

DISTRICT COURTS: DWARKA

:: CITIZEN CHARTER::



ORGANIZATION:

District Courts is an organization which provided justice and ancillary facilities to the justice delivery system. The District Courts in Delhi are located at Six places from where nine district courts are functioning.

HOW TO REACH:

The District Court of South-West district is located at Sector-10, Dwarka, New Delhi. One can access to Dwarka District Courts – by Public modes of transport like Metro (by alighting at Sector-10, Dwarka Metro Station), Bus, Auto Taxi etc.

BUILDING STRUCTURE:

■ **BASIC STRUCTURE**

- The Dwarka District Court Complex is located in Sector -10, Dwarka, New Delhi covering an area of 3.70HA.
- The basic design concept provides for the Judges' Chambers on separate and exclusive floors sandwiched between two court room floors.
- The Court Complex has a Separate Administrative Block connected to the Court Rooms Block at Certain Levels.
- Lawyers Chambers Block is an independent structure in the Complex. On the lower and upper ground floor of this building, public facilities have been provided.

■ **COURT ROOMS BLOCK**

- At present there are 79 Courts Rooms available at Dwarka Courts Complex, out of which 61 Courts are functional (including Family Courts) and there is sufficient scope of future expansion of Courts in the time span of next 10 years.
- There is ample space provided in all the Court Rooms presently functioning at Dwarka Courts to facilitate proper sitting arrangements for witnesses/ visitors/ victims/ litigants and lawyers.
- The basic design is such that the access to the chambers floor is either from the basement parking, or the drop off points of the Judicial Officers on ground level using the staircases and lifts provided exclusively for the Hon'ble Judges.

■ **ADMINISTRATIVE BLOCK**

- The Administrative block has been separated from the main Court Room Block.
- All the Administrative offices are placed in this consolidated building, which has easy and direct, though controlled, access from the public circulation on the ground and second floor level.
- The Administrative Block Building also connects directly to the Hon'ble Judges Chambers Floors, to facilitate easy movement to and from, of information, files and persons.

■ **LAWYERS CHAMBERS BLOCK**

- The Lawyers chambers block is an independent structure in the complex. On the lower and upper ground floors of this building, sufficient space has been provided for public facilities like Canteen, Bank, Treasury, Post Office, ATM, shops, Place for notary public, stamp vendors, petition writers and other such functions.
- A bank and a canteen has already been set up and other public facilities are going to come up very soon.

- On the floors above, besides the lawyers chambers, there is also the Bar Association offices, Advocates Library, and other common facilities for the advocates.

ACCOMODATION AND SERVICES: A SNAPSHOT

BRANCHES FUNCTIONAL AT DWARKA COURTS, NEW DELHI :

