

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
PATIALA HOUSE COURTS, NEW DELHI DISTRICT, NEW DELHI**

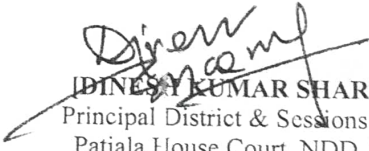
ORDER

In pursuance to Order No. 504/RG/DHC/2021 dated 12.08.2021 of the Hon'ble High Court of Delhi and in continuation of this office earlier Order No. 12958-13039/Admn./Prin.D&SJ/NDD/2021 dated 23.07.2021, all the Branch Incharges, New Delhi District are directed to prepare a roster of the officials posted therein on proportionate rotational basis w.e.f. 16.08.2021 to 28.08.2021 in order to ensure that 50% of the staff is present on any given working day. The Administrative Officer (Judl.) / Branch Incharge - Administration, New Delhi District may call appropriate number of the staff, as per administrative exigency. The roster of the staff so prepared be submitted before the Administrative Officer (Judl.) / Incharge - Administration, New Delhi District.

It is impressed upon all the Ld. Judicial Officers, New Delhi District, to restrict physical presence of their court staff to minimum unless indispensable till 28.08.2021. The Administrative Officer (Judl.), Incharge Administration and Branch Incharges are also directed to ensure that all those officials who are not required to report for duty on any given day, shall not leave the station under any circumstances without prior approval of the competent authority and shall always be available on call and would be deemed on duty in case of any exigency. Their concerned Ld. Presiding Officers / Branch Incharges may call upon them to report back for duty as and when required.

The officials posted in the respective Courts, New Delhi District are directed to perform their duties as per directions of their respective Ld. Presiding Officers for smooth functioning of the Courts. Ld. Presiding Officers shall also prepare a roster in a manner that either Reader/Ahlmad/Asstt. Ahlmad remain present on call on working days in the Courts to answer any query of the Lawyers/litigants.

Rest of the instructions as contained in earlier Order No.12958-13039/Admn./Prin.D&SJ/NDD/2021 dated 23.07.2021, shall remain unaltered.

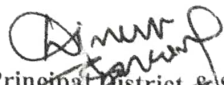

[DINESH KUMAR SHARMA]
Principal District & Sessions Judge
Patiala House Court, NDD, ND.

No. 14262-14341 /Admn./Prin.D&SJ/NDD/2021

Dated : 13.08.2021

Copy forwarded for information & necessary action to :

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Ld. Principal Judge, Family Court, New Delhi District, ND.
4. The Ld. Judge In-Charge, Mediation Centre, New Delhi District, ND.
5. All the Ld. Judicial Officers, New Delhi District, ND with request to bring the same to the notice of the officials working under their kind control.
6. The Hony. Secretary, NDBA.
7. In-charge, Lock-up, New Delhi District, ND.
8. The Administrative Officer (Judicial)/Incharge-Administration, New Delhi District, ND.
9. All the Branch Incharges/DDO, New Delhi District, ND.
10. Reader/P.S. to the undersigned.
11. Website Committee (Hindi & English), THC, with the request to upload the same on the website of the Court.
12. The District System Administrator, NDD to upload the same on the website of this District.
13. The Caretaker, Caretaking branch, New Delhi District, ND.
14. The dealing Assistant, R&I Section, NDD to upload on LAYERS.
15. Guard file.


[Principal District & Sessions Judge]
Patiala House Court, NDD, ND.