

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SHAHDARA DISTRICT  
KARKARDOOMA COURTS, DELHI**

**OFFICE ORDER**

In partial modification of earlier Office Order no. 7500-7522/Judl/SHD/2020 dated 23.12.2020 and as per the directions of the Hon'ble High Court of Delhi contained in letter no. 35/RG/DHC/2021 dated 14.01.2021, the Judicial Officers of the Shahdara District shall hold the physical courts on alternate basis as per schedule/roster given below and continue to take up the matters through 'video conferencing' on non-physical days, w.e.f **18.01.2021 to 31.01.2021**.

In pursuance to the directions of Hon'ble High Court of Delhi in the above Order, all the Judicial Officers of Shahdara District, Karkardooma Courts, Delhi shall record evidence (except in those cases where the accused is in custody) while scrupulously adhering to the norms of social distancing when holding Courts physically. The Under Trial Prisoners shall be produced before the court w.e.f 01.02.2021 and thereafter their cases shall be taken up on priority basis and evidence be also recorded in such matters.

The Advocates, litigants and other visitors to the Shahdara District Courts, Karkardooma Courts Complex, Delhi are requested to strictly adhere to the norms of social distancing and other Covid-19 related guidelines issued by Central/State Government.

**ROSTER FOR PHYSICAL HEARING W.E.F 18.01.2021 to 31.01.2021**

Sl. No.	Name of Judicial Officers	Designation	Room No.	Dates of physical hearing
1	Sh. Yashwant Kumar	Principal District & Sessions Judge	47, 1st Floor	18, 21, 23, 27, & 29
2	Ms. Nivedita Anil Sharma	District Judge (Commercial Court-01)	57, 3rd Floor	18, 21, 23, 27, & 29
3	Ms. Sukhvinder Kaur	District Judge (Commercial Court-02)	56 2nd Floor	19, 22, 25, 28 & 30
4	Sh. Sanjeev Kr. Malhotra	ASJ-04	51, 2nd Floor	18, 21, 23, 27, & 29
5	Ms. Ravinder Bedi	ASJ/E court	317, 3rd Floor	19, 22, 25, 28 & 30
6	Sh. Devendra Kumar Sharma	ASJ-06 (POCSO)	05, 2nd Floor	19, 22, 25, 28 & 30
7	Ms. Manjusha Wadhwa	ADJ-02	52, 2nd Floor	18, 21, 23, 27, & 29
8	Ms. Shuchi Laler	PO MACT	45, 1st Floor	19, 22, 25, 28 & 30
9	Sh. Vineet Kumar	ADJ-1	11, 2nd Floor	19, 22, 25, 28 & 30
10	Sh. Naveen Gupta	ASJ-05	04, 2nd Floor	18, 21, 23, 27, & 29
11	Sh. Amitabh Rawat	ASJ-3	58, 3rd Floor	19, 22, 25, 28 & 30
12	Ms. Bhawani Sharma	ASJ-01 (POCSO)	53, 2nd Floor	19, 22, 25, 28 & 30
13	Sh. Viprav Dabass	CMM	59, 3rd Floor	18, 21, 23, 27, & 29
14	Sh. Deepak Sherawat	SCJ/RC	49, 1st Floor	19, 22, 25, 28 & 30
15	Sh. Muneesh Garg	ACMM	62, 3rd Floor	19, 22, 25, 28 & 30
16	Sh. Sushil Kumar	JSCC/ASCJ/GJ	48, 1st Floor	18, 21, 23, 27, & 29
17	Sh. Animesh Bhaskar Mani Tripathi	MM-03	19, 2nd Floor	18, 21, 23, 27, & 29
18	Ms. Snigdha Sarvaria	ACJ/ARC/CCJ	46, 1st Floor	18, 21, 23, 27, & 29
19	Ms. Saloni Singh	MM-01	54, 2nd Floor	19, 22, 25, 28 & 30
20	Ms. Kadambari Awasthi	MM (Mahila Court-02)	60, 3rd Floor	18, 21, 23, 27, & 29
21	Ms. Deepti Devesh	MM (Mahila Court-01)	55, 2nd Floor	19, 22, 25, 28 & 30
22	Sh. Ajeet Narayan	MM-02	38, Ground Floor	19, 22, 25, 28 & 30
23	Sh. Bharat Aggarwal	MM-05	316, 3rd Floor	18, 21, 23, 27, & 29
24	Sh. Mayank Mittal	MM-06	37, Ground Floor	18, 21, 23, 27, & 29
25	Sh. Fahad Uddin	MM-04	31, Ground Floor	19, 22, 25, 28 & 30
26	Ms. Shruti Sharma	Civil Judge	33, Ground Floor	18, 21, 23, 27, & 29
27	Ms. Deepakshi Rana	MM (Mahila Court-03)	312, 3rd Floor	18, 21, 23, 27, & 29

