

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

Pursuant to the Office Order No. R-77/RG/DHC/2020 dated 15.04.2020 vide endorsement No. R-78-110/RG/DHC/2020 dated 15.04.2020 and in continuation of Notification number 373/Estt.E-1/DHC dated 23.03.2020 vide Endorsement No. 7657-89/Estt.E-1/DJC dated 23.03.2020 issued by High Court of Delhi, New Delhi, whereby a nationwide lockdown has been declared for a further period of 19 days w.e.f. 15.04.2020, the functioning of the District Courts shall now remain suspended till **03.05.2020 or until further orders.**

In compliance to the above, following will be Duty Roster or work during the dates mentioned against the name of Judicial Officers: -

(1) BAIL ROSTER (DELHI HIGHER JUDICIAL SERVICES) COURT ROOM NO.10

S. No.	Date(s)	Name of Judicial Officer	Name of Link Judicial Officer
1.	16.04.2020	Sh. Mohinder Virat ASJ-03	Sh. Pritam Singh, ASJ-04
2.	17.04.2020	Sh. Mohinder Virat ASJ-03	Sh. Pritam Singh, ASJ-04
3.	18.04.2020	Sh. Pritam Singh, ASJ-04	Sh. Mohinder Virat, ASJ-03
4.	20.04.2020	Sh. Pritam Singh, ASJ-04	Sh. Mohinder Virat, ASJ-03
5.	21.04.2020	Ms. Geetanjali Goel, ASJ (SFTC)	Sh. Mukesh Kumar, ASJ (Elect)
6.	22.04.2020	Ms. Geetanjali Goel, ASJ (SFTC)	Sh. Mukesh Kumar, ASJ (Elect)
7.	23.04.2020	Ms. Purva Sareen, ASJ-01 (POCSO)	Ms. Gomati Manocha, ASJ (POCSO)
8.	24.04.2020	Ms. Purva Sareen, ASJ-01 (POCSO)	Ms. Gomati Manocha, ASJ (POCSO)
9.	25.04.2020	Ms. Gomati Manocha, ASJ (POCSO)	Ms. Purva Sareen, ASJ-01 (POCSO)
10.	27.04.2020	Ms. Gomati Manocha, ASJ (POCSO)	Ms. Purva Sareen, ASJ-01 (POCSO)
11.	28.04.2020	Sh. Sonu Agnihotri, ASJ-02	Sh. Deepak Wasan, ASJ
12	29.04.2020	Sh. Sonu Agnihotri, ASJ-	Sh. Deepak Wasan, ASJ



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13.	30.04.2020	Sh. Deepak Wasan, ASJ	Sh. Sonu Agnihotri, ASJ-02
14.	01.05.2020	Sh. Narottam Kaushal, D&SJ (S-W)	Ms. Geetanjali Goel, ASJ (SFTC)
15.	02.05.2020	Sh. Narottam Kaushal, D&SJ (S-W)	Ms. Geetanjali Goel, ASJ (SFTC)

