

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

**ORDER**


In continuation to earlier Order No. Judl./Circular/F.43/South-East/Saket/2020/13645-13720 dated 25.11.2020, duty roster of Judicial Officers of South-East District, Saket Courts Complex, New Delhi for the month of **JANUARY, 2021** is as follows:

**DUTY ROSTER OF JUDICIAL OFFICERS UNDER GRADED ACTION PLAN FOR THE MONTH OF  
JANUARY, 2021**

Column No.	A	B	C	D
Date	4,8,14,19,25,30	5,11,15,21,27	6,12,16,22,28	7,13,18,23,29
<b>D H J S</b>	Sh. Raj Kumar Chauhan, DJ (Commercial Court) -01, Room No - 502, 5 <sup>th</sup> floor	Ms. Neena Bansal Krishna, Pr. District & Sessions Judge, Room No. 500, 5 <sup>th</sup> Floor	Ms. Raj Rani Mitra, DJ (Commercial Court) -02 Room No. 613, 6 <sup>th</sup> floor	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXX
	Ms. Shelly Arora, ADJ-01, Room No. 616, 6 <sup>th</sup> floor	Sh. Naresh Kumar Laka, ADJ-03 Room No. 316, 3 <sup>rd</sup> floor	Sh. Vipin Kr. Rai, ADJ-06 Room No. 310, 3 <sup>rd</sup> floor	Ms. Neelam Singh, ADJ-02 Room No. 615, 6 <sup>th</sup> floor
	Sh. Lalit Kumar, ADJ-04 Room No. 210, 2 <sup>nd</sup> floor	Ms. Vandana Jain, ADJ-07 Room No. 13, GF	Ms. Shunali Gupta, ADJ-05 Room No. 603, 6 <sup>th</sup> floor	Dr. Hardeep Kaur, PO MACT Room No. 11, Ground floor
	Sh. Gaurav Rao, ASJ-01 (POCSO) Room No. 315, 3 <sup>rd</sup> floor	Sh. Rajesh Kumar Singh, ASJ-06, (POCSO) Room No. 309, 3 <sup>rd</sup> floor	Sh. Sudhanshu Kaushik, ASJ-07 (POCSO) Room No. 308, 3 <sup>rd</sup> floor	Sh. Sandeep Garg, ASJ (FTC) Room No. 301, 3 <sup>rd</sup> floor
	Sh. Sandeep Yadav, ASJ-02 Room No. 314, 3 <sup>rd</sup> floor	Sh. Gulshan Kumar, ASJ-03 Room No. 313, 3 <sup>rd</sup> floor	<u>Court of ASJ-04 is presently vacant</u> <u>Room No. 312, 3<sup>rd</sup> floor</u>	Sh. Anuj Agarwal, ASJ-05, Room No. 311, 3 <sup>rd</sup> floor
<b>D J S</b>	Ms. Manisha Khurana Kakkar, SCJ-cum-RC Room No. 201, 2 <sup>nd</sup> floor	Sh. Gagandeep Jindal, JSCC-cum-ASCJ-cum-GJ Room No. 511, 5 <sup>th</sup> floor	Sh. Aashish Gupta, ACJ-cum-CCJ-cum- ARC Room No. 203 2 <sup>nd</sup> floor	Sh. Aviral Shukla, Civil Judge-01 Room No. 608 6 <sup>th</sup> floor
	Ms. Chitranshi Arora, Civil Judge-02 Room No. 8, GF	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
	Sh. Arun Kumar Garg, CMM Room No. 516, 5 <sup>th</sup> floor	Sh. Arvind Bansal, ACMM, Room No. 515, 5 <sup>th</sup> floor	Sh. Siddhant Sihag, MM-01 Room No. 514, 5 <sup>th</sup> floor	Sh. Deepak Kumar-II, MM-02 Room No. 513, 5 <sup>th</sup> floor
	Ms. Vasundhara Azad, MM-03 Room No. 512, 5 <sup>th</sup> floor	Sh. Jitendra Pratap Singh, MM-04 Room No. 10, Gf	Ms. Deepali Srivastava, MM-05 Room No. 510, 5 <sup>th</sup> floor	Sh. Animesh Kumar MM-06 Room No. 509, 5 <sup>th</sup> floor
	Sh. Rahul Verma, MM-07 Room No. 508, 5 <sup>th</sup> floor	Ms. Rajat Goyal, MM-08 Room No. 205, 2 <sup>nd</sup> floor	Sh. Vipul Sandwar, MM-09 Room No. 206, 2 <sup>nd</sup> floor	Ms. Swati Sharma, MM-10 Room No. 307 3 <sup>rd</sup> floor
	Ms. Nupur Gupta, MM-11 Room No. 9, GF	Ms. Aishwarya Sharma, MM (Mahila Court)01 Room No. 506, 5 <sup>th</sup> floor	Ms. Archana Beniwal, MM (Mahila Court)- 03 Room No. 5, Ground floor	Ms. Shilpi Singh MM (Mahila Court)- 02 Room No. 507, 5 <sup>th</sup> floor
	Sh. Bhanu Pratap Singh MM (NI Act)-01 Room No. 610, 6 <sup>th</sup> floor	Ms. Twinkle Chawla MM (NI Act)-02 Room No. 609, 6 <sup>th</sup> floor	Ms. Aditi Rao MM (NI Act)-03 Room No. 7, Ground floor	Sh. Ankit Mittal, MM (NI Act)-04 Room No. 604, 6 <sup>th</sup> floor

