

**SEPTEMBER 2020, ROSTER OF DHJS PHYSICAL COURTS OF  
WEST DISTRICT**

**OFFICE ORDER**

Hon'ble High Court of Delhi has approved SOP for functioning of District Courts vide their letter No. 417/RG/DHC/2020. Accordingly, the following jurisdiction wise roster of the Courts of West District is brought out ensuring that one fourth of the Courts shall hold physical hearing on every working day from 10.30a.m. to 3.30p.m. (First Session from 10.30a.m. to 12.30p.m. and Second Session from 2.00p.m. to 3.30p.m.), while rest of the Courts shall continue to hold hearings through Video Conferencing w.e.f. 01.09.2020. This order shall remain in force till further orders :

Sl. No.	Name of Court	Court Room No.	Date of Holding Physical Courts
01.	DHARMESH SHARMA, D&S/WEST	201	All days in a hybrid manner.
<b>POCSO COURTS</b>			
02.	Dr. Archana Sinha, ASJ-06 (POCSO)	209	4, 7, 10, 14, 21, 28, 30
03.	Shri Gorakh Nath Pandey, ASJ-09 (POSCO)	113	3, 5, 11, 17, 19, 22, 26
04.	Ms. Vrinda Kumar, ASJ-07 (POSCO)	216	2, 9, 14, 16, 23, 28, 30
05.	Ms. Sugandha Aggarwal, ASJ-01 (POCSO)	122	1, 8, 11, 15, 18, 22, 29
<b>Aforesaid POCSO Courts are assigned the dates of holding physical Courts as per roster of the Vulnerable Witness Deposition Complex.</b>			
<b><u>ADDITIONAL SESSIONS JUDGES</u></b>			
06.	Shri Lal Singh, ASJ-05	17	2, 7, 11, 17, 22, 26
07.	Shri Manish Gupta, ASJ-04	229	4, 9, 15, 19, 24, 29
08.	Shri Pooran Chand, ASJ-02	154	1, 5, 10, 16, 21, 25, 30
09.	Shri Vishal Singh, ASJ-03	13	3, 8, 14, 18, 23, 28
10.	Shri Sunil Beniwal, Spl. Judge, NDPS Act	132	1, 5, 10, 16, 21, 25, 30
11.	Shri Ankur Jain, ASJ (SFTC)-01	221	1, 5, 10, 16, 21, 25, 30
12.	Shri Samar Vishal, ASJ-08	33	2, 7, 11, 17, 22, 26
<b><u>DISTRICT JUDGES (COMMERCIAL COURTS)</u></b>			
13.	Shri Narinder Kumar, DJ (Commercial Court) 01	215	1, 4, 7, 11, 15, 19, 22, 26, 29
14.	Shri Gurdeep Singh, DJ (Commercial Court) 02	110	3, 5, 8, 14, 16, 21, 25, 28, 30
<b><u>ADDITIONAL DISTRICT JUDGES</u></b>			
15.	Shri Umed Singh, ADJ-02	127	3, 9, 14, 18, 23, 28
16.	Shri Vikas Dhull, ADJ-01		4
	Shri Manish Sharma, ADJ-01 w.e.f. 07.09.2020	317	8, 15, 19, 24, 29
17.	Shri Hasan Anzar, ADJ-6	137	4, 9, 15, 19, 24, 29
18.	Ms. Shivali Sharma, ADJ-03	349	1, 5, 10, 16, 21, 25
19.	Shri Prashant Sharma, ADJ-05	138	1, 5, 10, 16, 21, 25
20.	Ms. Harleen Singh, ADJ-04	131	4, 9, 15, 19, 24, 29
<b><u>MACT</u></b>			
21.	Ms. Hemani Malhotra, PO MACT-03	139	2, 7, 9, 11, 17, 22, 26, 29
22.	Shri Raj Kumar, PO MACT-01	266	1, 3, 8, 10, 16, 18, 23, 25, 30

