

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (S-W)  
DWARKA COURTS, NEW DELHI.**

**ADVISORY**

This is in continuation of office letter No. 26118-26236/PD&SJ/NK/DWK/2022 dated 01.01.2022 issued in pursuant to the Office Order No. 896/RG/DHC/2021 dated 30.12.2021 vide endorsement No. 897-938/RG/DHC/2021 dated 30.12.2021 issued by Hon'ble High Court of Delhi, New Delhi, District Courts to hold the courts through virtual mode only w.e.f. 03.01.2022 till 15.01.2022 or until further.

In view of the spike in Omicron infection, Presiding Officer(s) of each of the Courts and the Officer In-charge(s) of the concerned Branch(s) in South West District, Dwarka Courts can take a call as regards the numbers of the officials to be called to the Court building for physical duty. The Judicial Officers may exempt staff under their control from attending the court premises physically and those exempted from physical visit to the court shall work from home.

The entire record of exemption from physical duty shall be maintained in the Court(s)/Branch(s) and duly authenticated by the Presiding Officer/Officer In-charge(s). It shall, however, be ensured that work does not suffer at any given time, atleast half of the staff is available in concerned Branch(s).

Any official who gets infected or in case somebody from his/her family gets infected, shall have to seek leave as per the prevailing Circular(s)/Rules.

On account of acute shortage, substitute staff can not be provided. The Officer In-charge (Admn.) through the Branch In-charge (Admn.) shall provide substitute stenographer(s) if and when available.

In a situation where all Court official posted in a Court are not able to perform physical duty and the Court files can not be made available to the Presiding Officer, Officer may on his own adjourn *enbloc*, cases listed for that day, recording the reason.

**(NAROTTAM KAUSHAL)**  
Principal District & Sessions Judge (S-W)  
Dwarka Courts, New Delhi.

**Copy forwarded for information and compliance to:**

1. The Registrar General, High Court of Delhi, New Delhi.
2. All the Judicial Officers posted at District Courts Dwarka, New Delhi.
3. The Judge In-charge, Mediation Centre, Dwarka Courts.
4. The Sr. A. O. (Judl.), All the Branch In-charges, Dwarka Courts.
5. The dealing Official, Computer Branch, Dwarka Court to upload this order on the website.
6. The Dealing Official, Layers to upload this order on the website.
7. The Caretaker, Dwarka Courts.

**(NAROTTAM KAUSHAL)**  
Principal District & Sessions Judge (S-W)  
Dwarka Courts, New Delhi.