

**OFFICE OF THE DISTRICT & SESSIONS JUDGE CUM SPECIAL  
JUDGE (PC ACT) CBI, ROUSE AVENUE DISTRICT COURT, DDU  
MARG, NEW DELHI**

Pursuant to the office order dated No. 417/RG/PHC dated 27.08.2020 of the Hon'ble High Court, Standard Operating Procedure for functioning of all District Courts in Delhi stands approved by Hon'ble High Court. The modalities for Graded Functioning of the Courts at Rouse Avenue District Court have been worked out as under:-

**Modalities for Graded Functioning of Courts at Rouse Avenue District Court post  
Covid-19 Lockdown (in consonance with the Standard Operating Procedure for all  
the Districts as approved by Hon'ble High Court)**

## Section -1

### Modalities with respect to Physical Hearings

<b>1. Modalities for the Judicial Officers</b>	
<b>Daily Judicial Business</b>	
<b>(i)</b>	<b>Physical Court sitting hours-</b> <ul style="list-style-type: none"><li>➤ <b>Session 1- 10.30 am to 12.30 pm</b></li><li>➤ <b>Session 2- 2.00 pm to 3.30 pm</b></li><li>➤ <b>Break from 12.30 pm to 1.30 pm-</b> Dictation/correction work from Chambers Deep Cleaning of the Court Rooms</li><li>➤ <b>1.30 to 2.00 pm Lunch Break</b></li><li>➤ After exhausting the PC day's cause list the Judicial Officer shall be at liberty to leave the Court Premises and to continue with conclusion of judgment/ dictation from residential office through VC or tele- conference with the steno.</li><li>➤ <b>. However, the physical court shall ensure that in Criminal Cases no prisoner shall be called from jail for at least one month, so as to prevent exposure of remaining Under Trial Prisoners (UTPs) in jail on return of the produced UTP.</b></li></ul>
<b>(ii)</b>	<b>Daily Cause List</b> <ul style="list-style-type: none"><li>➤ Daily Cause List of each Court which would be posted on the concerned Website and mailed to the Local Bar Association shall specifically mention whether the particular court on that day is being held physically or virtually.</li><li>➤ The Cause List shall be reflecting the matter Session wise.</li><li>➤ The Judicial Officers shall have the discretion to <b>shrink the daily cause lists</b> of their respective courts, so as to ensure maximum <b>effective hearings</b>.</li><li>➤ A <b>Weekly Advance List</b>, every Saturday evening may also be got prepared and displayed on the website for the upcoming weeks.</li></ul>

<b>(iii)</b>	<p><b>Stages in Courts of Special Judges (PC Act) :-</b></p> <ul style="list-style-type: none"> <li>➤ Cognizance</li> <li>➤ Order on Charge</li> <li>➤ Charge</li> <li>➤ Statement of Accused to the Charge-plea of guilty/not guilty (only where accused is on bail)</li> <li>➤ Statement of accused u/s 313 Cr.PC (only where accused is on bail)</li> <li>➤ Defence Evidence (only where accused is on bail)</li> <li>➤ Final arguments upon conclusion of trial.</li> <li>➤ Final arguments on Criminal Appeals.</li> </ul> <p><b>Physical handling of the files be preferably avoided by all the Officers and staff and since no scanning facility is available in RADC, as of now, the files be got scanned from HQ.</b></p>
<b>(iv)</b>	<p><b>Stages in IT/ Labour Courts :-</b></p> <ul style="list-style-type: none"> <li>➤ Preliminary consideration of the Claim Statement.</li> <li>➤ Issuance of summons/Notice</li> <li>➤ Completion of Pleadings, if any on affidavits</li> <li>➤ Framing of issues</li> <li>➤ Filing of Affidavit of Evidence (in only ex-parte and uncontested matters)</li> <li>➤ Arguments on Misc. Applications</li> <li>➤ Referrals to e-Mediation and e-Lok Adalat.</li> </ul>
<p><b>2. Modalities for the Lawyers and Litigants</b></p>	
<p><b>Entrance Into The Complex</b></p>	
<b>(i)</b>	<p><b>Restricted entry to the Complex:-</b></p> <ul style="list-style-type: none"> <li>➤ Initially for few days, in addition to Ld. Judicial Officers and the reduced court staff, only advocates with one clerk be permitted to enter in the Court Complex.</li> <li>➤ As regards others, <b>it is only the litigant and/or the witness, who shall enter the Court Complex. For that purpose, the litigant/witness shall produce at the entrance the Court Complex, Summons/Notice or Letter issued by the advocate on his/her letterhead, bearing his/her Bar Enrolment Number.</b></li> <li>➤ Clerk of the advocate and Bar Association authorized typists shall produce their Identity Card, issued by the Bar Association. For this, the Rouse Avenue Court Bar Association President and Secretary have been requested to electronically initiate the process.</li> </ul>

