, Outer-North/Rohini/North-West/Outer.
12. Dealing Official, Facilitation Centre, Rohini Courts, Delhi.
13. Branch In-charge, Filling Section, Rohini Courts, Delhi.
14. Branch In-charge, Computer Branch to upload the same on the official website of North District, Rohini Courts, Delhi and **ensure mentioning of physical court or virtual court on daily cause list of each court according to above roster.**
15. The Website Committee (English/Hindi), Tis Hazari Courts, Delhi.
16. PS to the undersigned.
17. Reader to the undersigned.
18. The In-charge, 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.
19. Branch In-charge, R&I for uploading on Layers.

27/11/2020
PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH DISTRICT, ROHINI COURT, DELHI.