

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, EAST DISTRICT KARKARDOOMA
COURTS: DELHI**

ORDER

In supersession of earlier orders, the following Judicial Officers are hereby appointed as Officer-In-Charge to look after the work of the Branches indicated against their names with immediate effect:-

Sl. No.	Name of the Branche(s)	Name of Officer-In-Charge/Authority	Name of the Link Officer In-Charge
1.	Leave Sanctioning Authority for Judicial Officers	Sh. Arvind Kumar DJ (Commercial)-01	Sh. Chandra Sekha DJ (Commercial)-C2
2.	Administration-I	Sh. Akash Jain, ASJ-04	Sh. Gajender Singh Nagar, ASJ (SC RC)-02
3.	Administration-II		
4.	Administration-III		
5.	Judicial Branch	Ms. Pooja Jain, ADJ-C3	Sh. Rakesh Kumar Rampuri, ASJ (SC-POCSO)
6.	Pool Car Sector	Sh. Manish Khurana, Judge, Family Court	Ms. Ruby Alka Gupta, ASJ-01 (POCSO)
7.	Security Cell	Sh. Gajender Singh Nagar, ASJ (SC RC)-02	Sh. Sushant Changotra, ASJ, FTC
8.	All Records Room	Sh. Ajay Garg, ADJ-01	Sh. Anil Kumar Paswan ADJ-04
9.	R & I	Ms. Swati Katiyar, ASJ (SFTC)	Sh. Rakesh Kr. Rampuri, ASJ(SC), POCSO
10.	RTI Branch	Ms. Swati Katiyar ASJ (SFTC)	Sh. Rakesh Kr. Rampuri, ASJ(SC), POCSO
11.	General Branch and Authorized to sign all the application pertaining to Notary & Experience /Character Certificate of the Advocates at KKD Courts, Delhi	Sh. Gajender Singh Nagar ASJ (SC RC)-02	Ms. Pooja Jain, ADJ-03
12.	Copying Agency	Sh. Sardeep Gupta ASJ (SC RC)-01	Sh. Anil Kumar Paswan, ADJ-04
13.	Vulnerable Witness Deposition Complex	Ms. Colette Rashmi Kujur, ASJ-06 (POCSO)	Sh. Rakesh Kr. Rampuri, ASJ(SC), POCSO
14.	Library Branch	Ms. Snigdha Sarvaria ASJ (FTSC) (RC)	Sh. Somitra Kumar, ADJ-06
15.	Purchase Cell	Sh. Akash Jain, ASJ-04	Sh. Ajay Garg, ADJ-01
16.	Litigation Branch	Sh. Sandeep Gupta ASJ (SC RC)-01	Sh. Anil Kumar Paswan, ADJ-04
17.	Vigilance Branch	Sh. Sanjeev Jain, Principal Judge, Family Court	Ms. Pooja Jain, ADJ-03
18.	Computer Branch, Facilitation Centre, E-Sewa Kendra & Video Conferencing	Sh. Shushant Changotra, ASJ, FTC	Sh. Somitra Kumar, ADJ-06
19.	Bail & Filing Section	Sh. Ashish Rastogi, ASJ-05 (Electricity)	Ms. Snigdha Sarvaria, ASJ (FTSC) (RC)

Seen

hel 0.1c

26/3/2024

Jain

20.	Leave Sanctioning Authority for Staff	Ms. Colette Rashmi Kujur, ASJ-06 (POCSO)	Sh. Vikas Garg, ADJ-05
21.	Care Taking Branch and Stationery Branch	Administrative Civil Judge	Sh. Bhanu Pratap Singh, MM-02
22.	Nazarat Branch	Administrative Civil Judge	Fahad Uddin, ASCJ/JSCC/ GJ
23.	Hindi Section		
24.	Building Maintenance Committee Cell	Sh. Gajender Singh Nagar ASJ (SC RC)-02	Sh. Sushant Changoitra, ASJ, FTC
25.	Lawyer's Chamber Allotment Cell	Sh. Gajender Singh Nagar ASJ (SC RC)-02	Ms. Colette Rashmi Kujur, ASJ-06 (POCSO)
26.	Disaster Management Cell	Sh. Somitra Kumar, ADJ-06	Sh. Ashish Rastogi, ASJ-05 (Electricity)
27.	Office of CMM (East)	CMM, East	Ms. Vasundhara Azad, ACMM
28.	Nodal Officer to verify the data uploaded on portal of Department of Justice Website of Fast Track Court	Ms. Pooja Jain ADJ-03.	Ms. Swati Katiyar
29.	Nodal Officer (Computer Branch)		
30.	Nodal Officer for creation of E-Mails/Ids of Judicial Officers and Website Committee	Sh. Arvind Dev Metropolitan Magistrate-01	Sh. Divyam Lila, Metropolitan Magistrate (Municipal)
31.	Nodal Officer/Verifying Officer for the purpose of creation of Login Ids and to verify the credentials of the Officials posted at filing counter of East District, Karkardooma Courts, Delhi		

(SHAIL JAIN,
Principal District & Sessions Judge
East District, Karkardooma Courts, Delhi.

No. 2735-2743 /Judl.(East)/KKD/2024/Delhi

Dated 23/3/24

Copy forwarded for information & necessary action to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District and Sessions Judge(HQs), Tis Hazari Court, Delhi.
3. The Principal District & Sessions Judge, Shahdara, Karkardooma Courts, Delhi.
4. The Principal District & Sessions Judge, North East, Karkardooma Courts, Delhi.
5. Concerned Judicial Officers, Karkardooma Courts, Delhi.
6. The Administrative Officer (Judl.)/Incharge all the Branches, Karkardooma Courts, Delhi.
7. The Website Committee, Tis Hazari Courts/Karkardooma Courts, Delhi.
8. For uploading on LAYERS.
9. PS to the undersigned.

Principal District & Sessions Judge
East District, Karkardooma Courts, Delhi.