

OFFICE OF THE DISTRICT & SESSIONS JUDGE, WEST DISTRICT,
TIS HAZARI COURTS, DELHI

Revised Office Order dated 18th April,2020

Sub: Criminal jurisdiction: Filing and Disposal of Bail / Miscellaneous Applications and hearing through Video conferencing

In order to streamline the process of hearing of bail applications or any other application exhibiting “urgency” for any relief to safeguard and protect the constitutional rights of the parties through video conferencing, the following protocol shall remain in operation w.e.f 18th April.2020 till further orders.

1. In order to avail the facility of video conferencing for hearing of urgent applications, the Litigant/Lawyer may, file application for bail/other applications at the official-mail ID judicialbrwt.ddc@gov.in. The application be sent with all the relevant details of the FIR No., offences and the Police station concerned, accompanied with a scanned copy of the vakalatnama or authority letter of the spouse or parent or family member of the applicant/accused. It must contain the name of the advocate in full, Bar Enrollment no., his contact number and email address All the accompanying documents must be in PDF format, duly paginated and bookmarked.
2. The mails shall be checked on a regular basis by Ms Tripta Diwan, Sr. Administrative Officer, Judicial (for short ‘Sr. AOJ’) 8383991911 along with any other official from the judicial branch, as soon as any bail application or any other misc. application and/or reply is received on mail, the Sr. AOJ shall inform about receipt of such mail to the Officer In-charge at the Facilitation Centre Counter, who shall then take a print out of the bail application and register it as per rules, and the hard copy shall be placed before the Court concerned for consideration, notice to the Chief Public Prosecutor and the reply from the Investigating office through their respective email addresses.
3. The Officer In-charge shall intimate the Computer Branch immediately regarding the filing of the bail application as well as its registration number. **Shri Kuldeep** from the Computer Branch shall be the Nodal Officer who shall also keep a record of the bail application filed through email (8750872266 and email address: kuldeepsonu83@gmail.com)
4. Shri Kuldeep, Nodal Officer, Computer Branch shall thereafter immediately forward the bail application along with the e-mail sent by the Lawyer/Litigant to the Nodal Officer appointed by the DCP concerned at the DCP Office with a direction to seek a reply of the same from the IO of the concerned police station and send the reply to the Nodal Officer, Computer Branch as soon as possible. Particulars of Nodal Officers appointed by the DCP Offices for this purpose are as follows:

Sl. No.	District	Name of the Nodal Officer	Mobile No.	E-mail ID
1.	DCP Office, West District	Inspector Legal Inspector Inder Lal	8178563850	legalcellwest303@gmail.com
2.	DCP Office, Central District	Inspector Arun Tyagi	8851948668	arunktyd12304@gmail.com
3.	DCP Office, Outer District	Sh. Subhash Vats, ACP/OPS/Outer District	7065036110	acp-ops-outer-dl@delhipolice.gov.in

5. Where the bail application is filed on a given day before 2:00 p.m, the reply of the same shall be called for the following **working** day, that shall be submitted by 10 am by e-mail to judicialbrwt.ddc@gov.in : and where the bail application is filed after 2.00 p.m, then

the reply shall be called for the **working** day subsequent/next to the following day. **AS soon as a reply is received on the official email judicialbrwt.ddc@gov.in, the Sr. AOJ shall inform and forward the reply on email to the Nodal Officer**

