

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

ORDER

Pursuant to directions of Hon'ble High Court of Delhi vide order No.438/RG/DHC/2021, dated 22.07.2021 and in continuation of earlier office order No.Admn./2021/SED/7145-7236 dated 29.06.2021, all the Judicial Officers may call the staff w.e.f 24.07.2021 as per the requirement of the Courts. Further, all the Branch Incharges posted in South-East District, Saket Courts Complex, New Delhi are directed to prepare a roster to ensure that officials in their respective Branches are reporting for duty on proportionate rotational basis so as to ensure that their footfall is reduced to one third. They are also directed to endorse a copy of the roster to the Branch In-charge, Administration Branch, South East District, Saket Courts Complex.

All the officials are directed to perform their duties subject to strict observance of the conditions qua Covid-19 prevention guidelines of social distancing and Aarogya Setu App etc.

NOTE :

1. All those officials who are not required to report for duty on any given day, would not leave the station under any circumstances without the approval of competent authority. They would always be available on call and would be deemed to be on duty, their concerned Presiding Officers/Branch Incharges may call upon them to report for duty as and when required.
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.

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

Neena
23.7.21
(NEENA BANSAL KRISHNA)

PRINCIPAL DISTRICT & SESSIONS JUDGE,
SOUTH EAST DISTRICT, SAKET COURTS COMPLEX

No.Admn./2021/SED/ 8327-8410

Dated, New Delhi the 23/07/21

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. R&I Branch, South-East District, Saket Courts, New Delhi for uploading in LAYERS.
10. Guard file.

1/11/21
23/07/2021
(BRANCH INCHARGE)

ADMINISTRATION BRANCH
SOUTH EAST DISTRICT, SAKET COURTS COMPLEX