(ii)	<p><b>Meetings between the advocates and their clients :-</b></p> <ul style="list-style-type: none"> <li>➤ The meetings between the advocates and their clients is advised to be through electronic mode or phone calls.</li> </ul>
<p><b>3. Modalities for the Court Staff and Branch Staff</b></p>	
(i)	<p><b>Court Staff- monthly Duty Roster to be prepared in such a manner as to ensure only the minimum required staff on any given day.</b></p> <ul style="list-style-type: none"> <li>➤ Out of Ahlmad/Asst. Ahlmad only one shall be present on any given working day.</li> <li>➤ The remaining staff i.e. Reader, Steno and Orderly, only one shall be attending the physical court on the day of physical court duty of the Judicial Officer.</li> <li>➤ Naib Courts to remain in Courts only till delivering and/or collecting daily dak, thereafter Naib Courts shall not be allowed to remain present in court rooms during the proceedings, unless absolutely necessary. The Naib Courts shall report back to their Police Stations thereafter.</li> <li>➤ On the rest of the days, the remaining staff shall continue to work online along with the Judicial officer. All staff shall be on duty during the working hours online.</li> </ul>
(ii)	<p><b>Administrative Staff-</b></p> <ul style="list-style-type: none"> <li>➤ The Branch In-charges shall prepare a roster ensuring minimum number of staff to be physically present in the Branches every working day (already in place- to be continued).</li> </ul>
(iii)	<p><b>Physical filing of new cases:-</b></p> <p><b>For the matters where physical filing is opted to be done:-</b></p> <ul style="list-style-type: none"> <li>➤ Filing Counter shall maintain three petition boxes labelled 1-3.</li> <li>➤ On any given day, box-1 shall be first used for physical filing of new cases from 10.00 am to 3.00 pm.</li> <li>➤ Box 1 shall be sealed thereafter. Box-1 shall be reopened only after 3 days to take out the physically filed cases for allocation.</li> <li>➤ After allocation the files shall be physically taken to the Ahlmad of the Court concerned for further processing.</li> <li>➤ On the next day Box-2 will be opened and same procedure will be followed and so on.</li> <li>➤ Advocate intending to physically file a case should inform in advance to the filing counter by an e-mail bearing a declaration of his/her Covid-19 free status and subject to that physical filing would be entertained/accepted.</li> </ul>
(iv)	<p><b>Physical Filing in pending Cases:-</b></p> <ul style="list-style-type: none"> <li>➤ Any physical filing in the pending case i.e. pleadings, inter-locutory applications, document, affidavits etc. be done directly in Ahlmad room by a closed envelop.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ The said envelop be dropped in one box out of the three boxes to be maintained by the Ahlmad.</li> <li>➤ Box-1 shall be sealed 3.00 pm by the Ahlmad and shall not be opened before 3 days.</li> <li>➤ The Box-1 shall be opened on 4<sup>th</sup> day and the document shall thereafter be placed on the file. Similar procedure shall be adopted for Box-2 and Boox-3 on the next working days.</li> <li>➤ No papers physically being tendered across the bar during a physical court hearing shall be accepted. All papers shall be filed only through the boxes lying in Ahlmad Room.</li> </ul>
(v)	<p><b>Certified Copying Agency:-</b></p> <p><b>Box System be adopted:-</b></p> <ul style="list-style-type: none"> <li>➤ Physical filing of applications shall be allowed only by dropping in Box-1, Box-2 and Box-3 just like at the Filing Counter.</li> <li>➤ 3 Boxes shall be maintained by the Copying Agency filing counter.</li> <li>➤ Documents of first day be dropped in one box out of the three boxes to be maintained by the branch.</li> <li>➤ Box-1 shall be sealed 3.00 pm by the concerned staff and shall not be opened before 3 days and shall be opened on 4<sup>th</sup> day and the document shall thereafter be processed.</li> <li>➤ Similar procedure shall be adopted for Box-2 and Boox-3 on the next working days.</li> </ul> <p><b>To reduce the crowds at the CA, the Courts would also have the discretion to provide any necessary papers, electronically to the counsels on their request.</b></p>
