ANNEXURE 'C'

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

STANDARD OPERATING PROCEDURE FOR RESUMPTION OF PHYSICAL HEARING

Pursuant to the directions of the Hon'ble High Court contained in communication No. 417/RG/DHC/2020 dated 27.08.2020, physical hearings of cases in District Courts shall start at one fourth capacity w.e.f. 01.09.2020. The following directions are therefore issued for information and strict compliance:

A. ROSTER, CAUSE LIST & TIME SLOTS

1. The Roster of Judges (Annexure-A), who shall be holding physical courts on a day, effective from 01.09.2020 till 30.09.2020 has been issued separately. It is clarified that only the Judges, whose names are mentioned in the roster, shall be holding physical Courts on the given date and rest of the Courts shall continue to function through Video Conferencing only.

The system of Duty Magistrates, Jail Magistrates and ASJ Bail Courts shall continue as earlier.

2. Since the entry in the Court complex is restricted, therefore, advocates and litigants are advised to first see the Cause List and may come to the Court only if their matter is slated to be listed for physical hearing.

3. The advocates/litigants shall be at liberty to move 'joint request adjournment slips' in digital form through e-mail for adjourning a matter, but such request must be filed at least two days in advance.

4. Ordinarily, no request for pass over shall be entertained so as to adhere to time slots schedule.

5. Lawyers/litigants are requested to find out the next date of listed case, after 5 pm each day from the website https://districts.ecourts.gov.in/newdelhi and same can also be accessed through "e-Courts App. Services" and for this purpose only, they need not visit the Court.

6. Monthly Duty Roster of Court staff and administrative staff shall be prepared requiring minimum staff to come to Court building.

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B) REGULATIONS RELATING TO ENTRY IN THE PATIALA HOUSE COURTS COMPLEX

1. In addition to the judicial officers and the Court staff on duty, only the advocates with one clerk each and the Bar Association Authorized typists, Oath Commissioners, Notary Public and Kiosk Owners, as permitted through earlier order, will be permitted entry in the court complex. Interns, Law students, Relative of Litigant shall not be permitted entry. Litigants shall be permitted entry only if there is specific direction of the Court. In general there shall be no entry of the public in the complex till further orders.

2. The litigants and / or the witness, whose cases are fixed for physical hearing or directed by the Court, shall be permitted entry, as per time slot and they will have to produce at the entry of the court complex, summons / notice issued by the court concerned or the letter issued by the advocate on his or her letterhead, bearing his / her bar enrollment number. The litigants / witnesses / typists / clerks etc will have to produce their proof of identity at the time of entry.

3. Inside the Court Room, only the Advocate with one litigant/witness (only if specifically directed by the Court) shall be permitted entry.

4. There shall be a 'Help & Sanitisation Desk' at the entry points of the Court complex with facility of touchless thermal scanner and sanitizer dispenser.

5. All those seeking entry in the Court complex shall be required to adhere following norms strictly;

- Wearing of masks all times;
- Undergoing thermal scanning at the designated entry points and random checking inside the court complex;
- Sanitizing hands before / at the time of entry;
- Strict adherence to the norms of social distancing by maintaining a minimum distance of 6 Ft. within the court complex;
- Adherence to all the directions / guidelines / SoPs / advisories issued by the Government of India and the Government of NCT, Delhi in respect of the COVID 19 pandemic.

5. Those having visible symptoms of COVID 19 virus (fever, cough, running nose etc.) and those living/having visited the containment zone, shall not be permitted entry in the Court Complex.

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6. Advocates are requested to park their vehicles only in the designated parking lots in the Complex and if the same is fully occupied, the vehicle shall be parked outside the Complex. The Security Officers are directed to ensure that vehicles are not parked at unauthorized place and may take appropriate action in case of violation in accordance with law.

7. There shall be no function/gatherings in the court Complex for next six months or till further orders.

8. The Patiala House Court complex shall remain "NO COMFORT ZONE" and, therefore, everyone shall leave the Court complex after their work is over.

9. The gates of the Patiala House Court Complex will remain open till 6:00pm. The gates will be closed by 6:00pm and thereafter, no ingress / egress shall be permitted in the court complex.