**Notes:-**

1. The Judges shall be holding the court physically on the dates as mentioned above and all the other judges shall continue to hold their courts virtually through video conferencing or through physical hearing. Even on the day of physical hearing, only those cases where physical presence is required or where evidence is to be recorded, may be taken up for physical hearing. In addition to holding physical hearing, the courts shall also make an endeavor to deal with the cases virtually wherever possible.
2. In case both the parties desire that their matter may be taken up physically, a joint request may be made and the Ld. Judge may list that matter on the day of his/her physical hearing. The Ld. Judicial Officers shall ensure that a limited number of cases are listed for physical hearing after taking due care of safety measures and social distancing norms.
3. It may be ensured that there is no overcrowding inside the court room during the hearings and an endeavour shall be made that only one lawyer from each side may appear and the litigants be called only when necessary. The windows of the court room shall be kept open for proper ventilation. It may be ensured that no one is allowed entry in the court room without a mask.
4. No applications/documents shall be handed over across the dais and shall be put in the petition box kept in the court room which shall be taken out after two days and put up before the Ld. Judge. The soft copy of the applications/ documents may also be filed on the court e-mail address.
5. The application for certified copy/ inspection of court record may be filed physically or through e-mail and the date and time for collection of copies/ inspection may be confirmed telephonically from the concerned official-in-charge in order to avoid overcrowding and inconvenience to all.
6. The Under Trial Prisoners shall continue to be produced through video conferencing only in order to avoid over-crowding,
7. The Standard Operating Protocol (SOP) issued by Hon'ble High Court of Delhi for resumption of Physical functioning of the subordinate Courts, be scrupulously followed by all the stake holders.
8. If an advocate/litigant stays away from the virtual proceedings after being intimated that a case would be taken up on a particular date, it be left to the discretion of the concerned court to proceed further in the matter, depending on the urgency and/ or other attending circumstances.


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

No. Judl./Circular/F.43/South East/Saket/2020/ 15568-15585

New Delhi, Dated: 24/12/2020

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

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. District & Sessions Judge (HQ), THC, South, North West, South West, East, Shahdara, New Delhi, North, West, North-East/Districts, Delhi,
3. All the Judicial Officers of South East District, Saket Courts, New Delhi.
4. The A.O.(Judl.)/Filing Section & Admn. Branch (SE),
5. The Director, Directorate of Prosecution, GNCT of Delhi,
6. The Public Prosecutor, Tis Hazari, Delhi,
7. The Chief/In-Charge Prosecutor, Saket Courts, New Delhi,
8. The Reader and PS to District & Sessions Judge (SE),
9. The In-Charge, Bail & Filing Section (SE), Saket Courts, New Delhi,
10. The PRO, Facilitation Centre, Saket Courts, Complex,
11. The In-Charge, Lock-up, Saket Courts Complex, New Delhi,
12. For uploading on LAYERS,
13. For uploading on centralized website through LAYERS,
14. The Computer Branch, with request to upload the same on the website of South East District, Saket Courts, New Delhi.
15. The Secretary Bar Association, Saket Courts, Complex, New Delhi.

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