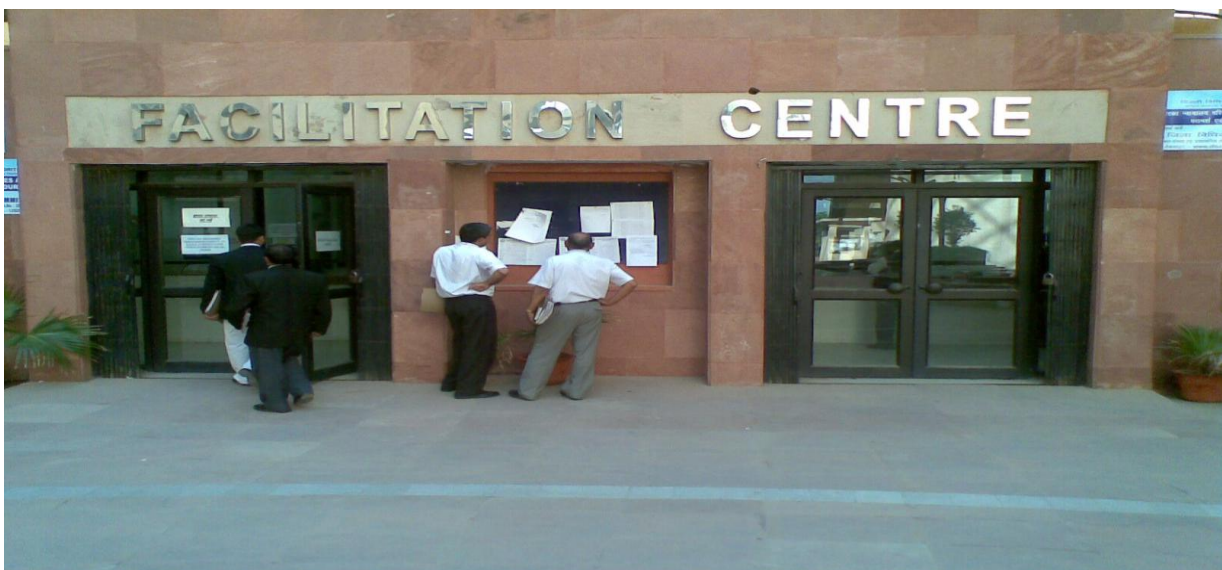
- **FACILITATION CENTER**: A facilitation centre is functional at Dwarka Courts Complex to facilitate the litigants and lawyers, between the 'B' & 'C' wing of the Court Building on the Ground Floor. The Facilitation Center comprises of a Centralized Filing Counter and the office of the PRO, the functions of which are as under:

CENTRALIZED FILING COUNTER

- District Judge: To receive fresh filing of cases pertaining to District & Sessions Judges and Addl. District & Sessions Judges and bail applications.
- Senior Civil Judges: -To receive fresh filing of cases pertaining to Senior Civil Judges and Civil Judges.
- Rent Controller: - To receive fresh filing of cases pertaining to Addl. Rent Controllers
- Addl. Chief Metropolitan Magistrate: -To receive fresh filing of cases pertaining to the Courts of the Additional Chief Metropolitan Magistrates and the Metropolitan Magistrates.