(2) CIVIL ROSTER (DHJS), COURT ROOM NO. 11

S. No.	Date(s)	Name of Judicial Officer	Name of Link Judicial Officer
1.	16.04.2020	Dr. V.K. Dahiya, ADJ-01	Sh. Balwant Rai Bansal, ADJ-05
2.	17.04.2020	Dr. V.K. Dahiya, ADJ-01	Sh. Balwant Rai Bansal, ADJ-05
3.	18.04.2020	Sh. Balwant Rai Bansal, ADJ-05	Dr. V.K. Dahiya, ADJ-01
4.	20.04.2020	Sh. Balwant Rai Bansal, ADJ-05	Dr. V.K. Dahiya, ADJ-01
5.	21.04.2020	Sh. Tarun Yogesh, ADJ-03	Dr. Sumedh Kumar Sethi, PO MACT
6.	22.04.2020	Sh. Tarun Yogesh, ADJ-03	Dr. Sumedh Kumar Sethi, PO MACT
7.	23.04.2020	Dr. Sumedh Kumar Sethi, PO MACT	Sh. Tarun Yogesh, ADJ-03
8.	24.04.2020	Dr. Sumedh Kumar Sethi, PO MACT	Sh. Tarun Yogesh, ADJ-03
9.	25.04.2020	Sh. Hargurvarinder S. Jaggi, ADJ-02	Dr. V.K. Dahiya, ADJ-01
10.	27.04.2020	Sh. Hargurvarinder S. Jaggi, ADJ-02	Dr. V.K. Dahiya, ADJ-01
11.	28.04.2020	Sh. Balwant Rai Bansal, ADJ-05	Sh. Ajay Goel, ADJ
12.	29.04.2020	Sh. Balwant Rai Bansal, ADJ-05	Sh. Ajay Goel, ADJ
13.	30.04.2020	Sh. Ajay Goel, ADJ	Sh. Balwant Rai Bansal, ADJ-05
14.	01.05.2020	Sh. Harish Dudani, DJ (CC)	Dr. Sumedh Kumar Sethi, PO MACT
15.	02.05.2020	Sh. Harish Dudani, DJ (CC)	Dr. Sumedh Kumar Sethi, PO MACT

(3) CIVIL COURTS (DELHI JUDICIAL SERVICES) COURT ROOM NO.12

S. No.	Date(s)	Name of Judicial Officer	Name of Link Judicial Officer
1.	16.04.2020	Ms. Ruchika Singhla, SCJ-cum-RC	Sh. Harvinder Singh, JSCC/ASCJ/GJ
2.	17.04.2020	Ms. Ruchika Singhla, SCJ-cum-RC	Sh. Harvinder Singh, JSCC/ASCJ/GJ
3.	18.04.2020	Ms. Ruchika Singhla, SCJ-cum-RC	Sh. Harvinder Singh, JSCC/ASCJ/GJ
4.	20.04.2020	Sh. Harvinder Singh, JSCC/ASCJ/GJ	Ms. Ruchika Singhla, SCJ-cum-RC
5.	21.04.2020	Sh. Harvinder Singh, JSCC/ASCJ/GJ	Ms. Ruchika Singhla, SCJ-cum-RC
6.	22.04.2020	Sh. Harvinder Singh, JSCC/ASCJ/GJ	Ms. Ruchika Singhla, SCJ-cum-RC
7.	23.04.2020	Sh. Babru Bhan, ACJ-CCJ-ARC	Ms. Medha Arya, Civil Judge
8.	24.04.2020	Sh. Babru Bhan, ACJ-CCJ-ARC	Ms. Medha Arya, Civil Judge
9.	25.04.2020	Sh. Babru Bhan, ACJ-CCJ-ARC	Ms. Medha Arya, Civil Judge
10.	27.04.2020	Ms. Medha Arya, Civil Judge	Sh. Babru Bhan, ACJ-CCJ-ARC
11.	28.04.2020	Ms. Medha Arya, Civil Judge	Sh. Babru Bhan, ACJ-CCJ-ARC
12.	29.04.2020	Ms. Medha Arya, Civil Judge	Sh. Babru Bhan, ACJ-CCJ-ARC
13.	30.04.2020	Sh. Harvinder Singh, JSCC/ASCJ/GJ	Ms. Medha Arya, Civil Judge
14.	01.05.2020	Sh. Babru Bhan, ACJ-CCJ-ARC	Ms. Ruchika Singhla, SCJ-cum-RC
15.	02.05.2020	Sh. Babru Bhan, ACJ-CCJ-ARC	Ms. Ruchika Singhla, SCJ-cum-RC

NOTE:

1. (a) The cases which are **Extremely Urgent** in nature shall be accepted by the Facilitation Centre for listing only after the Advocate(s) has



contacted the Administrative Officer (Judl.) telephonically. The Advocate(s) shall speak to the Administrative Officer (Judl.) on phone and convey the extreme urgency involved. Only thereafter necessary instructions will be issued by the Administrative Officer (Judl.) to the Facilitation Centre for accepting the case.