C) REGULATIONS FOR PHYSICAL FILING

1. The staff at the filing counter shall ensure that papers/paperbook is put in the Box by the Advocate/Clerk/litigant and the same be opened after three days so as to ensure that the papers become virus free and only thereafter the papers shall be processed. The officials on duty on filing counters shall ensure that e-Court paid online should be locked after verification.

2. In pending matters, if any application/document is to be filed, the same shall be filed directly with the Ahlmad/Asstt. Ahlmad in closed envelope, who shall keep them in almirah for three days and shall process the said papers only thereafter. The envelope must have all the particulars of the case and the next date of hearing to avoid mixing of documents. The Ahlmad/Asstt. Ahlmad shall make an entry of the receipt of such envelope in a Register and will give receipt to the Advocate.

3. No papers shall be accepted in the Court across the bar, at the time of hearing.

D) REGULATION FOR CERTIFIED COPIES

1. The application for certified copy in the pending cases shall be dropped in the designated box in the Court and the box shall be opened after three days for processing it further. The Court staff shall ensure that every Court has designated box for this purpose.

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2. In the case of application of certified copies in decided cases, the application shall be dropped in the designated box at the copying agency counter and the same shall be opened after three days for further processing.

3. Further, the e-solution to the applications and delivery of certified copy on e-payment is also being evolved and in this regard, a separate SOP shall be issued.

E) REGULATION FOR INSPECTION OF RECORDS

1. The application for 'Inspection of Records' shall be dropped in the designated box kept in the Ahlmad Room of the concerned Court or the Record Room, as the case may be. This application shall also be taken out of the box only after three days and thereafter it shall be acted upon.

2. Inspection Application can also be filed in soft copy format on the email address of the concerned Court.

F) REGULATIONS FOR DEEP CLEANING, SANITISATION & SITTING ARRANGEMENTS

1. Deep cleaning of all such court rooms where physical hearings will be taking place, shall be carried out in the breaks between 12:30 PM to 01:30 PM and after 04:00 PM.

2. The Caretaker, Caretaking Branch, PHC, New Delhi will ensure that all the staircases in the court complex are designated for one way movement in order to reduce congestion and to prevent face to face exposures. AE, CPWD (Civil), PHC, New Delhi is directed to provide necessary sign boards for the said purpose. The PWD shall put central verge rope in the stair cases at Lock-up building, MEA building and Publication Building.

3. AE, CPWD (Civil) PHC, New Delhi in coordination with Caretaker PHC, New Delhi will take necessary steps for splitting the corridors into two by a central verge of rope to ensure one way movement.

4. The Caretaker, Caretaking Branch, PHC, New Delhi will ensure that all the three lifts in the court complex shall operate at half capacity in each trip. Necessary instructions in this regard be issued to lift operators under intimation to CPWD (Electrical). AE, CPWD (Electrical), PHC, New Delhi is also directed to ensure that these instructions are scrupulously followed by the lift operators. The Lift Operator shall also ensure that Lifts remain properly sanitized at all the times.

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5. It shall be ensured by AE - CPWD (Electrical), on daily basis, that the Ultra Violet Lamps installed on ceilings in the Chambers, Ahlmad rooms, Branch Rooms, Washrooms of Judicial Officers and public toilets are properly functioning. It shall also be ensured that the Robotic UV Machines are put to effective use for deep sanitization of the premises.

6. The Caretaker, Caretaking Branch, PHC, New Delhi shall ensure that benches / chairs in the court rooms, lobbies, corridors and in branches are placed in such a manner so that norms of social distancing are adhered to strictly. The spare chairs/benches may be kept in store house for the time being. The court staff shall also ensure that there is regular cleaning of the court rooms and offices/branches. The staff shall also ensure that all norms are strictly adhered to in the court rooms and offices/branches,.

7. AE, CPWD (Civil) PHC, New Delhi will make circular markings with stenciled paint on the floor of lobbies / corridors outside the court rooms and in the administrative branches / in the areas accessible to public for standing of litigants / advocates with compliance to social distancing norms.