6. **On being informed and forwarded with the reply**, Shri Kuldeep Nodal Officer, Computer Branch after receiving the reply to the bail application shall immediately forward it to the Litigant/Lawyer concerned as well as the Public Prosecutor on duty for the day, copy of the same shall also be sent to the Prosecution Branch. In the said email, the Litigant/Lawyer as well as the Public Prosecutor concerned may be given an option to either send their arguments, not exceeding one A-4 size page, via email only, or to state if they wish to address arguments through CISCO WEBEX.
Provided that the hearing through video conferencing shall be conducted during working hours from 10 am till 5 pm as per the time slots **in the discretion of the Court concerned.**
7. In case written arguments are received from both the sides, then in such a scenario, the Nodal Officer, Computer Branch shall send the bail application, reply thereof received from IO and the written arguments of the defence and the Public Prosecutor to the concerned Court, who shall decide the bail application and shall send his digitally signed order via email to the Nodal Officer, Computer Branch.
8. In case the Litigant/Lawyer intends to address arguments then in consultation with the Court concerned, date and time of hearing shall be fixed and the same shall be communicated through an e-mail by the Nodal Officer, Computer Branch to the Litigant/Lawyer and to the concerned Public Prosecutor on duty for the said date.
9. On the date and time fixed, the Nodal Officer, Computer Branch shall make necessary arrangements for video conferencing and shall bring the Court, lawyer and the Prosecutor on one platform through CISCO WEBEX after which the hearing shall be conducted. The Court concerned may also use its own official laptop or the desktop on the dais attached with a web-cam, if provided by the Computer Branch, for the purposes of holding a hearing through video conferencing.
10. After receiving the order on bail from the Court concerned, the Nodal Officer, Computer Branch shall forward the same to the Litigant/Lawyer concerned. A copy of the same, in case the bail is granted, shall be sent to the Jail Superintendent concerned on his official email i.e.lawofficertihar@gmail.com for reference in case where the bail bonds are furnished directly before the Magistrate concerned discharging duties through jail sittings.
11. The Reader or the Ahlmad of the Court on duty, or any other official of the Court concerned, in the discretion of the Ld. Judge concerned, shall be the overall coordinator to facilitate hearing through video conferencing.
12. In determining whether a matter is 'urgent', the Id Court shall have regard to, among other factors, whether the decision on the application is "time sensitive" or that there are ground for a determination within a specified time frame.
This is only an interim arrangement till such time any guidelines are framed by the Hon'ble High Court of Delhi.

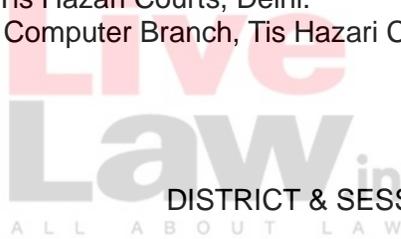
This is a computer-generated copy. Hence, signatures not required as approved by Ld. D&SJ (West).

Sd/-
(DHARMESH SHARMA)
District & Sessions Judge (West District)
Tis Hazari Courts, Delhi

No. _____/Misc./Gaz./DJ West/2020 Dated : 18.04.2020

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 of West District, Tis Hazari Courts, Delhi with the request to bring the same into the knowledge of their Court staff.
4. The Officer In charge, Pool Car and Facilitation Centre, Tis Hazari Courts, Delhi.
5. The Branch In charge, Computer Branch, Tis Hazari Courts, Delhi.
6. The Branch In charge, all Branches, West District, Tis Hazari Courts, Delhi.
7. For uploading on LAYERS.
8. For uploading on centralized website through LAYERS.
9. The PS to the undersigned.
10. The Reader to the undersigned.
11. The Director, Directorate of Prosecution, Tis Hazari Courts, Delhi.
12. The Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi.
13. The Jail Superintendent, Tihar Jail, Delhi.
14. Inspector Legal Inspector Inder Pal, Nodal Officer of DCP Office, West District, Delhi.
15. Inspector Arun Tyagi, Nodal Officer of DCP Office, Central District, Delhi.
16. Sh. Subhash Vats, ACP/OPS/Outer District, Nodal Officer of DCP Office, Outer District, Delhi.
17. Ms. Tripta Diwan, Sr. AOJ, Tis Hazari Courts, Delhi.
18. Mr. Kuldeep, Nodal Officer, Computer Branch, Tis Hazari Courts, Delhi

 Sd/-
DISTRICT & SESSIONS JUDGE (WEST)