

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST) ROHINI COURTS,**  
**DELHI.**

**OFFICE ORDER**

Pursuant to the Office Order No.-896/RG/DHC/2021 dated 30.12.2021 issued by Hon'ble High Court of Delhi and Office Order No.-42221-471/Misc/Admin.1/Central/THC/2021 dated 31.12.2021 issued by the Office of the Ld. Principal District & Sessions Judge (HQs) and in view of the "Yellow Alert" issued by DDMA, GNCT of Delhi due to the sudden spike in cases of COVID-19 infection, it is hereby directed that all Branch In-Charges (North-West District) shall prepare a duty roster of the staff (except Gazetted Officers & Branch In-Charges) on proportionate rotational basis to ensure that footfall of officials posted in their respective branches be reduced to 50% and remaining 50% shall work from home. Such rosters, duly signed by the Branch In-Charges, shall be submitted to the concerned Administrative Branches (North-West District) immediately.

All the Ld. Presiding Officers (North-West District) are also impressed upon to call only 50% staff of their respective courts physically unless it is absolute necessary to call the remaining staff physically.

However, female employees who are in the family way and differently abled employees may be exempted from performing their duties physically by the concerned Ld. Presiding Officer/Ld. Officer In-Charge. However, they shall not seek exemption en-bloc for attending their duties physically.

All the staff members, who are not required to report for duty physically on any day, shall not leave the station under any circumstances without getting prior sanction and they shall always be available on call and would be deemed on duty and may be called upon by the Branch In-Charge/Ld. Officer In-Charge/Ld. Presiding Officer and shall immediately report back for duty physically.

The above said arrangement shall remain effective w.e.f. 03.01.2022 to 15.01.2022.

*Suresh Gupta*

(SURESH KUMAR GUPTA)  
PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)  
ROHINI COURTS, DELHI.

No.F2(1)/Admn/NW/RC/2022/46-122

Date- 02.01.2022.

Copy forwarded for information and necessary action to:-

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. All the Ld. Judicial Officers posted in North-West District, Rohini Courts, Delhi.
4. All the Branch In-Charges posted in North-West District, Rohini Courts, Delhi.
5. The Record Officer, North-West District, Rohini Courts, Delhi.
6. The Web-site Committee, Computer Branch, Rohini Courts, Delhi.
7. R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

*Suresh Gupta*

PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)  
ROHINI COURTS, DELHI.