Compt.

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

O R D E R

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 Sain, 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	Crech	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 09 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.