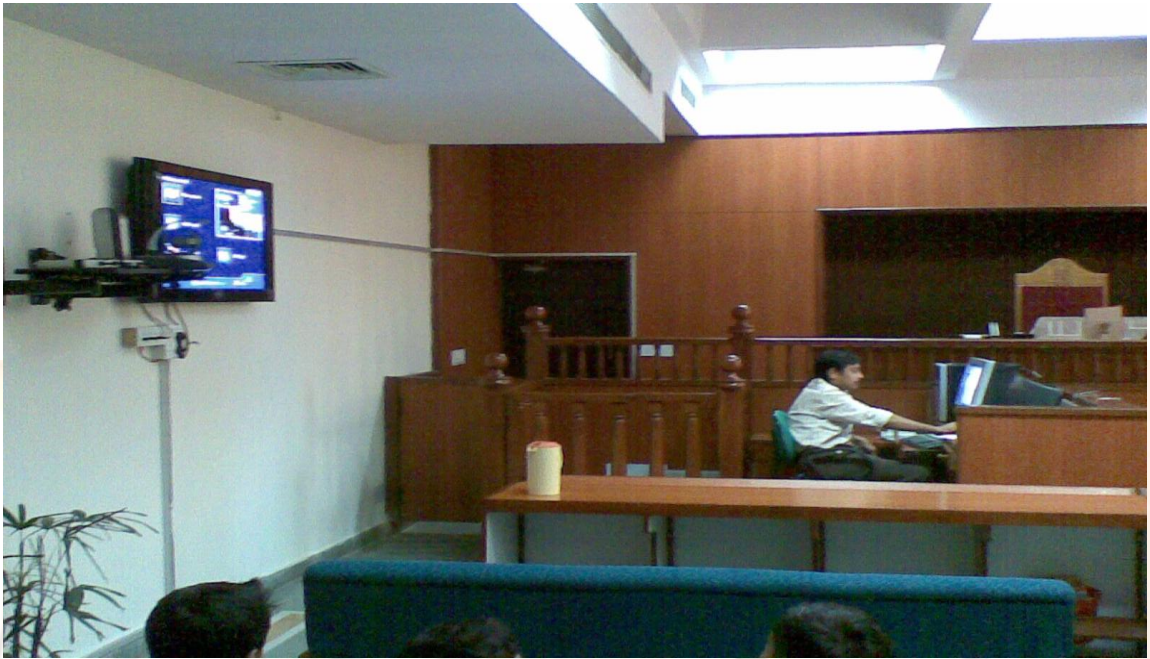
PRO Office

- PRO Office: Arranging/booking air tickets for Judicial Officers for official tour & corresponding with the National/State Judicial Academy, maintaining all information related to judiciary
- General Enquiry Counter: - To provide General Enquiry to litigants/general public/members of Bar.



(FACILITATION CENTER)

- **VIDEO CONFERENCING:** Video conferencing facility has been made available at Dwarka Courts Complex in Court Room No. 8, Ground Floor, 'B' Wing of the Court Building. At present the conferencing between the Court and the Jail and other Court Complexes including the Hon'ble High court is possible from the Conferencing room.



(VIDEO CONFERENCING ROOM)

- **CASH BRANCH :** The Cash Branch at Dwarka Courts Complex is located on the Ground Floor in the Administrative Block of the Court Building. The Cash Branch is responsible for all kinds of cash receipts (viz. challans, fines, fees etc.) and deposit of the same to the Government Treasury/ R.B.I.
- **NAZARAT BRANCH :** Nazarat Branch at Dwarka Courts Complex is functional at the first floor in the Administrative Block of the Court Building. Nazarat Branch also known as process serving agency is primarily responsible for delivery/execution of various processes (summons/notices/warrants etc.) issued by the Courts located at Dwarka Courts Complex and the processes received from other Courts of different districts/states also.

■ **ACCOUNTS BRANCH :**

- Accounts branch of Dwarka District Courts is located on the Second Floor of the Administrative Block in the Court Complex. The Accounts Branch is responsible for preparation of all the Pay & Arrear bills, Reimbursement of Child Education Allowance, Reimbursement of Evening Courts Allowance, OTA, Calculation of Pension, Commutation, Leave Encashment, Home Orderly Allowance and Budget.
- The second wing of Accounts Branch takes care of the matter like Pay fixation, maintenance of Service Books, Leave Account, G.P.F., etc. and preparation of the Advances and Contingency bills, reimbursement of LTC, Medical, TA etc.

- **GENERAL BRANCH :** The General Branch at Dwarka Courts Complex is located at the Second Floor in the Administrative Block of the Court Complex. The General Branch is responsible for looking after the work regarding storage and distribution of the stationery articles and allotment of Shops/Kiosk/Table Space/Canteen/ATM/Post Office and purchasing of articles required in this District. The General Branch at Dwarka Courts Complex is looking after the work of Rent and License Fee Receipt in respect of the Lawyers Chambers also.

- **ADMINISTRATION BRANCH :** The Administration Branch at Dwarka District Courts is located on the 5th floor in the Administrative Block and deals with all the functions related to the administration of the Courts. In addition to the overall general administration of the Court, the following are the primary functions of the Administration Branch :

- To deal with all the matters of Postings and Transfers of the Court Staff.
- Maintenance and supervision of all the matters of the staff related to Joining, relieving, resignation, permissions, change of address, change of marital status etc.
- To deal with the leave applications and other miscellaneous matters like absentee/unauthorized absence matters in respect of the Court Staff posted at Dwarka Courts Complex.
- Further marking/allocation of various matter received through the R & I Branch.

- **R&I BRANCH:** Receipt & Issue Branch has been established on the 5th floor in the Administrative Block of the Court Building. The Branch is mainly divided in to two sub head i.e. Receipt Section & Dispatch Section.

