

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
(SOUTH WEST) DWARKA COURTS, NEW DELHI.**

STANDARD OPERATING PROCEDURE

In compliance of Office Order No. 2/R/RG/DHC/2021 dated 19.04.2021 regarding system of hearing of matters before Delhi District Courts with immediate effect, the following Standard Operating Procedure has been made and will come in force with immediate effect till further orders.

1) Cases listed before each Court shall not be taken up individually on the dates fixed. Cases other than those fixed for pronouncement shall be adjourned *en bloc*.

2) Judicial Officers may adjourn cases listed during the week before their respective courts *en bloc*, in advance, on the first day of the week. The concerned Reader/Ahlmad/Assistant Ahlmad can update the same on CIS Server by opting bulk proceedings with adjournment type (Adjourned due to COVID-19). In case of any assistance, the Reader/Ahlmad/Assistant Ahlmad may contact Computer Branch, Dwarka Courts, New Delhi.

3) Lawyers/litigants may note the next date of hearing, as reflected in the cause list of the day itself and the cause list can be accessed from the e-courts websites and e-courts mobile app.

4) Judicial Officers will take up the urgent matters/ fresh matters, if any, only through Video Conferencing on the date and time for which the same is allocated to them.

5) The advocates/litigants may file their urgent cases/applications/revision/appeal etc as per the advisory already issued by this office vide No. 9561-9641/FC/DWK/2021 dated 09.04.2021 and 10195-10275/FC/DWK/2021 dated 15.04.2021.

6) Bail application(s) filed through Delhi Legal Services Authority shall also be filed in soft copy in terms of the advisory issued by this office. Necessary steps be taken at the end of Secy. (DLSA) (SW), Dwarka Courts, New Delhi.

7) Presiding Officers shall ensure the presence of minimal court staff (Reader/Ahlmad/Assistant Ahlmad) in the court to attend to urgent work.

8) The remand work of Designated Sessions' Courts will be looked after by the following Additional Sessions' Judges through virtual mode w.e.f. 20.04.2021 till further orders:-

Sl. No.	Days	Name of Judicial Officer	Name of Link Officer
1.	Monday & Tuesday	Sh. Navjeet Budhiraja, ASJ (FTSC) (POCSO)-03	Sh. Sushil Anuj Tyagi, ASJ (FTSC) (RC)
2.	Wednesday & Thursday	Sh. Vikrant Vaid, ASJ (FTSC) (POCSO)-02	Sh. Mohinder Virat, ASJ-03
3.	Friday & Saturday	Sh. Dheeraj Mor, (FTSC) (POCSO)-02	Sh. Sunil Beniwal, ASJ-05

(2)

9) In case of non availability of staff in the court, the Branch Incharge (Admn) shall ensure the staff for the court(s) taking into consideration that only court staff residing in Delhi and using their own conveyance are called for duties.

10) All those officials who are not called for duties, shall remain available for duties on phone call and shall not leave the station without any permission from the concerned officer. All Branch Incharge(s) are directed to ensure atleast one official from each branch remain present in the office/branch. (except Facilitation Centre and Computer Branch).

11) The branch Incharge of Facilitation and Computer will ensure the availability of adequate staff so that official work does not suffer.

sd/-

(NAROTTAM KAUSHAL)

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

No.10375-10490/PDJ/NK/DWK/2021

Dated: 19.04.2021

Copy forwarded for information to:

1. The Registrar General, High Court of Delhi, New Delhi.
2. All the Judicial Officers posted at District Court Dwarka, New Delhi.
3. Office of CMM (SW), District Court Dwarka, New Delhi.
4. The Sr. A.O.(J), Judicial Branch, District Court Dwarka, New Delhi
5. All the Branch Incharges, District Court Dwarka, New Delhi
6. The Dealing Official, Computer Branch to upload the said SOP on the website of District Court Dwarka.
7. The Dealing Official for Layers.
8. The President/Hony. Secy, DCBA, New Delhi.
9. The Chief Prosecutor, Prosecution Branch, Dwarka Court, New Delhi.
10. The Incharge, Pool Car, Dwarka Court, New Delhi.
11. D.G./I.G. Prison, Tihar, New Delhi.
12. The Concerned DCPs.
13. Reader/PS to the undersigned.

sd/-

(NAROTTAM KAUSHAL)

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