(vi)	<p><b>Judicial Record Inspection :</b></p> <p><b>Box System be adopted:-</b></p> <ul style="list-style-type: none"> <li>➤ The inspection applications (in closed envelop) be dropped in the boxes kept in Ahlmad room.</li> <li>➤ Box-1 shall be sealed 3.00 pm by the Ahlmad and shall not be opened before 3 days.</li> <li>➤ The Box-1 shall be opened on 4<sup>th</sup> day and the document shall thereafter be placed on the file. Similar procedure shall be adopted for Box-2 and Boox-3 on the next working days.</li> <li>➤ After inspection, the Ahlmad shall keep the inspected Judicial Record in a manner that it remains untouched for three days.</li> </ul>
<p><b>4. Modalities for Security</b></p>	
(i)	<p><b>MANNING THE COMPLEX GATES –</b></p> <ul style="list-style-type: none"> <li>➤ Ld. Officer In-charge Security and Ld. Officer-in-charge Care Taking Branch shall ensure that the entry Gates of the Complex remain open for ingress/egress, and by 04:30pm, all Main Gates of the Complex get closed.</li> </ul>
(ii)	<p><b>MANNING THE BUILDING GATES –</b></p> <ul style="list-style-type: none"> <li>➤ Ld. Officer In-charge Security and Ld. Officer-in-charge Care Taking Branch shall ensure that the entry gates of the Court Building remain open for ingress/egress, and by 04:30pm, Gates of the Court Building get closed.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ On the Court Building entry gate, there shall be <b>Help &amp; Sanitization Desk</b>, which shall be equipped with thermal scanners and shall keep record of the visitor's name, contact number and body temperature.</li> <li>➤ No Advocate or litigant or staff member without face mask shall be allowed to cross the Help &amp; Sanitization Desk.</li> <li>➤ The Public Lifts will be permitted to be used by only senior citizens/disabled/pregnant women. All other will use staircase.</li> <li>➤ The Care Taking Branch will ensure that the stair case metal railings are wrapped up with paper throughout.</li> </ul>
<b>(iii)</b>	<b>Ld. Members of the covid-19 Committee along with Care Taking Branch In-charge and Branch In-Charge Security and Volunteers of Bar Association shall ensure adherence to social distancing amongst those present, and shall meet daily to review the situation.</b>
<b>(iv)</b>	<b>Frequent Announcements:-</b> <ul style="list-style-type: none"> <li>➤ <b>Pre-recorded audio message shall be played on the Public Address System at main entrance gate to the Court complex and to the building informing that litigants need not come to court, unless so directed and announcements be also made regarding social distancing norms.</b></li> <li>➤ <b>Lawyers also need to come only as and when their matters are listed.</b></li> <li>➤ <b>Such audio messages can also be circulated amongst the litigants by the Rouse Avenue District Court Bar Associations through advocates members on WhatsApp.</b></li> </ul>
<b>5. Modalities in respect to medical facilities</b>	
<b>(i)</b>	<b>Nodal Officer has been appointed:-</b> <ul style="list-style-type: none"> <li>➤ <b>Mr. Virendra (phone no.9910384111) has been appointed as Nodal officer to take care of the initial requirements of all the arrangements regarding testing, admission and treatment of any staff members and Judicial Officers, showing symptoms of Covid-19 like sneezing, coughing, fever or breathlessness.</b></li> </ul>
<b>(ii)</b>	<b>Medical Facilities:-</b> <ul style="list-style-type: none"> <li>➤ <b>Medical Facilities in the form of an Ambulance with complete infrastructure has been stationed at RADC Complex to tackle any emergency.</b></li> <li>➤ <b>Dr. Surender CMO also to ensure that an extra ambulance is also got stationed at RADC complex, as a standby, as early as possible.</b></li> </ul>

