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

O R D E R

In view of postings/transfers in the Delhi Higher Judicial Service order bearing No.15/D-3/Gaz./DHC/2025 dt.30th May,2025 by Hon'ble High Court of Delhi, New Delhi, 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. Anurag Sain, Judge Incharge, Mediation Centre	Ms. Ruby Alka Gupta, DJ (Commercial-2)
2	Administratrion-I	Sh. Akash Jain, ASJ-04	Ms. Snigdha Sarvaria, ASJ (SC RC)-01
3	Administration-II		
4	Administration-III		
5	Judicial Branch	Sh. Jitendra Pratap Singh ASJ (SC RC) -02	Ms. Manu Vedwan, ASJ-02 Special Judge (NDPS) East
6	Pool Car Section	Sh. Rakesh Kr. Rampuri, ASJ(SC), POCSO	Sh. Somitra Kumar, DJ-06
7	Security Cell	Sh. Gajender Singh Nagar, Special Judge (NDPS) Shahdara,	Sh. Jitendra Pratap Singh ASJ (SC RC) -02
8	All Records Room and Digitization	Sh. Ashish Gupta/DJ-01 North East Sh. Ashish Gupta/DJ-01 North East , will be assisted in his work by Ms.T. Priyadarshini, SCJ, East and Sh. Anmol Nohria, JMFC-02/North East. In case of absence of Sh. Ashish Gupta, DJ-01, North East, Ms. T. Priyadarshini SCJ East will hold the function of the Record Rooms and Digitization	Ms.T. Priyadarshini SCJ East
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	Ms. Manu Vedwan, ASJ-02 Special Judge (NDPS) East	Sh. Jitendra Pratap Singh ASJ (SC RC) -02
12	Copying Agency	Ms. Swati Katiyar ASJ (SFTC)	Sh. Vikas Garg, ADJ-05
13	Vulnerable Witness Deposition Complex	Ms. Colette Rashmi Kujur, ASJ-06 (POCSO)	Sh. Rakesh Kr. Rampuri, ASJ(SC), POCSO
14	Library Branch	Sh. Manish Khurana Judge Family Court East	Sh. Shirish Aggarwal DJ-03
15	Purchase Cell	Sh.Devender Kumar, DJ (Commercial Court-01) East	Ms. Mayuri Singh, PO MACT, East

16	Litigation Branch	Sh. Shirish Aggarwal DJ-03	Ms. Vidhi Gupta Anand, ASJ (FTSC) (RC)
17	Vigilance Branch	Sh. Shirish Aggarwal DJ-03	Sh. Manish Khurana Judge Family Court East
18	Computer Branch, Facilitation Centre, E-Sewa Kendra & Video Conferencing	Ms. Vidhi Gupta Anand ASJ (FTSC) (RC)	Ms. Snigdha Sarvaria, ASJ (SC RC)-01
19	Bail & Filing Section	Ms. Mayuri Singh, PO MACT, East	Ms. Snigdha Sarvaria, ASJ (SC RC)-01
20	Leave Sanctioning Authority for Staff	Sh. Akash Jain, ASJ-04	Sh. Rakesh Kr. Rampuri, ASJ(SC), POCSO
21	Care Taking Branch and Stationery Branch	Administrative Civil Judge	Ms Neha Garg JMFC-02
22	Nazarat Branch	Administrative Civil Judge	ASCJ/JSCC-cum-Guardian Judge, East
23	Hindi Section	Under the control of Sh. Arvind Kumar, Principal Judge Family Court,Shahdara	-
24	Building Maintenance Committee Cell	Disbanded	-
25	Lawyer's Chamber Allotment Cell	Sh. Gajender Singh Nagar, Special Judge (NDPS) Shahdara,	Sh. Hem Singh, DJ-01, East
26	Disaster Management Cell	Disbanded	..
27	Office of CMM (East)	CJM , East	ACJM, East
28	Nodal Officer to verify the data uploaded on portal of Department of Justice Website of Fast Track Court	Sh. Jitendra Pratap Singh ASJ (SC RC) -02)	Ms. Manu Vedwan, ASJ-02 Special Judge (NDPS) East
29	Nodal Officer (Computer Branch)	Sh. Pritu Raj JMFC-01	Sh. Divyam Lila, Metropolitan Magistrate (Municipal)
30	Nodal Officer for creation of E-Mails/Ids of Judicial Officers and Website Committee		
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		

(VINOD KUMAR)
Principal District & Sessions Judge
East District, Karkardooma Courts, Delhi

No. 9699-9749/Judl.(East)/KKD/2025/Delhi Dated 06 JUN 2025

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