Contd....2....



1. The Judicial Officers shall hold physical hearing in their respective court rooms on the date mentioned in the Roster and continue to take up the matters through 'video conferencing' on non-physical days from their chamber/homes. However, the Duty Magistrates and Bail ASJ Courts shall continue as it is.
2. Physical hearing shall take place in two sessions 10.30 am to 12.30 pm and 2.00 pm to 3.30 pm and the sessions in which the hearing is to take place shall reflect in the cause list. The Judicial Officers shall ensure that on the day when they hold physical court in the said two sessions, it shall specify which cases shall be taken up in first session (from 10.30 a.m. to 12.30 p.m.) and which cases shall be taken up in second session (from 2.00 p.m. to 3.30 p.m.).
3. The Judicial Officers dealing with the criminal jurisdiction are directed to ensure that in order to prevent over-crowding in the court rooms, services of Naib Court be utilized for delivering/collecting daily dak only. The Naib shall be allowed to remain present in the court rooms during the proceedings as per the directions of the concerned court.
4. Daily deep cleaning of all court rooms shall be carried out before opening of courts, between 12.30 pm to 1.30 pm and at 04.00 pm.
5. The Judicial Officers are requested not to proceed on leave on the dates of physical hearing unless and until there is extreme urgency. The entire staff shall report for duty on day when the Presiding Officers would be holding Court physically.



**(YASHWANT KUMAR)**

Principal District & Sessions Judge  
Shahdara District, Karkardooma Courts, Delhi

**No. 252- 274/Judl/SHD/2021**

**Dated : 15.01.2021**

**Copies forwarded for information and necessary action to :-**

1. The Registrar General, High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Principal District & Sessions Judge, East District, KKD Courts, Delhi.
4. All the Judicial Officers of Shahdara District, KKD, Delhi.
5. The Officers In Charge, Pool Car, KKD Courts, Delhi.
6. The OIC Computer Branch, Karkardooma Courts, Delhi.
7. The Judge In-charge, Mediation Cell, Karkardooma courts, Delhi.
8. The Chief Metropolitan Magistrate, Shahdara District, KKD Courts, Delhi.
9. The Administrative Civil Judge, Shahdara District, KKD Courts, Delhi.
10. The H.O.O, Shahdara District, KKD Courts, Delhi.
11. The Secretary, DLSA, Shahdara District.
12. The Chief Public Prosecutor, Shadara District, Karkardooma Courts, Delhi.
13. The President/Hony. Secretary, Shahdara Bar Association, KKD Courts, Delhi.
14. The D.G. Prison, Tihar Jail, Delhi.
15. The DCP, Shahdara/East/North-East, Delhi.
16. Ms. Renu Sharma, Administrative Officer (Judicial), Shahdara District, Karkardooma Courts, Delhi.
17. The A.O (Judl.), Administration Branch, Shahdara District, Karkardooma Courts, Delhi.
18. The A.O. (Judl.)/Incharge, all Branches Shahdara District, Karkardooma Courts, Delhi.
19. The A.O. (Judl.)/Incharge, Care Taking Branch, Bail, Filing Section, Shahdara District, Karkardooma Courts, Delhi
20. PS to the undersigned.
21. The PRO/APRO, KKD Courts, Delhi.
22. The Website Committee, Karkardooma Courts/Tis Hazari Courts, Delhi.
23. Dealing Assistant R&I, Shahdara to upload the same on LAYERS.



Principal District & Sessions Judge  
Shahdara District, Karkardooma Courts, Delhi