	<ul style="list-style-type: none"> <li>➤ <b>The Nodal Officer shall ensure that the said ambulance be stationed, all the time during the working hours for any emergency.</b></li> <li>➤ A room be designated in the court complex as <b>Covid19 Isolation Room</b> to be used, as and when an infected person or a person reflecting Covid19 symptoms is found.</li> <li>➤ The infected/symptomatic person shall be immediately shifted to the Isolation Room till he/she is taken away to the hospital, after which the Isolation Room shall be sanitized.</li> <li>➤ It will be ensured by the CMO Dr. Surrender that the <b>Dispensary is equipped with immediate help in serious case of Covid-19 and it should be equipped with at least an oxygen cylinder and one extra ambulance.</b></li> <li>➤ <b>The Nodal Officer</b> to arrange hospital beds for Covid infected Officers and staff.</li> <li>➤ Efforts are also being done to hold RT PCR <b>Testing Camps at RADC</b>, once in 15 days, where any officers and/or staff and/or their families can get tested instead of visiting hospitals and labs.</li> <li>➤ In RADC, one covid-19 testing camp has already been held in July, 2020.</li> </ul>
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## 6. Modalities with respect to rearrangement of infrastructure in the Court Building-Covid-19 Prevention oriented

(i)	<p><b>Inside Court Room:-</b></p> <ul style="list-style-type: none"> <li>➤ <b>The mode of air conditioning has been reset to fresh air mode and the reverse air flow channel has been blocked.</b></li> <li>➤ <b>1/2 Windows of the Courts Rooms have been opened to let the fresh air come inside the court rooms.</b></li> <li>➤ <b>All the extra chairs have been removed from inside the court room.</b></li> <li>➤ <b>Only the litigant/counsel will be allowed in the court, at one time, whose case has been called and therefore only 4 chairs (2 on each side) have been placed for the lawyers.</b></li> <li>➤ <b>Distance of the chairs of the counsels/litigants from the Court dias has been increased.</b></li> <li>➤ <b>Mike system is being introduced, the mikes are awaited to be installed through PWD (Electrical) RADC.</b></li> <li>➤ <b>Fans have been got installed inside as well as outside court rooms and Ahlmad Rooms and in Branches through PWD (Electrical) RADC.</b></li> </ul>
(ii)	<p><b>Outside Court Room:-</b></p> <ul style="list-style-type: none"> <li>➤ All Chairs in the corridors have been placed maintaining the distance in view of the norms of social distancing.</li> <li>➤ Since these chairs are joint (4 chairs joined in one set) the extra chairs have been sealed with tape/ropes to make them unusable till Covid-19.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ <b>Waiting Area has been earmarked in the Lobby</b> at Ground Floor to restrict the entrants at the main entry point of the Court.</li> <li>➤ <b>Display Boards are going to be installed at the waiting area and each floor</b>, and the parties shall be allowed to go to their respective court rooms only when the information regarding their case is flashed on the display board.</li> <li>➤ <b>Rouse Avenue District Court Bar Association Office Bearer, Court staff/Care taking Staff shall ensure through Volunteers that litigants/witnesses who are present shall wait in the Waiting Area</b> specially earmarked at ground floor till their matter is about to be called in the concerned court, so that there would no crowding on the other floors.</li> <li>➤ <b>Roster has been worked out in a manner that on any given day, not more than 1/4<sup>th</sup> of the Judicial Officers are on physical hearing and not more than two are functioning on one floor and not more than one court is functioning on any given Wing i.e. North and South.</b></li> </ul>
<b>(iii)</b>	<p><b>Sanitization:-</b></p> <ul style="list-style-type: none"> <li>➤ Deep Sanitization work has been done daily, two time, once in morning and then in evening.</li> <li>➤ From 1<sup>st</sup> September, 2020, the sanitization shall now also be done in between the intervals in the Court hearings, or as per the requirements also.</li> </ul>
<b>(iv)</b>	<p><b>Infrastructure being procured through PWD (Civil &amp; Electrical) RADC (in process):-</b></p> <ul style="list-style-type: none"> <li>➤ <b>Ultra Violet Lamps</b> shall be used for disinfecting the surfaces,</li> <li>➤ <b>Mikes for Court Rooms,</b></li> <li>➤ Display Boards for the Lobby/Waiting Areas,</li> <li>➤ Sensor Based Taps in Public Toilets and Chamber Toilets,</li> <li>➤ Sensor based hand-wash dispenser,</li> <li>➤ Sensor based sanitizer dispenser,</li> <li>➤ Sensor based door openers in order to avoid all touch,</li> <li>➤ Sanitizers are being arranged in abundance and distributed to Officers and Staff at regular intervals,</li> <li>➤ Washable as well as disposable masks.</li> </ul>