- **Receipt Section of the Branch** deals with all the Correspondence/ Communications received from various quarters which are addressed to District Judge & ASJ Incharge, Dwarka Courts, New Delhi. After making necessary entries in the concerned registers, all the letters thus received

are delivered through Dak books to the concerned branches on the very same day or the next day.

- **Dispatch Section of the Branch** deals with the Communications/Correspondences in the form of letters, orders and circulars which are received from various branches i.e. Administration Branch, Establishment Branch, Judicial Branch, Computer Branch, Vigilance/Litigation Branch, All Officer Incharge Chairman Committee delegated by Ld. District Judge, Delhi, All Copying Agency & All Record Room, Pool Car Branch, Care taking Branch, Mediation Branch of the Court. After making entries in dispatch register with particulars of subject all the communications are sent to the destinations to outdoor Dak to the Hon'ble High Court, other Court Complexes, various Government Offices and other Private Departments through our Spl. Messenger/Dak Peon or by post.

■ **PIO/RTI SECTION** : The PIO/RTI cell exists at the 5th floor in the Administrative Block of the Court Building.

- RTI applications are received by the RTI Section and the same are duly registered and assigned a specific ID number. Specific registers are being maintained for the purpose and the data of such applications so received under the act is properly maintained.
- All the applications are disposed of by the Public Information Officer (South-West District), Dwarka Courts; New Delhi within the stipulated time and all such data is duly transmitted to all the quarters concerned.
- Appeals against the order of Public Information Officer are also attended before the 1st Appellant Authority.

■ **RECORD ROOM**: The Record Room at Dwarka District Courts is located on the Sixth floor of the Administrative Block of the Court Complex.

- All the decided case files and other judicial records (viz. registers etc.) are consigned to the Record Room and a specific Goshwara Number is generated for each article such consigned. The record such consigned can be retrieved/traced through the Goshwara Number.
- The Judicial Records are weeded out (upon maturity) by the Record Room after the stipulated preservation period of the records.
- The Files and other Records consigned to the Record Room is produced before the Hon'ble High Court and other Courts whenever required, by the officials of the Record Rooms.

■ **COMPUTER BRANCH** : A Computer Branch has been set up at South West District, Dwarka Complex, New Delhi on the 5th floor in the Administrative Block of the Court Building. The Branch Controls the computer facilities installed at all the Courts, Branches and the residences of the Judicial Officers and provides the necessary technical assistance to troubleshoot the problems wherever required.

- The Branch manages and maintains the stock and the record of computers, printers, its peripherals, Pen Drives, CD/DVDs, Cartridges, Laptops, AMCs,

Local Area Networking etc, and mobile phones provided to courts and Judicial Officers.

- The Computer Branch is responsible for the proper maintenance and upkeep of the Server, backup of the server data and the uploading and downloading of the data on the server and the intra-net and all other technical works as and when assigned by the authorities.
- **CARE TAKING BRANCH** : Care Taking Branch has been established at Dwarka Courts Complex which is located at the first floor in the Administrative Block of the Court Complex. The primary function of the Branch is the control and overall supervision of Group-D employees (Safai-Karmacharies, Farash, Chowkidars etc.) attached with the Branch and supervision of the work done by various agencies which has been outsourced.

OTHER FUNCTIONS OF THE BRANCH

- Arrangement of all the meetings/functions organized by the department at the District Complex.
- To deal with the bills of electricity and water and complaints related to PWD, AMC, budget, proposal and other important correspondence etc.
- To deal with the passing the estimate of renovation/repair of court building, briefcase, inverter relative issue, furniture bill, horticulture etc.
- To deal with the distribution of consumable items.
- To deal with the storage of consumable and non-consumable items, outsourcing bill, miscellaneous bills etc.
- To deal with the distribution of shoes, sleepers, uniform of Gr. 'D' employees etc.
- To deal with the reports regarding availability of rooms, condemnation board and passing of refreshment bills.
- To Deal with the work of preparation of Name Plates of the Judicial Officers, Publication of Advertisements and allocation of Kiosks etc.

