

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

ORDER

In continuation of office order no. Admn.2020/SED/4594-4600, dated 15.04.2020 and in view of extra ordinary situation of lockdown on account of Covid-19 pandemic, the following officials are hereby deputed and directed to report for duty **(10.00 am to 5.00 pm)** to facilitate the hearing of urgent matters, till further order:

S. No.	Name of the Official	Branch/ Court Name	Contact No.
1.	Ms. Manju Kanojia, SJA/Branch Incharge, E.C. 66974866	Bail & Filing Section & CMM Office, South East District, Saket.	8920812879
2.	Sh. Parameshwar Pingua, JA, E.C. 12244	Bail & Filing Section, South East District, Saket.	8826047883
3.	Ms. Pinki, JA, E.C. 28619127		8700938986
4.	Ms. Rajni, JJA, E.C. 53916146		9873036159
5.	Sh. Surender Singh Rawat, Peon, E.C. 36673098		8851864899

Note:

- 1) Ms. Geeta Kandari, JJA, EC. 33077828 is also deputed to assist the Branch Incharge, Bail & Filing Section.
- 2) The Branch Incharge, Bail & Filing Section is hereby directed to forward the copy of e-mails of listed matters to the Ahlmad/ Asstt. Ahlmad of the Judge on duty as per roaster.
- 3) The Ahlmad/Asstt. Ahlmad of the Judge on duty as per roaster is hereby directed to maintain the record of e-files (Bail Application/ Reply/Document/Order sheet etc.) in case wise folders to assist and put up before the Judicial Officer.
- 4) The Ahlmad/Asstt. Ahlmad of the Concerned Judge shall update the next date of hearing of listed matters and will transmit the updated list to the Branch Incharge, Bail & Filing Section at the email address - Bailfiling@gmail.com.
- 5) The Ahlmad/ Asstt. Ahlmad shall transfer the pending cases in case wise folders to the Bail & Filing Section at the email address - Bailfiling@gmail.com for necessary compliance.
- 6) The Stenographer of the Sessions Judge on duty as per roaster shall upload the daily order sheet on the website of Delhi District Court.

Non compliance of all the above direction will be viewed seriously.

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(NEENA BANSAL KRISHNA)
District & Sessions Judge (SE)
Saket Courts Complex, New Delhi

Copy forwarded for information and necessary action to:-

1. The Ld. District & Sessions Judge, HQs, THC, Delhi.
2. The PS/ Reader to the undersigned.
3. All Judicial Officer, South East District, Saket.
4. The Branch Incharge, Filing Section, General Branch, Computer Branch (SE), Saket.
5. The Chief Public Prosecutor, 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. The PRO, South-East District, Saket Courts Complex, New Delhi.
9. The Caretaking Branch, South East District, Saket.
10. The Director General (Prisons), Central Jail, Tihar, New Delhi
11. The R&I Branch, South-East District, Saket Courts, New Delhi for uploading in **LAYERS.**
12. For uploading on centralized website through **layers.**

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District & Sessions Judge (SE)
Saket Courts Complex, New Delhi