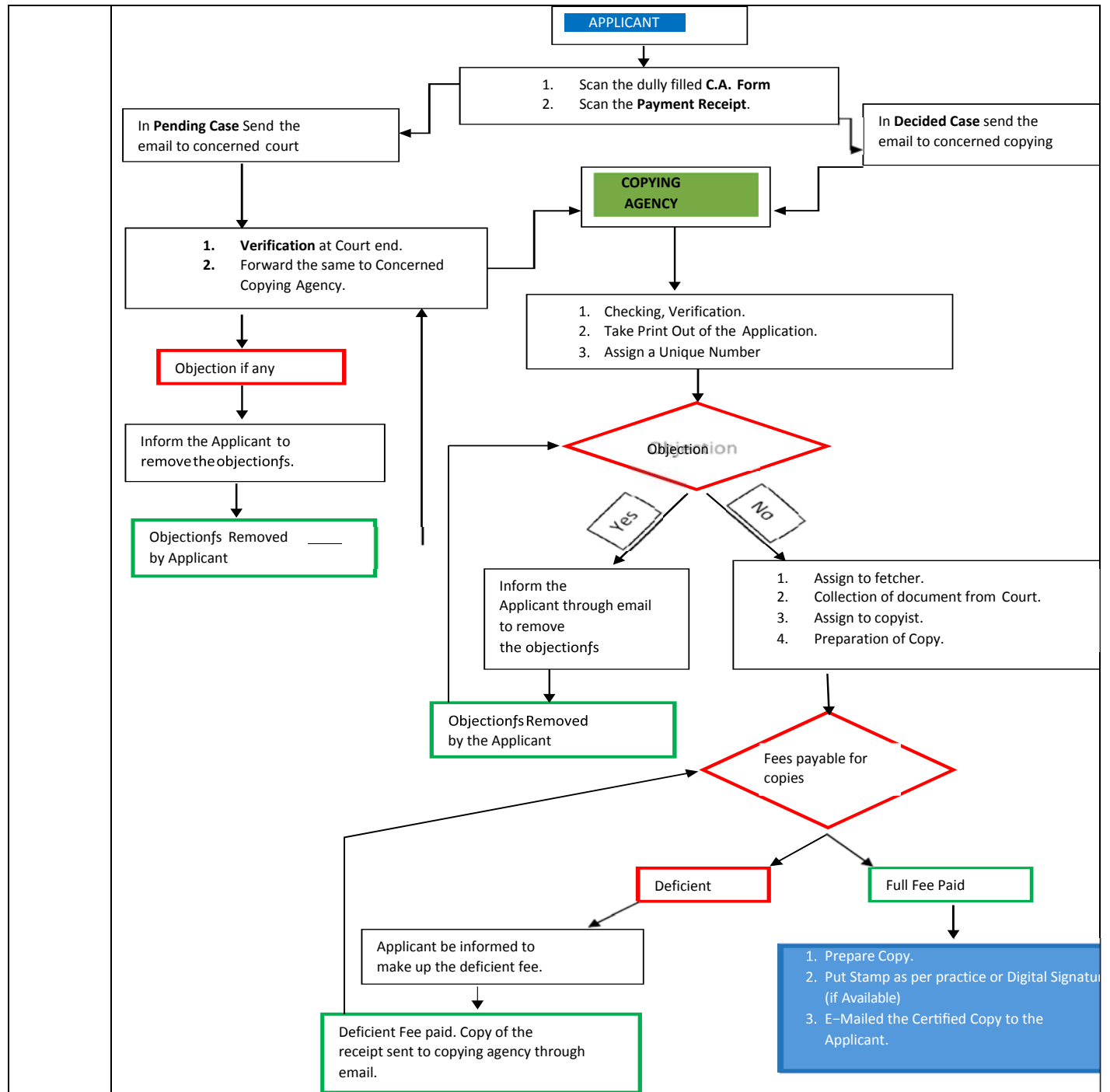
## Section -2

### Modalities with respect to VC Hearings

<b>1. Modalities for the Judicial Officers</b>	
<b>Daily Judicial Business</b>	
<b>(i)</b>	<b>Video Conference Working Hours-</b> <ul style="list-style-type: none"><li>➤ <b>Session-1 10.00 am to 1.30 pm</b></li><li>➤ <b>Lunch Break 1.30 to 2.00 pm</b></li><li>➤ <b>Session 2.00 pm to 4.00 pm</b></li></ul>
<b>(ii)</b>	<b>Daily Cause List</b> <ul style="list-style-type: none"><li>➤ Daily Cause List of each Court posted on the concerned Website and mailed to the Local Bar Association shall specifically mention whether the particular court on that day is being held physically or virtually.</li><li>➤ The Cause List shall be reflecting the matter Session wise.</li><li>➤ The Judicial Officers have the discretion to <b>shrink the daily cause lists</b> of their respective courts, so as to ensure maximum <b>effective hearings</b>. The Officers shall decide one day in advance, as to which of the matters listed on the next day are to be, and can be, taken up for effective work. The rest of the matters may be adjourned, uploading the adjournment information on the websites.</li><li>➤ A Weekly Advance List, every Saturday evening shall be prepared and displayed on the website</li></ul>
<b>(iii)</b>	<b>Stages in Courts of Special Judges (PC Act) :-</b> <ul style="list-style-type: none"><li>➤ Arguments on charge</li><li>➤ Arguments on bail applications and other Misc. applications etc.</li><li>➤ Final Arguments on Criminal Revision</li><li>➤ For holding VCs from Court Chambers, the Officers may use any appropriate device for Hotspot connectivity (till further arrangements are in place)</li></ul>
