

ROHINI DISTRICT COURTS NEW DELHI

:CITIZEN CHARTER:



ORGANIZATION

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

HOW TO REACH

The District Courts of Outer and North-West District is located at Rohini, Outer Ring Road, Madhuban Chowk. One can access to the District Courts – by public mode of transports like metro, buses and other general mode of transport like auto, taxi etc.

BUILD UP STRUCTURE

The District Court is built in the area measuring 75,000 sq. yards upto fifth storey. It consists of 56 courts and various branches which include one Library, Delhi Legal Aid Services (DLAS) Office, Mediation Centre, one Copying Agency, Record Room, Office of Bar Association, Nazarat Branch, Conference Hall, Administration Branch, Bail Section, RTI Cell, Computer Branch, ACMM Office, Account Branch, ACJ Office and various other Branches and Lawyers Chambers.

Services in relation to court work.

BRANCHES FUNCTIONAL AT ROHINI DISTRICT COURTS

Administration Branch	ACJ Office	Copying Agency
Record Room	Pool Car Section	Library Section
Judicial Branch	Filing Section	Facilitation Centre
Care Taking Branch	Mediation Centre	Accounts Branch
Vigilance Branch	General Branch I & II	R & I Branch
RTI Cell (Public Information Officer)	Computer Branch	Nazarat Branch

FACILITATION CENTER/PROP OFFICE

- A facillitation centre is functional at Rohini District Court and An Asst. Public Relation Officer is deputed at Ground Floor to facilitate the lawyer's and litigants. Apart from this the work of arranging/booking air tickets for Judicial Officers for official tour & corresponding with the National/State Judicial Academy, maintaining all information related to judiciary is also entrusted to the APRO.

FILING COUNTER

- To receive cases pertaining to District Judge, District & Sessions Judges and Addl. District & Sessions Judges, Senior Civil Judges and Civil Judges, Rent Controller, Addl. Chief Metropolitan Magistrate and the Metropolitan Magistrates and bail applications.

VIDEO CONFERENCING

- Video conferencing facility has been made available at Rohini District Court on the Ground Floor at Room No. 18. 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 is located at the Ground Floor, near the SBI Bank. The Cash Branch is responsible for all kinds of cash receipts (viz. challans, fines, fees etc.) and deposit of the same in the Government Treasury/ Reserve Bank of India.

NAZARAT BRANCH

- Nazarat Branch is functional from the Third Floor at Room No. 313. 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 Rohini District Court and the processes received from other Courts of different districts/ states also.

ACCOUNTS BRANCH

- Accounts branch is located at the Fourth Floor, Room No. 405 and it is responsible for preparation of all the Pay & Allowances of the Employees and the Employer.

GENERAL BRANCH

- The General Branch is divided in two section. General Branch -I is located in the Third Floor at Room No. 314-B and General Branch -II is located in the Fourth Floor at Room No. 407. General Branch is traces/links the cases related to old and existing Courts and also deals with the work of Building Maintenance Committee, appointment of Oath Commissioners, Canteens/Kiosks, Lawyers Chambers etc.

ADMINISTRATION BRANCH

- The Administration Branch is located on the Fourth Floor at Room No. 405 and deals with the functions related to the administration of the Court Complex and the employees.

R&I BRANCH

- The R&I Branch is located on the Third Floor at Room No. 310. The Branch is mainly divided in to two sub heads i.e. Receipt Section & Dispatch Section and deals with all the Correspondence/ Communications after making entries with particulars of subject.

PIO/RTI SECTION

- The RTI Section is on the Fourth Floor at Room No. 400 and is headed by the Public Information Officer. All the applications after being received by the RTI

Section the same are disposed of by the Public Information Officer, North-West District and all such data is duly transmitted to all the quarters concerned.

RECORD ROOM

- The Record Room is located on the Third Floor at Room No. 309. The Record Room works for weeding out of the matured Judicial Records and Consignment of files decided by the Judicial Officers.

COMPUTER BRANCH

- A Computer Branch is located on the Fourth Floor of the Main 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 and its peripherals. The Computer Branch also maintain and upkeep of the Server, backup of the server data and all other technical works as and when assigned by the authorities.

CARE TAKING BRANCH

- Care Taking Branch is located in the First Floor of Annexe Building behind Lockup. The Branch control and supervise Group-D employees (Safai-Karmacharies, Farash, Chowkidars etc.) and supervise the work done cleanliness of the building. The branch also deals with arrangement of meetings/ functions, all the complaints related to PWD, AMC,etc.