G) REGULATIONS FOR MEDICAL UNIT

In order to monitor and supervise the medical facilities and emergencies arising out of Covid-19 pandemic, a Committee headed by senior Judicial Officer has been constitued.

2. The Medical Officer shall earmark a room in the Dispensary as COVID 19 Isolation Room, which shall be used if an infected/symptomatic person is found in the Court.

3. Such person shall be caused to be immediately shifted to the hospital and thereafter, the Isolation Room shall be deep cleaned and sanitized.

4. The Medical Officer shall ensure that an Ambulance, fully equipped to tackle COVID 19 emergency, is available in the Court Complex from 09:00 AM to 06:30 PM.

5. Dispensary shall be improved by increasing the strength of medical and para medical staff as well as better infrastructure.

6. Rapid Antigen Testing Camps shall be organized on regular basis for Judicial officers, Lawyers,Court staff and others in coordination with the GNCT Delhi.

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H) GENERAL REGULATIONS

1. For the purpose of regulating the entry in Patiala House Court complex, the following system shall remain in place on trial basis for the month of September 2020:

Gate No. 1 (Tilak Marg)	-	Closed
Gate No. 2 (C-Heaxagon)	-	Only for staff using two-wheeler vehicles (Entry & Exit)
Gate No. 3	-	Not Functional
Gate No. 4 (C-Hexagon)	-	Entry for lawyers vehicles only (However, entry shall be closed at 10:30 AM)
Gate No. 5 (C-Hexagon)	-	Exit
Gate No. 6 (C-Hexagon)	-	Entry
Gate No. 7 (Back Lane)	-	Post Office
Gate No. 8 (Back Lane)	-	P.W.D.
Gate No. 9, 10, 11 & 12 (Small gates - Back Lane)	-	These are small gates on the back lane. The NDBA will be persuaded to use Gate No. 9 for entry only & Gate No 12 for exit only and close gate no. 10 & 11 also.
Gate No. 13 (Back Lane)	-	Exclusively used by Principal Judge, Family Court.

2. The NDBA shall form a task force, who shall take regular rounds of the Patiala House Court complex to ensure that there is strict adherence to the regulations.

3. The Ld. Administrative Civil Judge, Ld. Chief Metropolitan Magistrate and Ld. Sr. Civil Judge shall coordinate with the above task

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force and shall also ensure that the entry and exit is regulated as stated above and all the norms are strictly adhered to.

4. These regulations shall be in continuation of the earlier directions passed on time to time relating to hearing through video conferencing.

28/8/2020

(Dinesh Kumar Sharma)
District & Sessions Judge
Patiala House Courts
New Delhi

No. 8535-8620/JUDL./D&SJ/PHC/NDD Dated: 28.08.2020

Copy forwarded for information and necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi.
2. The Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Principal Judge, Family Court, New Delhi District, New Delhi.
4. All the Judicial Officers posted in New Delhi District, New Delhi.
5. Officer In-Charge, Computer Branch, New Delhi District, New Delhi for uploading on website.
6. The Judge-In-Charge, Mediation Centre, New Delhi District, New Delhi.
7. The Secretary, DLSA, New Delhi District, New Delhi.
8. The Chief Public Prosecutor New Delhi District, New Delhi.
9. The Secretary, New Delhi Bar Association.
10. The Director General (Prisons), Central Jail, Tihar, New Delhi.
11. The AE (C), CPWD, PHC, New Delhi.
12. The AE (Elect.), CPWD, PHC, New Delhi.
13. The SMO, Delhi Govt. Dispensary, PHC, New Delhi.
14. The Administrative Officer (Judicial), PHC, New Delhi.
15. All the Branch In-charge, New Delhi District, New Delhi.
16. PS/Reader to the Ld. District & Sessions Judge, New Delhi District, New Delhi.
17. The Dealing Assistant, R&I Section, New Delhi District, New Delhi to upload on LAYERS.
18. All the Notice Boards, PHC, New Delhi.
19. Guard File.

28/8/2020

(Dinesh Kumar Sharma)
District & Sessions Judge
Patiala House Courts, New Delhi

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