

**Ravinder Dudeja**  
D.H.J.S  
Director (Academies)/  
Chairperson (Officiating)



**DELHI JUDICIAL ACADEMY**  
(High Court of Delhi)  
Sector-14, Dwarka, New Delhi - 110078  
011-28036502 (O)  
011-28036687 (TeleFax)  
011-28036683/87 (Fax)  
Email: - dja@nic.in

No. DJA/Acad/Induction Frg. (DJS)-XV/1317/2019/

14<sup>th</sup> February, 2020

To

Sh. Girish Kathpalia,  
Ld. District & Sessions Judge  
Headquarters  
Tis Hazari Courts

**Sub.: Induction Course - Visit of newly appointed Officers of Delhi Judicial Services to observe the working of various Branches of District Courts and Video Conferencing facility from 24.02.2020 to 26.02.2020**

Respected Sir,

Greetings from Delhi Judicial Academy!

The newly appointed officers of Delhi Judicial Service (list enclosed) currently undergoing training at Delhi Judicial Academy are required to observe and understand the day to day functioning of various branches in the District Courts.


It is, thus, requested that necessary directions be issued to make arrangements for facilitating the visit of the Trainee Officers from 24<sup>th</sup> to 26<sup>th</sup> February, 2020 to the Copying Agency, Record Room, Nazarat Branch, Accounts Branch, Facilitation Center, Administration Branch and Video Conferencing Room in your district as per the following schedule:

24 <sup>th</sup> February, 2020	-	Visit to Copying Agency and Record Room
25 <sup>th</sup> February, 2020	-	Visit to Nazarat Branch & Accounts Branch
26 <sup>th</sup> February, 2020	-	Visit to Facilitation Center and Video Conferencing Room

Kindly also ask the Judge In-charge of these above branches to also interact with the trainee officers and inform them of the working of these branches.

With regards,

Yours faithfully,

  
(Ravinder Dudeja)

Encl. As above

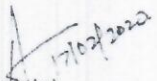
**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HEADQUARTERS)**  
TIS HAZARI COURT, DELHI

No. 11176-11190/JOTP/Gaz./2020

Dated, Delhi the 17 FEB 2020

Copy forwarded along with its enclosures for information and necessary action to:-

1. The Officer In-Charge, Pool Car, Tis Hazari Court, Delhi.
2. The Officer In-Charge, Copying Agency, Central, Tis Hazari Court, Delhi.
3. The Officer In-Charge, Record Room, Central, Tis Hazari Court, Delhi.
4. The Officer-In-Charge, Nazarat Branch, Central, Tis Hazari Court, Delhi.
5. The Officer-In-Charge, Facilitation Center, Central, Tis Hazari Court, Delhi.
6. The Officer In-Charge, Video Conferencing room, Central, Tis Hazari Court, Delhi.
7. The Administrative Civil Judge, Central, Tis Hazari Court, Delhi.
8. The DDO/ A.A.O., Accounts Branch, Central, Tis Hazari Court, Delhi.
9. The Incharge, Care-taking Branch, Tis Hazari Court, Delhi.
10. The P.S. to Ld. District & Sessions Judge (HQs), Delhi.
11. The PRO, Facilitation Centre, Tis Hazari Court, Delhi.
12. The Website Committee, English/Hindi, Tis Hazari Court, Delhi.
13. The LAYERS for uploading the same.

  
(Ankur Jain)  
Additional District Judge-10  
Officer In-charge (Judicial Branch  
Central District, THC, Delhi.

**Visit of the Trainee Officers of Delhi Judicial Service  
to various Branches of District Courts**

**TIS HAZARI COURT**

**(24<sup>th</sup> to 26<sup>th</sup> February, 2020)**

<b>Sl.No.</b>	<b>Name of Officer</b>
1	Ms. Aayushi Saxena
2	Ms. Chhavi Bansal
3	Ms. Divya Yadav
4	Ms. Kanika Agarwal
5	Ms. Kavita Bist
6	Sh. Mayank Aggarwal
7	Sh. Milan Goel
8	Sh. Mohinder Partap Singh Libra
9	Sh. Mohit
10	Ms. Neetika Kapoor
11	Ms. Neha Kheria
12	Ms. Neha Saini
13	Ms. Neha Sharma
14	Sh. Raghav Sharma
15	Sh. Sahil Khurmi
16	Sh. Sahil Monga
17	Ms. Sana Khan
18	Ms. Sanghmitra
19	Sh. Saurabh Goyal
20	Ms. Shikha Chahal
21	Ms. Shipra Dhankar
22	Ms. Shivangi Vyas
23	Ms. Shruti Sharma
24	Sh. Shubham Devadiya
25	Ms. Twinkle Chawla
26	Sh. Umang Joshi
27	Sh. Vinod Kumar