*Sharma*  
29/09/2020 1

**SEPTEMBER 2020- COURT ROOM WISE  
(to ensure no courts in adjoining rooms)**

<b>Dates</b>	<b>Court Rooms</b>
1	2, 122, 132, 138, 154, 215, 221, 266, 349
2	1, 17, 33, 113, 139, 216
3	2, 13, 110, 113, 127, 266
4	1, 131, 137, 209, 215, 229, 317
5	2, 110, 113, 132, 138, 154, 221, 349
7	1, 17, 33, 113, 139, 209, 215
8	8, 13, 110, 122, 266, 317
9	2, 127, 131, 137, 139, 216, 229
10	8, 132, 138, 154, 209, 221, 266, 349
11	1, 17, 33, 113, 122, 139, 215
14	8, 13, 110, 127, 209, 216
15	2, 122, 131, 137, 215, 229, 317
16	8, 110, 132, 138, 154, 216, 221, 266, 349
17	1, 17, 33, 113, 139
18	8, 13, 122, 127, 266
19	2, 113, 131, 137, 215, 229, 317
21	8, 110, 132, 138, 154, 209, 221, 349
22	1, 17, 33, 113, 122, 139, 215
23	8, 13, 127, 216, 266
24	2, 131, 137, 229, 317
25	8, 110, 132, 138, 154, 209, 221, 266, 349
26	1, 17, 33, 113, 139, 215
28	1, 13, 110, 127, 209, 216
29	2, 122, 131, 137, 139, 215, 229, 317
30	8, 110, 132, 154, 209, 216, 221, 266

**GENERAL NOTES & STANDARD OPERATIONING PROTOCOLS:**

- 1. EXERCISE OF DISCRETION FOR PHYSICAL HEARING:** The Ld. Judicial Officers shall ensure that on the day they are scheduled to work from home, they shall take up all the matters listed in the cause-list for effective hearing through VC, and if any request is made by counsel for physical hearing, or a joint request by the parties to a litigation, discretion may be exercised in a just, fair and reasonable manner to afford hearing on a day when they are scheduled to come to the Court for physical hearing.
- 2. SAFEGUARDS IN THE COURT ROOM:** The Ld. Judicial Officers shall ensure that on the day of physical hearing, depending upon the size of the Court Room, there is kept sufficient distance of atleast six feet as between the dais and the point from where the lawyers/litigants are standing for their cases or sitting in the court: and further safe distance be ensured for the staff on the dais as well. Further, the thermostat/temperature of the air conditioners be kept at 25 degree Celsius and windows be kept open and/or the ventilation system be kept open or running. The chairs/seating arrangement in the Courtroom shall be kept in such a manner that distance of six feet is maintained from one another.
- 3. ENRTY IN THE COURT ROOM:** Not more than four to six persons shall be allowed inside the Court Room at the time of physical hearing depending upon the size of the

*Pranav*  
29/08/2020

Courtroom. Only one lawyer for a party shall be allowed to be present. The entry of interns shall remain suspended till further orders. Needless to state that all safeguard with regard to social distancing, use of sanitizer and wearing of masks be enforced strictly. Further, the Presiding Officer shall ensure compliance of social distancing measures in case of overcrowding in the Court Room and outside in the corridors.

4. **ENTRY IN THE MAIN COURT BUILDING:** Only authorised clerks carrying their ID cards issued by the Delhi Bar Association shall allowed for entering the Courts Building for miscellaneous work. Further, litigants with summons/notices for appearance on showing such summons/notices in physical form or image in their mobiles or otherwise carrying an authorisation from their lawyers shall only be allowed to enter inside the main court's building. In this regard, detailed guidelines to be issued by the Id District & Sessions Judge, Headquarters shall be followed, which have been formulated in consultation with all the stakeholders.
5. **ROSTER OF COURT STAFF:** Each Court shall ensure that at least one official/staff of its court is present on those working days when they are not scheduled for physical hearing so as to facilitate the Court to conduct the video conferencing and for transmission of requisite documents/records to the Judicial officers concerned. Each individual Court shall prepare a roster of duties of such Court officials/ Staff in 1/3<sup>rd</sup> ratio, bearing in mind the urgent need for social distancing and decongestion of the Courts Complex, **and the same shall be intimated to the undersigned through the Superintendent/ In-charge of the Administration Branch.**

Further, for completing pending work w.r.t data entries, completion of various officials registers and other miscellaneous process work etc., if needed, may be done by the Court staff reporting for duties on Sundays or even holidays, after submitting necessary justification with the undersigned.