<b>(iv)</b>	<b>Stages in IT/ Labour Courts :-</b> <ul style="list-style-type: none"><li>➤ Preliminary consideration of the Claim Statement.</li><li>➤ Issuance of summons/Notice</li></ul>



	<ul style="list-style-type: none"> <li>➤ Completion of Pleadings, if any on affidavits</li> <li>➤ Framing of issues</li> <li>➤ Filing of Affidavit of Evidence (in only ex-parte and uncontested matters)</li> <li>➤ Arguments on Misc. Applications.</li> <li>➤ Final Arguments.</li> <li>➤ Referrals to e-Mediation and e-Lok Adalat.</li> </ul>
<h2>2. Modalities for the Lawyer &amp; Litigants</h2>	
(i)	<p><b>Meetings between the advocates and their clients :-</b></p> <ul style="list-style-type: none"> <li>➤ The meetings between the advocates and their clients is advised to be through electronic mode or phone calls.</li> </ul>
(ii)	<p><b>E-filing system be adopted:</b></p> <p>As far as possible, applications shall also be allowed to be sent to the designated e- mail ID of the concerned court for being allowed/disallowed digitally and sent back to the applicant by Reply mail.</p>
<h2>3. Modalities for the Court Staff and Branch Staff</h2>	
(i)	<p><b>Court Staff/Branch staff – Monthly Roster</b></p> <p>All staff, who are not attending the physical courts shall be on duty during the working hours online.</p>
(ii)	<p><b>Certified Copying Agency:-</b></p> <ul style="list-style-type: none"> <li>➤ A flow chart with respect to electronic payment gateway is still under process:-</li> </ul>



**Requirements:-**

1. Email address for every copying agency.
2. Internet Connections to all courts and copying agency.
3. Digital Signature to Copying Agency.
4. Account Branch to Open the Account and furnish the details where the applicant can deposit the fee.
5. Mode and manner of refund of excess fee to applicant.

