

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

ORDER

In pursuance to directions of the Hon'ble High of Delhi vide Order No.1/RG/DHC/2022 dated 12.01.2022, 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. 17.01.2022 till 11.02.2022 in order to ensure that minimum staff is present on any given working day. The Ld. Officer Incharge(s), Administration, 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. All the Ld. Judicial Officers, New Delhi District are requested to restrict physical presence of their court staff to minimum unless indispensable till 11.02.2022 and shall 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 and litigants. The Administrative Officer (Judl.), Incharge - Administration and Branch Incharges are 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 / Ld. Officer Incharge(s) may call upon them to report back for duty as and when required for smooth functioning of the Courts.

It is impressed upon all the concerned to scrupulously adhere to the norms of social distancing, wearing of masks, regular hand-wash & all other Covid-19 related directions, guidelines issued by the Hon'ble High Court of Delhi, Government of India and Government of NCT of Delhi from time to time.

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

Digitally signed by
DINESH KUMAR
SHARMA
Date: 2022.01.14
14:58:59 +0530

No. 1466-1525 /Adm./Prin.D&S/NDD/PHC/2022

Dated: 14/1/2022

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.

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

Digitally signed by DINESH
KUMAR SHARMA
Date: 2022.01.14 14:59:21 +0530