6. **NO FILING OF DOCUMENTS DURING HEARING:** The parties and counsel shall not be allowed filing of documents or applications during hearings over the dais and the same shall be filed at the Filing counters/ facilitation centres atleast two days in advance.
7. **REGULATION FOR SERVICE OF SUMMONS/NOTICES:**

Physical service of summons/notices shall remain suspended till further orders. In the meanwhile, the judicial officers shall continue to direct serve of summons/notices by electronic mode in terms of SOP framed by the undersigned vide vide order no. 1/OPS/West/N/THC, dated 30 th May, 2020. Any issues with regard to working of the Nazarat Branch be taken up immediatley with the Shri Akash Jain, Id Administrative

*Akash Jain*  
29/08/2020<sup>3</sup>



Civil Judge or be verbally brought to the notice of the undersigned for corrective and remedial measures.

**8. REGULATION FOR CERTIFIED COPIES:**

The Application for supplying certified copy in the pending cases shall be required to be dropped in the designated box in the Court and the box shall be opened after three days for processing it further. The Court shall ensure that every Court has designated Box for this purpose.

In the case of filing of applications for certified copies in decided cases, the applications shall be dropped in the designated box at the Counter of the Copying Agency and the same shall be opened after three days for further processing.

Further, the e-solution to the applications and delivery of certified copy on e-payment is also being evolved and in this regard, a separate SOP shall be issued.

**9. REGULATION FOR INSPECTION OF THE COURT RECORDS:**

The application for 'Inspection of Records' shall be dropped in the designated box kept in the Ahlmad Room of the concerned Court or the Record Room, as the case may be. This application shall also be taken out of the box only after three days and the would be be acted upon.

Inspection application can also be filed in soft format by sending it to the Court concerned through its dedicated e-mail address.

**10. REGULATION FOR PHYSICAL FILING :**

The Staff at the filing counter shall ensure that papers/paperbook is put in the Box by the Advocate/Clerk/litigant and the same be opened after three days so as to ensure that the papers become 'virus free' and only thereafter the papers shall be processed. The officials on duty at the Fling Counter shall ensure that e-Court fee has been paid online.

Likewise, In pending matters, if any application/document is to be filed, the same shall be filed directly with the Ahlmad/Assistant Ahlmad in closed envelope, who shall keep them in almirah for three days and shall process the said papers only thereafter. The envelope must have all the particulars of the case and the next date of hearing to avoid missing of documents

*Ahmad*  
29/08/2020

Further more, the guidelines/SOPs issued by the Ld. District & Sessions Judge, HQ, THC, Delhi w.r.t to opening of entry gates/exit points, mandatory use of "arogya setu" application, running of the facilitation centre, operation of the lock up, parking of vehicles, closure of the Courts Complex, provision with regard to medical facilities to the Judicial Officers/Courts Staff, service of Notary officers & Oath Commissioners etc, shall be adhered to which guidelines/SOPs have been framed in consultation with the Office bearers of the Delhi Bar Association.

  
29/08/2020

(DHARMESH SHARMA)  
District & Sessions Judge, West, THC

543 / 13554-13638

No. 13554-13638 Misc/Gaz./DJ West/Delhi/2020

Dated 29.08.20

Copy forwarded for information and necessary action to:-

- 1 The Registrar General, Hon'ble High Court of Delhi, New Delhi.
- 2 The District & Sessions Judge (HQs), Delhi.
- 3 All the Judicial Officers concerned of West District, Tis Hazari Courts, Delhi
- 4 The Director General Prisons, Tihar Jail with specific reference to point (1), (7) & (8)
- 5 The Superintendent Tihar. Rohini and Mandoli with specific reference to point (1), (7) & (8)
- 6 Inspector Legal Inspector Inder Pal, Nodal Officer of DCP Office, West District, Delhi.
- 7 Inspector Arun Tyagi, Nodal Officer of DCP Office, Central District, Delhi.
- 8 Sh. Subhash Vats, ACP/OPS/Outer District, Nodal Officer of DCP Office, Outer District, Delhi.
- 9 The Officer Incharge, Pool Car and Facilitation Centre, Tis Hazari Courts, Delhi.
- 10 The Branch Incharge, Computer Branch, Tis Hazari Courts, Delhi.
- 11 The Branch Incharge, all Branches, West District, Tis Hazari Courts, Delhi.
- 12 For uploading on LAYERS.
- 13 For uploading on centralized website through LAYERS.
- 14 The PS to the undersigned.
- 15 The Reader to the undersigned.
- 16 The Director, Directorate of Prosecution, Tis Hazari Courts, Delhi.
- 17 The Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi.
- 18 The Jail Superintendent, Tihar Jail, Delhi.
- 19 The Lock-up In Charge, Tis Hazari Courts, Delhi.

  
District & Sessions Judge, West, THC