- **COPYING AGENCY**: The Copying Agency having three branches CA (Civil), CA (Crl.) & CA (Sessions) has been located at the Ground floor in the Administrative Block. This agency provides the Certified Copies of the documents related to the Judicial Case Files.

Procedure to obtain Certified Copies

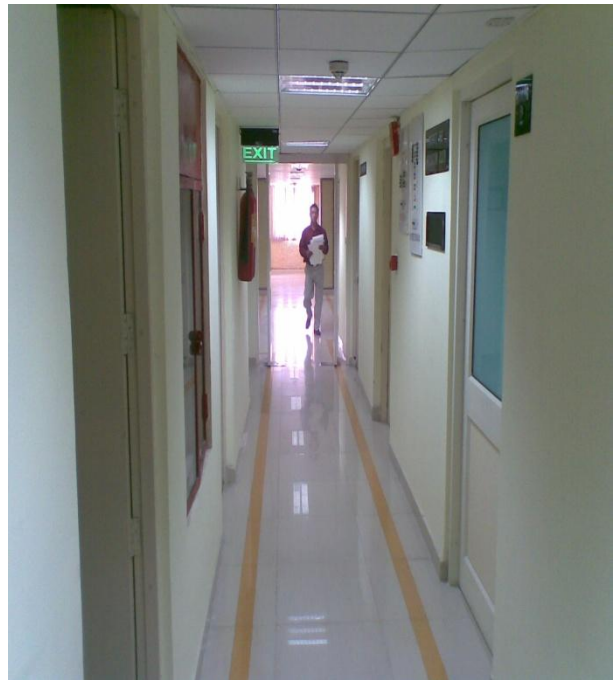
- Applicant applies for the Certified Copy in prescribed proforma.
- The Receipt Clerk at C.A. issues a receipt against the application and sends the same to the concerned Copying Agency.
- The Branch-in-charge then assigns the application to the concerned File Fetcher (a person who brings the file/record from the court/branch)

- As per the request of the applicant, the Ahlmad sends the requisite file/records to the Copying Agency through the File Fetcher.
- The Copyist then checks and correlates file as to whether the copies of items sought for by the applicant is in the file or not. Copyist also checks whether the applicant is the party to the case or not and if the applicant is not found to be the party or not related to the case, he is not allowed to have the copies of exhibited documents.
- After scrutiny of the documents, the copyist prepares copies of the requisite documents and submits the same to the Examiner (a person who examines and tallies the copy from the original record).
- After having examined the copies, so prepared by the Copyist, the Examiner signs each page of the copy, thereby certifying the same and finally the copies so prepared are sent the delivery courier.

- The certified copies are delivered to the applicant on presenting the receipt issued to him.

■ **MEDIATION CENTER :**

- The mediation centre at Dwarka Courts Complex is situated on the 3rd floor in the Administrative Block. The Medication Center is fully air-conditioned and is very well equipped with all the facilities necessary for the mediation. The atmosphere in this centre is informal.
- There is a reception hall and a waiting room for litigants and counsels who come to participate in mediation. Sufficient sitting space is available in the Mediation for the visiting litigants and lawyers.
- The Mediation Center comprises of a reception hall adjacent to a waiting room meant for the litigants and the counsels who come to participate in mediation.
- There are 7 mediation rooms, where the mediation is conducted by the mediators and a separate room for the Judge Incharge of the mediation Centre. Apart from these there is a large conference hall, where the meetings and training programmes are conducted, as and when required.



(Corridors of Mediation Center, Dwarka Courts)



(Reception Hall: Mediation Center)



(Mediation Room)

(Mediation Room)



(Waiting Rooms: Mediation Center)

- **LIBRARY** : A Library is presently functional at the 2nd floor in the Administrative Block of Dwarka Courts Complex, however construction is underway for a full fledged Library equipped with all the facilities and the Reading Space for the Judicial Officers on the Seventh Floor of the Court Complex. At present all the Judicial Officers can access all the reference Books, Journals, Bare Acts, Swamys' Books, General books, law Journals, Law Softwares etc. from the library presently functional at 2nd floor.

