OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

ORDER

As directed by Ld. Principal District & Sessions Judge (HQs), Delhi, the following officials are nominated to attend the **Training Programme** to be conducted by the Directorate of Training (Union Territories Civil Services), Institutional Area, Behind Karkardooma Courts, Shahdara, Delhi for the courses on such dates as mentioned against their names:

Sl. No.	Name & Design.	Place of Posting	Training Section	Course Name	Course Code	Dates of Training
1.	1. Sh. Darshan Singh, SJA (EC:10688528)	Vigilance Branch (C), THC	AD-I	Certificate Course in Vigilance Matters (including Disciplinary Proceedings) for SO / AD / DS Vigilance Officer	FE	01.08.22 to 05.08.22
	2. Sh. Sanjay Kr. Chiryana, SJA (EC:77107946)	Vigilance Branch (RACC)				
	3. Ms. Sunita Rani Arora, SJA (EC:45848850)	Vigilance Branch (East), KKD				
	4. Sh. Davinder Pal Singh, SJA (EC:66558985)	Vigilance Branch (South), Saket				
	5. Sh. Sohan Prakash, JA (EC:99860085)	Vigilance Branch (North), Rohini				
2.	1. Sh. Kamal Kr., JA (EC:55717512)	RTI (East), KKD	AD-VI	RTI Act – Capacity Building	GG	04.08.22 to 05.08.22
	2. Sh. Ravi Kumar, JA (EC:55212532)	RTI (North-West), Rohini				
	3. Ms. Sarita Rawat, JA (EC:29297158)	RTI (South), Saket				
	4. Ms. Neetu, JJA (EC:24188515)	RTI (New Delhi), PHC				
	5. Sh. Nitin Prakash, JJA (EC:60867745)	Admn. Branch-I (HQs), THC				
3.	1. Sh. Amit Kr., JJA (EC:99520394)	Admn. Branch (N-W), Rohini	AD-V	Sensitisation Programme on Prevention of Atrocities against SC/ST	GA	10.08.22
	2.Ms. Bhawna Endora, JJA (EC:51832472)	Record Room (S), Central, THC				
	3.Ms. Ruchi Saini, JA (EC:43838963)	Mediation Cell (SW), Dwarka				
	4. Sh. Ankur Bansal, JJA (EC:66411329)	Vigilance Branch (C), THC				
	5. Sh. Ashutosh Kr., JA (EC:81319320)	Copying Agency (East), KKD				
4.	1.Sh. Naresh Chand, JA (EC:31885516)	CTB, RACC	AD-II	Basics of Disaster Management	MC	10.08.22 to 12.08.22
	2.Ms. Arushi Rawat, JA (EC:55457102)	CTB (East), KKD				
	3.Sh. Atin Vashisht, JJA (EC:58895557)	CTB (NW), Rohini				
	4.Sh. Chirag Gautam, JJA (EC:67571409)	CTB (New Delhi), Patiala House				
	5.Sh. Narain Singh, JA (EC:42445019)	CTB (South-West), Dwarka				
5.	1.Ms. Promila, SJA (EC:74696807)	Record Room (Crl.), Shahdara, KKD	AD-V	Retirement Planning	GA	12.08.22
	2.Ms. Poonam Sharma, SJA (EC:71833162)	Digitization Section (Central), THC				
	3.Sh. Rajesh Kr., SJA (EC:91152186)	Filing Section (NW), Rohini				
	4.Ms. Mohini Sharma, SJA (EC:83362364)	Library (South), Saket Courts				
	5.Sh. S.K. Pahuja, SJA (EC:2237)	Facilitation (Central), THC				
6.	1.Ms. Renu Sharma, JJA (EC:11503)	Accounts Branch (Central), THC	AD-V	Sensitisation for Prevention of Sexual Harassment at Work Place	GA	22.08.22
	2.Ms. Prabha Kumari, JA (EC:54381691)	Copying Agency, RACC				
	3.Ms. K. Bindhu, JA (EC:97487907)	Cash Branch (East), KKD				
	4.Ms. Bibha Rawat, JJA (EC:10282570)	Hindi Section (ND), PHC				
	5.Ms. Babita Rani, JA (EC:79253923)	Library (N-W), Rohini				