➤ The system of e-filing of fresh cases is working well, so that need not be changed.

## 4. Modalities Regarding Training and Infrastructure

- Maximum matters be heard through Video Conference between lawyers and Judges.
- Hearing of cases can be done between lawyers and judges from their residence in whichever matter there is consent/option.
- All judicial files and documents should be transmitted preferably through electronic media, same be put before Officers through computer.
- Training facility for lawyers/IOs/PPs be conducted to make them tech-savvy for Video Conferences. Rouse Avenue District Bar Association, DSLSA, Delhi Judicial Academy, Bar Council of Delhi and Bar Associations may be requested to impart such trainings.
- In order to cure technophobia of a section of the Bar particularly of the Labour Courts and the court staff, and to inculcate culture of technological growth aimed at completely virtual system of courts, a **Technical Team** is being constituted at RADC to impart videoconferencing and e- mail/e-filing training to the Advocates, their clerks, court staff and even to litigants.
- Team of two computer technicians be created for the purpose of imparting regular training as well as for smooth linkage issues to lawyers, staff and litigants on weekly roster basis. Particular attention is being paid to the Labour Court Jurisdiction Lawyers.
- Matter is in process for providing sufficient number of scanners in the court complex, as informed by the higher authorities (presently the Ahlmads are advised to get the files scanned from Tis Hazari Courts and request is also being made to Ld. District & Sessions Judge, Patiala House Court to permit scanning of the files from Patiala House Courts).
- Rouse Avenue Bar Association and Bar Council of Delhi may be requested to provide Smart phones/laptops to needy lawyers from their Bar Association or Bar Council Welfare funds.
- Sufficient number of Video Conference Rooms fully equipped be provided in court complex, one at least on each floor. The matter is in process.

**(Sujata Kohli)**

District & Sessions Judge-cum  
Special Judge (PC Act) CBI  
Rouse Avenue District Court New  
Delhi

No.E-10927-11013/Power Gaz/RADC/2020

Dated, Delhi the 30.08.2020

**Copy forwarded digitally for information to :-**

1. Ld. Registrar General, High Court of Delhi, New Delhi.
2. Ld. District & Sessions Judge(HQs), Tis Hazari Courts, Delhi.
3. All Ld. District & Sessions Judge, Delhi/New Delhi.

**Copy forwarded digitally for information and necessary action to :-**

1. All the Judicial Officers at Rouse Avenue District Court, New Delhi.
2. In-charge, Computer Branch, RADC, New Delhi for being uploaded on the official website.
3. The Incharge, Care-Taking Branch, RADC, New Delhi.
4. The P.S. to undersigned.
5. All Branches at RADC, New Delhi.
6. The Secretary, Bar Council of Delhi, New Delhi.
7. The Director of Prosecution, CBI, Block No.3, IInd Floor, CGO Complex, Lodhi Road, New Delhi.
8. The Director General (Prisons), Tihar Jail, New Delhi.
9. The Director of Prosecution, Govt. of NCT of Delhi, Tis Hazari Courts, Delhi.
10. The Chief Prosecutor, CBI/ACB, Rouse Avenue District Court, New Delhi.
11. The Director, Directorate of Enforcement, New Delhi.
12. The Labour Commissioner, Civil Lines, Delhi.
13. The Commissioner of Police, Police Headquarter, Delhi.
14. The Lockup In-charge, Rouse Avenue District Court, New Delhi.
15. The Chowki In-charge, Rouse Avenue district Court, New Delhi.
16. The Executive Engineer (Civil & Electrical) PWD, RADC, New Delhi.

Sd/-

District & Sessions Judge-cum  
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