The Library at Dwarka Courts is responsible for the following functions :

- Purchasing of Books, Bar Acts, Swamys' Books, General books, law Journals, Law Softwares, Library Software.
- Binding of Law Journals, Purchasing of Newspapers and Magazines for the Ld. District Judge, Dwarka Courts Delhi and Mediation Centre at Dwarka Courts and for District Courts Library, Dwarka Courts, Delhi

- **JUDICIAL BRANCH** : Judicial Branch at Dwarka District Courts is located in the Administrative Block on the 2nd Floor.

Primary functions of the Judicial Branch:

- Complaint against Judicial Officers (DHJS & DJS) and maintenance of record regarding complaints.
- Sending the Inspection reports of Courts of Judicial Officer (DJS) to the Hon'ble High Court.
- Correspondence regarding appearance before inspecting committee of High Court by DHJS/DJS officers.
- Cases transfer of DHJS & DJS, as per direction of the Hon'ble High Court of Delhi, New Delhi. Power/Bail Powers/Notifications (All Judicial Officers) received from the Hon'ble High Court.

- Detention of Judicial Officers during Vacations, as per directions of the Hon'ble High Court. Allocation of Powers of Designated/Special courts received from the Hon'ble High Court.
- Forwarding of Duty Rosters of MM/Spl. MM to the Hon'ble High Court. Circulation of amendments of High Court Rules & Orders to Judicial Officers.
- Circulation of list of Holidays and Calendars, received from the Hon'ble High Court.
- Constitution of committee & authorization of officer Incharge of Branches at Dwarka District Courts.
- Earned Leave/Maternity Leave/Paternity Leave/ Extra Ordinary Leave/ Half Pay Leave/Without Pay leave/Child Care Leave/Abortion Leave of DHJS & DJS officers.
- Circulation of order of Transfers/Postings of DHJS/DJS received from the Hon'ble High Court.
- Personal Correspondence of Judicial Officers with the High Court.
- Allotment of Court Rooms as per directions of Ld. District & Addl. Sessions Judge, Dwarka Courts, New Delhi.
- Successor Courts records of DHJS officers.
- Circulation of letter of appointment for deputation posts received from the Hon'ble High Court.
- Forwarding of transaction in movable and immovable property of Judicial Officers to the Hon'ble High Court.
- Correspondence regarding returns of assets and liabilities of Judicial Officers with the High Court.
- Issuance of employment certificate, No Objection Certificate, Identity Card and distribution of Republic Day Celebration, Beating retreat & Independence Day Celebration Card to all the officers.
- Circulation of Orders of High Court for Creation/Sanction/Continuance of the Posts of Judicial Officers. Circulation of Orders of High Court on Seniority and promotion of Judicial Officers. Orders of High Court on Departmental Examination of the officers of Delhi Judicial Service (Probationers).

Sending of the following statements to the Hon'ble High Court of Delhi:

- Monthly disposal statement of DHJS & DJS to the Hon'ble High Court. Statement of cases 7 year old & senior citizens to the Hon'ble High Court. Monthly, Quarterly, Half Yearly and Yearly statements to the Hon'ble High Court.
- Reply of Parliament Question regarding institution, disposal and pendency of cases.
- Correspondence in this regard to Judicial Officers and High Court. Training programme of Judicial Officers received from Delhi Judicial Academy and High Court of Delhi.
- Courses/seminars related to Judicial Officers. Counter signature of advocates experience certificates for appearing in Higher Judicial Service Examinations.
- Correspondence regarding Judicial Officers Association of DHJS & DJS to the High Court.