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Sl. No.	Name & Design.	Place of Posting	Training Section	Course Name	Course Code	Dates of Training
7.	1.Ms. Vandana, JJA (EC:22690937)	Admn. II (HQs), THC	AD-I	Office Procedure (including Record Management, Dak, Receipts, File Numbering / Filing, File Movement & Check on Delays)	FE	22.08.22 to 24.08.22
	2.Ms. Pallavi Walia, JJA (EC:40092598)	Admn. III (HQs), THC				
	3.Sh. Arvind Bhatt, JJA (EC:51608625)	Admn. I (HQs), THC				
	4.Sh. Jai Choube, JJA (EC:85295454)	Admn. II (South), Saket				
	5.Sh. Sumit, JJA (EC:78540627)	Admn. III (South-West), Dwarka				
8.	1.Ms. Shilpi Bhatia, JJA (EC:23762403)	Filing Section, RACC	AD-IV	Personal Skills: Managing Stress & Anger	ELS	25.08.22 to 26.08.22
	2.Sunil Bhatt, JA (EC:34123374)	O/o CMM (East), KKD				
	3.Ms. Kanika Saini, JJA (EC:37285831)	Computer Branch (New Delhi), PHC				
	4.Sh. Karan Kapoor, JA (EC:44564189)	Judicial Branch (North), Rohini				
	5.Ms.Neha Aggarwal, JJA (EC:37409188)	Digitization Section (SW), Dwarka				
9.	1.Sh. Mohit Mathur, JA (EC:41427437)	Accounts Branch (Central), THC	AD-I	Settlement of Pensionary Benefits (including Calculation of qualifying service, calculation of personal benefits)	FE	29.08.22 to 30.08.22
	2.Ms. Swati, JA (EC:28792768)	Accounts Branch (North-East), KKD				
	3.Ms. Rekha, JJA (EC:21007973)	Accounts Branch (New Delhi), PHC				
	4.Sh. Deepak, JA (EC:96785780)	Accounts Branch (SE), Saket				
	5.Sh. Jugesh Rawat, JA (EC:61203675)	Accounts Branch (North), Rohini				

Note: Instructions for the Participants:

1. Training timings are tentatively scheduled from 10:00 am to 04:30 pm. However, the participants are required to reach the Directorate for registration at **09:45 am on the first day** of their training dates.
2. No participant shall be permitted to enter the Directorate without Mask and are to follow Covid appropriate protocols. The participants need to bring their personal hand sanitizer & water bottle.
3. The officials, who have undergone such training, are directed to submit self attested copy of the Certificate *(consequent upon completion of training successfully)* issued by the Directorate to this office *within 03 days of completion of their training.*

Balbir Singh 27/7/22

(Balbir Singh Shalar)
Administrative Officer (Judicial),
Admn. Branch-II (HQs), THC, Delhi.

No. 56613 - 753 **/Admn-II./Trg./P&T/2022** **Dated, Delhi the** 27 JUL 2022

Copy forwarded for information and necessary action to:

1. The Officer-in-Charges concerned with the request to discharge the nominated officials under their kind control on the respective dates scheduled for their training.
2. Personal Office of Ld. Principal District & Sessions Judges, Delhi / New Delhi.
3. The Branch-in-Charges concerned for information and with the direction to mention as being *"on training"* on the attendance of these incumbents on the training specific days.
4. The Dealing Officials *(Personal File)*, Administration Branch-II (HQs), Delhi *to attach the copies so received in their respective personal files.*
5. The Dealing Official *(Website)* for uploading on LAYERS as well as under *"Employees' Corner"* tab on the central website.
6. The officials concerned for compliance as per schedule.

Balbir Singh 27/7/22

Administrative Officer (Judl.)
Administration Branch–II (HQs)
Tis Hazari Courts, Delhi