

OFFICE OF PRINCIPAL DISTRICT & SESSIONS JUDGE: SOUTH-WEST
DWARKA COURTS, NEW DELHI

ORDERS

Amid the alarming situation arising due to unprecedented rise in COVID-19 cases in Delhi/NCR and considering the daily rise in number of positive cases among Officers/Officials of this establishment, it is hereby directed that:-

1. With respect to staff (except orderlies) posted in various Courts in Dwarka District Court Complex, the physical presence or virtual attendance of the staff shall be at the discretion of the respective Presiding Officers.
2. The Orderlies shall physically report in the concerned Courts/Branches. Spare orderlies shall report in the Administration Branch.
- 3.1 There shall be no exemption for the Senior A.O./A.O./D.D.O./Branch Incharge(s) from physical attendance in the office. The remaining staff shall attend the office physically atleast to the extent of 50% (fifty percent) of the staff posted in a particular branch.
- 3.2 The Branch Incharge(s), with prior approval from concerned Officer-in-Charge(s) (OICs), shall prepare roster of the officials to attend the office physically.
4. Attendance of the officials physically present in office shall be marked in concerned Courts/Branch(es) and be sent to the Administration Branch.
5. The Branch Incharge, Facilitation Centre shall be at liberty to permit some of the officials to work from home.
6. No official shall leave the station without prior permission.

Further, the staff attending the office physically is hereby again directed to strictly adhere to the various Safety, Hygiene & Social Distancing norms to ensure effective fight against the ongoing pandemic.

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(NAROTTAM KAUSHAL)
Principal District & Sessions Judge (SW)
Dwarka Courts, New Delhi

No. **10040-10145**/Misc./Admin./DWK/2021

Dated: **15.04.2021**

Copy forwarded for information and necessary action to:-

1. Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All the Judicial Officers posted in District Courts, Dwarka with the request to intimate the officials posted under them.
3. All the Officer-in-Charge(s)/Branch In-Charges, District Courts, Dwarka with the direction to intimate the officials posted in their respective Branch(es).
4. The Sr. AO/AO/Accounts Officer, Dwarka Courts.
5. The R&I Branch for uploading on Layers.
6. Computer Branch, for uploading on the Website.
7. Secretariat of the undersigned.

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(NAROTTAM KAUSHAL)
Principal District & Sessions Judge (SW)
Dwarka Courts, New Delhi