

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SOUTH EAST DISTRICT,  
SAKET COURTS COMPLEX, NEW DELHI**

**ORDER**

Pursuant to the Office Order issued by Hon'ble High Court of Delhi vide no. 01/RG/DHC/2022, dt. 12.01.2022 and in continuation of this office order No. Admn./2022/SED/186-270, dt. 04.01.2022, it is directed to all the Judicial Officers of South-East District that they may call the staff w.e.f 17.01.2022 to 11.02.2022 as per the requirement of the Courts. Further, all the Branch Incharges posted in South East District, Saket Courts Complex are directed to prepare a roster to ensure that officials posted in their respective Branches shall attend the office to the extent of 50% of their strength.

Further, all the Branch Incharges are directed to prepare the roster of the staff posted in their Branches and endorse a copy to the Branch In-charge, Administration Branch, South East District, Saket Courts Complex.

It may also be ensured that all the Court-staff, required to come to the Courts, shall get themselves fully vaccinated and shall strictly adhere to the norms of social-distancing and Covid-19 protocols, guidelines, directions etc. issued by the Government of India, Government of NCT of Delhi and this Court from time to time.

**NOTE :**

- 1) Those Officers/ officials, who are not attending office, shall work from home and would be readily available on telephone and other electronic means of communications at all times and no such Officials shall leave the station without taking due permission from the office.
- 2) If any official does not report for duty on any given day despite the direction of his/her Concerned Presiding Officer/Branch Incharge, then he/she has to submit the leave for that period mentioning the reason for the same.
- 3) All the Branch Incharges are responsible for the smooth functioning of their branches.
- 4) The officials who got infected/tested positive with Covid-19 shall isolate themselves for a period of one week

**Non compliance of all the above instructions will be viewed seriously.**

**This issues with the approval of Ld. Principal District & Sessions Judge, South-East District, Saket Courts Complex, New Delhi.**

(RAJ KUMAR CHAUHAN) 14.1.22

DISTRICT JUDGE (COMMERCIAL COURT-01)/ OIC (ADMN.I)  
SOUTH EAST DISTRICT, SAKET COURTS COMPLEX

**No.Admn./2022/SED/ 1553-1640**

**Dated, New Delhi the 14/01/2022**

**Copy forwarded for information and necessary action to:-**

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judge (HQs), THC, Delhi.
3. PS to the Ld. Principal District & Sessions Judge, South East District, Saket Courts Complex, New Delhi.
4. All the Judicial Officers, South East District, Saket Courts Complex, New Delhi.
5. All the Branch Incharges, South East District, Saket Courts Complex, New Delhi.
6. The Secretary, Bar Association, Saket Courts, New Delhi.
7. The Secretary, DLSA, South East District, Saket Courts Complex, New Delhi.
8. PRO, South-East District, Saket Courts Complex, New Delhi.
9. The Computer Branch, South-East District, Saket Courts Complex, New Delhi for uploading on the Website of South-East District, Saket Courts Complex, New Delhi.
10. R&I Branch, South-East District, Saket Courts, New Delhi for uploading on LAYERS.
11. Guard file.

(BRANCH INCHARGE) 14/01/22

ADMINISTRATION BRANCH

SOUTH EAST DISTRICT, SAKET COURTS COMPLEX