- Casual leave/ special sick leave/ compensatory leave / short leave/ station leave/ leave intimation. Intimation of proceeding of Judicial Officers for going on Evidence & TIP.
- Installation telephone connections for the residence as well as court chambers of judicial officers. Shifting of telephone connections. Data Preparation & Distribution of telephone directory received from the High Court of Delhi. Liasoning work with (MTNL) regarding installation/transfer/disconnection of Govt. telephone connections.

- **PLEA BARGAINING** : Plea Bargaining Branch has been set at Dwarka Courts as a part of the ACMM office which is located in the Judge's Chamber No. 210, at the first floor in the Court Rooms Block.

- **ACJ OFFICE** : The office of Administrative Civil Judge (Central), Delhi works under the control of Administrative Civil Judge, Dwarka Courts New Delhi and is located on the fourth floor in the 'A' wing of the Court Rooms Block of the Building. ACJ office at Dwarka Courts is responsible for supervision of the Nazarat Branch and the Care-Taking Branch located at Dwarka Courts Complex in addition to dealing with the general administration related matters of the Court Complex (viz. maintenance, sanitation, security etc.).

- **ACMM OFFICE**: ACMM office at Dwarka District Courts is located at the first floor in the Court Room Block in Chamber No. 210. The main functions of the ACMM office are as under :

- Receipt & Dispatch of letters/orders from & to MMs/Hon'ble High Court/Hon'ble Supreme Court of India for further necessary action.
- To deal with the Production Warrant/ Bailable Warrants/ NBWs/ Summons/ Notices/Warrant of Attachment received from all over India pertaining to the South West District of Delhi.
- Maintaining of Leave Record of MMs.
- To maintain records of the successor Courts of MMs.
- Preparation & maintenance Duty roasters & Link roaster of MMs
- To deal with the complaint of MMs & other miscellaneous letters/ orders.
- To deal with TIPs& statement u/s 164 Cr. P C
- To deal with court complaint cases
- Work related to transfer of files to MMs Courts and vice versa from all the five court complexes.
- Marking of the fresh case files U/Sec 138 NI Act, received from the Filing Section, to the Metropolitan Magistrates.
- To deal with the work related to case transfer application & misc application filed by lawyers and litigants with respect to the cases pending in the courts of MM
- Misc. Letters/order
- Work related to holding Evening Courts.
- Work related to Plea Bargaining Court.

- **LEGAL AID SERVICES:** The office of the Legal Aid Services has been set up at the Ground Floor in the Administrative Block to provide free legal services to the needy, poor, woman, scheduled castes, children etc. wherever applicable.
- **FAMILY COURTS:** Family Court has been set up at Dwarka Courts Complex on the 3rd floor of the Court Building in the 'A' & 'B' Wing. The Family Court at Dwarka comprises of a well equipped Children room and conference room in addition to the Court Rooms. Special Rooms have been provided in the Family Court at Dwarka District Courts, keeping in view the basic needs and requirements of the children who come with their parents to attend the proceedings.



(Family Court)



(Children Room)



(Children Room : Family Courts)

- **POLICE POST:** Initially, there was no provision for Police Post and Judicial Lock Up at Dwarka Courts Complex, but keeping in view the requirement/ necessity of the same a police post and a Judicial Lock up has been set up at Dwarka Courts Complex. The Police post and the Judicial Lock Up are a part of the Lawyers Chambers Block Building at the ground level. Access to these is independent and controlled directly from a police yard with adequate parking for police vehicles.
- **POST OFFICE:** A Post Office has been set up in the Lawyers Chambers Block on the ground floor.
- **BANK & ATM:** A branch of State Bank of India with its ATM facility has been opened in the Lawyers Chambers Block, to facilitate easy financial transactions by the Court Staff, Litigants, Lawyers and the General Public.
- **CANTEEN:** A Canteen is in operation on the Ground Floor, in the Lawyers Cambers Block, to provide easy access to the hygienic and healthy food, beverages and refreshments.