COPYING AGENCY

- The Copying Agency is located on the Third Floor at Room No. 303. This agency provides the Certified Copies of the documents related to the Judicial Case Files on application.

LIBRARY

- A Library is presently functional for Judicial Officers on the Fifth Floor. Judicial Officers can access all the reference Books, Journals, Bare Acts, Swamys' Books, General books, law Journals, Law Softwares etc. Maintenance and issuance 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, New Delhi District.

JUDICIAL BRANCH

- Judicial Branch is located on the Fourth Floor at Room No. 405. This branch

deals with matters related to Judicial officers and also keeps the record of the monthly disposal statements, training programmes, leave, etc.

ACMM OFFICE

- ACMM office at Rohini District Court is located on the Fourth Floor at Room No. 405. The main functions of the ACMM office is Receipt & Dispatch of letters/orders from & to Mms/ Hon'ble High Court/Hon'ble Supreme Court of India for further necessary action, Maintaining of Leave Record of Mms and 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. The main functions of the ACMM office are as under :

LEGAL AID SERVICES

- The office of the Delhi Legal Services Authority has been set up on the Third Floor at Room No.306, to provide free legal services to the needy, poor, woman, scheduled casts, children etc.

FAMILY COURTS



FAMILY COURTS

- A Family Court has been set up on the Ground Floor in the complex. Special Rooms have been provided in the Family Court at Rohini District keeping in view the basic needs and requirement of the children who come with their parents to attend the proceedings.

Services in relation to independent.

MEDIATION CENTRE



MEDIATION CENTRE

- There is free mediation centre at Room No. 408, 4th Floor, in the Rohini Court Complex.

POLICE POST

- Keeping in view the requirement/ necessity of the same a police post and a Judicial Lock up has been set up inside the Court Complex.

POST OFFICE

- A post office is situated at the Ground Floor, inside the court complex for staff, lawyers, litigants & general public.

BANK & ATM

- A branch of State Bank of India, its ATM apart from the ATM of UCO Bank is situated at ground floor near Delhi Gov. Dispensary to facilitate easy financial transactions by the Court Staff, Litigants, Lawyers and the General Public.

CANTEEN & CAFETERIA

- There is a hygienic Canteen/ Cafeteria on the 2nd Floor, inside the District Court Complex which provides foods, beverage, tea etc. for general public.

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

Sufficient space has been provided for various public facilities, mentioned hereunder :

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 at Room No. 16, ground floor 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.

JUICE CORNER

- A juice shop is situated on the ground floor, inside the District Court Complex. 1. Different kinds of Juices and other refreshment items are readily available to the staff, lawyers, litigants and other visitors.

PHOTOCOPYIST & TYPISTS

- Private Typists who types on the fixed rates on the manual machines as well as on the computer and private photostate copier for photocopy purposes are also available at Room No. 16, Ground Floor inside the District Court Complex.

OTHER FACILITIES AVAILABLE TO THE PUBLIC

Rohini Courts Complex 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 Rohini Courts:

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 Rohini Courts Complex, provision of ramps & lift facility is available in the each floors.

PUBLIC CONVENIENCE

- Adequate provision of Drinking Water and Toilet facilities has been made in all

the Buildings at Rohini Courts Complex

PARKING

- Parking facility for two wheelers and four wheelers are available in the basement of the Rohini District Courts.

PARKS

- There is a small park on the ground floor for General Public to sit.

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.

DELHI GOVT. DISPENSARY

- Delhi Govt. Dispensary is situated at Ground Floor, inside the Rohini District Court where a Medical Officer would be available from 9.30 A.M. to 3.30 A.M.

STAMP VENDORS

- Stamp Vendors are seated near the SBI Bank.

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.

BAR ASSOCIATION

- There is office of Bar Association at Central Hall, Ground Floor where one can contact the Lawyers.

MOTHER DAIRY

- There is outlet of Mother Dairy on the Ground Floor which provides milk, lassi, icecream etc.

BOOKS AND STATIONARY SHOP

- There are shops of Books and Stationary on the Ground Floor, Central Hall.

TIHAR JAIL SHOP (TJS)

- There is outlet of Tihar Jail on the Ground Floor, inside the Rohini District Court

which sell various eatables of good quality and other product prepared by the prisoners.

SECURITY

- The District Court is fully secured. There are guards on each exist/entry gate who after checking, allowed people to come. On each floor fire fight system is also installed to combat the alarming situation.

TRANSPORT ALLOWANCE TO THE WITNESSES

- 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.