(b) Advocates/ Parties making call to Administrative Officer (J) shall maintain decency and stick to office hours i.e., 10 AM to 04 PM.

2. The Officers of Delhi Higher Judicial Services and Delhi Judicial Services rostered for extremely urgent will be available on phone call and shall have the liberty to attend to the matter in the Court premises or at his/her residence.
3. For fresh matters of extreme urgency, Administrative Officer (Judl.) will contact the rostered Officers and seek his/her convenience for attending the matter in the Court premises or at his/her residence.
4. (a) Ms. Usha Khattar, Sr. Administrative Officer (Judl) Mob. No. 9891204839, 7011765585 is directed to entertain the extreme urgent request for filing of extremely urgent matters. In case of Ms. Usha Khattar, Sr. Administrative Officer (Judl) not being available, Ms. Manju Bindra, Sr. Administrative Officer (Judl), Mob. No. 9910828209 shall be Link Administrative Officer (Judicial).

(b) In pursuance to order No.2/RG/DHC/2020 dated 29.03.2020 of the Hon'ble High Court of Delhi, New Delhi, the DHJS Officers on duty on a particular day shall take final decision with respect to the urgency of the matter. The Ld. Judicial Officer may take up the matter on that day itself or adjourn it to further date, depending upon the urgency of the case. The Administrative Officer (Judl.) shall refer the matter to the senior most DHJS Officer on duty to take the final decision.

5. Judicial Officers shall be assisted by their own Court staff. The Judicial Officers shall depute the staff as per requirement and the Judicial Officer shall depute only those staff officials who are residing in Delhi and are using their own conveyance. In case of in-sufficiency or non-availability of the staff in any of the aforesaid Courts, the Administrative Officer (Judl.) shall ensure the staff for aforesaid court taking into consideration that only court staff residing in Delhi and using their own conveyance are called for duties.



6. The Judicial Officers/officials who are not called for duties, shall remain available for duties on phone call and shall not leave the station, under any circumstances.
7. In case of urgency or unavoidable circumstances, if the rostered Judicial Officer(s)/Official (s) is not able to perform his/her duty on the dates mentioned against his/her name then he/she shall take the willingness of other Judicial Officers/Official and send the request letter to the Office of undersigned or their concerned Judicial Officer/Officer In-charge for change of duty.
8. The abovesaid directions shall remain in-force till **03.05.2020** or until further orders.
9. The Lawyers' Chambers Block, (S-W), Dwarka Courts shall remain closed as per the earlier directions received from Hon'ble High Court of Delhi, New Delhi.
10. All the Judicial Officers are requested to send a copy of the said order/circular to their staff members attending to their court, so that the court staff can show it to the police authorities for access to the court during lock down/curfew.

(NAROTTAM KAUSHAL)

District & Sessions Judge (SW)
Dwarka Courts, New Delhi.

No. 6739-6823DJ/NK/DWK/2020

Dated: 15.04.2020

Copy forwarded for information and necessary 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, New Delhi.
4. Office of CMM(S-W), District Courts Dwarka, New Delhi.
5. The Sr. A.O.(Judl.), Dwarka Courts, New Delhi, Patiala House Court, New Delhi and I/C, Judl. Branch, Dwarka Courts, New Delhi.
6. The President/Hony. Secretary, DCBA, New Delhi.
7. The Chief Prosecutor, Prosecution Branch, Dwarka Courts, New Delhi.

8. The Commissioner of Police, PHQ, New Delhi.
9. The Concerned DCPs.
10. The Dealing Official, Comp. Br., Dwarka Court to upload this order on the Website of District Court Dwarka.
11. The In-charge, Facilitation Centre, Dwarka Courts, New Delhi.
12. The Dealing Official, Layers to upload this circular on the website.
13. All the Branch In-charges, Dwarka Courts, New Delhi.
14. The Insp. Gen., Prison, Tihar Jail, New Delhi.
15. The In-charge, Lock-up, Dwarka Courts, New Delhi.
16. The Caretaker, Dwarka Courts, New Delhi.



District & Sessions Judge (SW)
Dwarka Courts, New Delhi.