OTHER FACILITIES (SERVICES IN RELATION TO INDEPENDENT):

The Lawyers chambers block of Dwarka Courts Complex is an independent structure in the complex, which houses the lawyers' chambers, Bar Association office, Advocates Library and other common facilities for the advocates.

On the lower and upper ground floors of this building, sufficient space has been provided for various public facilities, mentioned hereunder:

- **OATH COMMISSIONER:** Oath Commissioners are available in Courts Complex for the purpose of attestation of the documents to be filed in the Courts. A nominal fee of Rs. 10/- only is charged by the Oath Commissioners for attestation of the documents.
- **NOTARY PUBLIC:** For the purpose of attestation of all the documents, Notary Public is also available inside the Court Complex. A fee of Rs. 15/- is charged by the Notary Public for verification and attestation of the normal documents, as per the rules of the Notary Act, 1952.
- **HPMC JUICE CORNER :** A kiosk allotted to HPMC is located on the Ground Floor of the Court Rooms Block, at the entrance between the "a" & 'B' wing. Different kinds of Juices and other refreshment items are readily available to the staff, lawyers, litigants and other visitors.
- **TIHAR JAIL SHOP (TJ's) :** There is an outlet run/managed by Tihar Jail located on the ground floor of the Lawyers Chambers Block, which provides various eatable of good quality and other products prepared by the prisoners lodged in the Tihar Jail.
- **PHOTOCOPYIST & TYPISTS:** Private Typists and Photocopists are available in the Court Complex for the said purposes.

OTHER FACILITIES AVAILABLE TO THE PUBLIC:

Dwarka District Courts is visited by thousands of people every day which include litigants, lawyers and general public apart from the Judicial Officers and Staff. Keeping in view the huge foot fall, the following facilities have been made available in Dwarka Courts Complex:

- **HANDICAP FRIENDLY STRUCTURE:** In order to ensure that the physically challenged people are not made to face hardships while attending their cases in the Courts existing at various floors of Dwarka Court Complex, provision of ramps has been made at each level. Further, the lifts are also designed to be handicapped friendly, so that the disabled people can use them with any problem. A wheel-chair is also readily available in the Court

Complex for the disabled, which can be used as and when requirement is felt. It is also proposed that the toilet facilities be also made handicapped friendly so that no inconvenience is caused to such persons, visiting the Court Complex.

- **PUBLIC CONVENIENCE:** Adequate provision of Drinking Water and Toilet facilities has been made on each floor of the Court Complex, including the Administrative Block and the Lawyers Chambers Block.
- **PARKING:** Two level basement parking for the public has been provided in addition to one tier parking under the courts building for Judicial Officers and two tier basement under the Admn Block.
- **SITTING ARRANGEMENT:** There is sufficient space earmarked for the sitting arrangements for the litigants and the lawyers inside and outside each court room and in the main halls of the Court building.

- **FILE INSPECTION:** The Judicial files can be inspected on the payment of Court Fees of Rs. 2/- for an hour on the same day, if the case is not listed on the same day. If the case is listed then Court fees of Rs. 5/- per hour is required. The party to the litigation or the authorized lawyer can inspect the same. The inspection of decided file can be done by all public persons.
- **TRANSPORT ALLOWANCE TO THE WITNESS:** The witnesses are paid Travelling Allowance when they come to the Court for deposing/evidence.

PUBLIC GRIEVANCE REDRESSAL SYSTEM:

Public grievance redressal system is put into place to resolve the grievances of the general public.

The Administration of Courts : The administration of Courts is looked after by the presiding officers of the respective Courts. In case of any difficulty pertaining to any specific court, the same can be brought to the presiding officer of the court concerned.

The Administration of the Branches : All the Branches are headed by some Branch Incharge/Superintendent who can be contacted in case of any difficulty related to the concerned Branch. In case of non-redressal of the grievances, at the level of the Branch Incharge/Superintendent, the Officer-Incharge of the respective branch can be approached.