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

ORDER

In super-session 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. Anurag Saln, Incharge, Mediation Centre	Ms. Ruby Alka Gupta, DJ, (Commercial)-02/East
2	Administratrion-I	Sh. Akash Jain, ASJ-04/East	Ms. Snigdha Sarvaria, ASJ (SC-RC)-01, East
3	Administration-Ii		
4	Administration-III		
5	Judicial Branch	Sh. Jitendra Pratap Singh, ASJ, SC-RC-02/East	Ms. Manu Vedwan, ASJ-02, Special Judge, NDPS, East
6	Pool Car Section	Sh. Rakesh Kumar Rampuri, ASJ, SC-POCSO	Sh. Somitra Kumar, DJ-06, East
7	Security Cell	Sh. Praveen Singh, ASJ-03, North-East,	Sh. Jitendra Pratap Singh, ASJ, SC-RC-02
8	All Records Room and Digitization Cell	Sh. Ashish Gupta, DJ-01, North-East District, Sh. Ashish Gupta, DJ-01, North-East District will be assisted in his work by Sh. Vivek Beniwal, SCJ-RC and Sh. Anmol Nohria, JMFC-02/North-East in case of absence of Sh. Ashish Gupta, DJ-01, North-East. Sh. Vivek Beniwal, SCJ-RC, East will hod function of the Record Rooms and Digitization.	Sh. Vivek Beniwal, SCJ-RC
9	R & I	Sh. Swati Katiyar, ASJ, SFTC	Sh. Rakesh Kumar 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, East
12	Copying Agency	Ms. Swati Katiyar, ASJ, SFTC, East	Sh. Vikas Garg, DJ-05, East
13	Vulnerable Witness Deposition Complex	Ms. Vasundhara Chhaunkar ASJ-06/POCSO	Sh. Rakesh Kr. Rampuri, ASJ(SC), POCSO
14	Library Branch	Sh. Manish Khurana, Judge, Family Court	Sh. Ravinder Singh-I DJ-03, East
15	Purchase Cell	Sh. Devender Kumar, DJ (Commercial-01), East	Ms. Aparna Swami, PO, MACT, East
16	Litigation Branch	Sh. Ravinder Singh-I, DJ-03, East	Ms. Vidhi Gupta Anand, ASJ, FTSC-RC,East
17	Vigilance Branch	Sh. Ravinder Singh, DJ-03, East	Sh. Manish Khurana, Judge, Family Court, East
18	Computer Branch, Facilitation Centre, E-Sewa Kendra & Video Conferencing	Ms. Vidhi Gupta Anand, ASJ, FTSC-RC, East,	Ms. Snigdha Sarvaria, ASJ, SC-RC-01
19	Bail & Filing Section	Ms. Aparna Swami, PO, MACT, East	Ms. Snigdha Sarvaria, ASJ, SC-RC-01
20	Leave Sanctioning Authority for Staff	Sh. Akash Jain, ASJ-04, East	Sh. Rakesh Kumar Rampru, ASJ, SC-POCSO

21	Care Taking Branch and Stationery Branch	Administrative Civil Judge	Ms. Prerna Rai, JMFC-02, East
22	Nazarat Branch	Administrative Civil Judge	ASCJ-JSCC-cum-Guardian Judge, East
23	Hindi Section	Sh. Vivek Beniwal, SCJ-RC, East	Dr. Saema Jain, ASCJ-JSCC-GJ
24	Lawer's Chamber Allotment Cell	Sh. Gajender Singh Nagar ASJ, Special Judge, NDPS, Shahdara	Sh. Hem Singh, DJ-01, East
25	Creche	Ms. Shuchi Laler, DJ-02, East,	Ms. Surbhi Sharma Vats, ASJ-04, Shahdara
26	Office of CMM (East)	CJM , East	ACJM, East
27	Nodal Officer to verify the data uploaded on portal of Department of Justice Website of Fast Track Court	Sh. Jitendra Pratap Singh, SC-RC-02, East	Ms. Manu Vedwan, ASJ-02, Special Judge, NDPS, East
28	Nodal Officer (Computer Branch)	Sh. Pritu Raj, JMFC-01	Sh. Divyam Lila, Metropolitan Magistrate (Municipal)
29	Nodal Officer for creation of E-Mails/Ids of Judicial Officers and Website Committee		
30	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		

(SUKHVINDER KAUR)
Principal District & Sessions Judge
East District, Karkardooma Courts, Delhi.

No. 6058-68 /Judl.(East)/KKD/2025/Delhi

Dated 11 DEC 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. DDO, All District of Delhi District Court.
8. The Website Committee, Tis Hazari Courts/Karkardooma Courts, Delhi.
9. For uploading on LAYERS.
10. R & I, East District, Karkardooma Courts, Delhi for circulation.
11. PS to all Ld. Principal District & Sessions Judge, Delhi District Court

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