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12/03/2026

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

ORDER

In super-session of earlier of orders and due to recent transfer/posting of Judicial Officers, the following Judicial Officers are hereby appointed as **Officer-In-Charge and Link Officer In-Charge**, to look after the work of the Branches of East District indicated against their names with immediate effect :

Sl. No.	Name of the Branches/Section/Cell	Name of Officer-In-Charge/Authority	Name of the Link Officer In-Charge/Authority
1	Leave Sanctioning Authority for Judicial Officers	Sh. Anurag Sain, Judge Incharge, Mediation Centre, KKD	Ms. Ruby Alka Gupta, DJ (Comm.)-02, East
2	Administration-I Branch	Sh. Akash Jain, ASJ-04, East	Ms. Snigdha Sarvaria, ASJ (SC-RC)-01, East
3	Administration-II Branch		
4	Administration-III Branch		
5	Judicial Branch	Sh. Ravinder Kumar Pandey, ASJ (SC-RC)-02, East	Sh. Anil Chandhel, ASJ (SFTC), East
6	Nodal Officer to verify the data uploaded on portal of Department of Justice Website of Fast Track Court	Sh. Ravinder Kumar Pandey, ASJ (SC-RC)-02, East	Sh. Anil Chandhel, ASJ (SFTC), East
7	Pool Car Section	Sh. Gaurav Gupta, DJ-06, East	Sh. Sandeep Kumar Sharma, DJ-04, East
8	Security Cell	Sh. Praveen Singh, ASJ-03, North-East	Sh. Ravinder Kumar Pandey, ASJ (SC-RC)-02, East
9	All Records Room (East) and Digitization Cell	Sh. Aashish Gupta, DJ-01, North-East	Sh. Vivek Beniwal, SCJ-cum-RC, East
10	R & I Branch	Sh. Rakesh Kumar Rampuri, ASJ (SC-POCSO), East	Sh. Somitra Kumar, ASJ-01 (SC-POCSO), East
11	RTI Branch	Sh. Anil Chandhel, ASJ (SFTC), East	Sh. Hem Singh, DJ-01, East
12	Nodal Officer (RTI Branch)	Sh. Anil Chandhel, ASJ (SFTC), East	Sh. Hem Singh, DJ-01, East
13	General Branch and Authorized to sign all the application pertaining to Notary & Experience/Character Certificate of the Advocates at KKD Courts	Ms. Manu Vedwan, ASJ-02, Spl. Judge (NDPS), East	Sh. Ravinder Kumar Pandey, ASJ (SC-RC)-02, East
14	Copying Agency	Sh. Subhash Kumar Mishra, ASJ-03, East	Sh. Vikas Garg, DJ-05, East
15	Vulnerable Witness Deposition Complex	Sh. Rakesh Kumar Rampuri, ASJ (SC-POCSO), East	Sh. Somitra Kumar, ASJ-01 (SC-POCSO), East
16	Judges' Library	Sh. Manish Khurana, Judge, Family Court, East	Sh. Vikas Garg, DJ-05, East
17	Purchase Cell	Sh. Devender Kumar, DJ (Comm-01), East	Ms. Aparna Swami, PO-MACT, East
18	Litigation Branch	Sh. Aashish Rastogi, ASJ-05, East	Ms. Vidhi Gupta Anand, ASJ (FTSC-RC), East
19	Vigilance Branch	Sh. Ravinder Singh-I DJ-03, East	Sh. Manish Khurana, Judge, Family Court, East

20	Computer Branch, Facilitation Centre, E-Sewa Kendra & Video Conferencing	Ms. Shuchi Laler, DJ-02, East	Ms. Snigdha Sarvaria, ASJ (SC-RC)-01, East
21	Bail & Filing Section	Ms. Snigdha Sarvaria, ASJ (SC-RC)-01, East	Sh. Anurag Thakur, ASJ (FTC), East
22	Leave Sanctioning Authority for Staff	Sh. Pawan Singh Rajawat, Judge, Family Court, East	Sh. Vikas Garg DJ-05, East
23	Care Taking Branch and Stationery Branch	Administrative Civil Judge, East	Ms. Prerna Rai, JMFC-02, East
24	Nazarat Branch	Administrative Civil Judge, East	ASCJ-JSCC-cum-Guardian Judge, East
25	Hindi Section	Sh. Vivek Beniwal, SCJ-cum-RC, East	Dr. Saema Jain, ASCJ-/SCC/GJ, East
26	Lawyer's Chamber Allotment Cell	Sh. Gajender Singh Nagar, ASJ, Spl. Judge (NDPS), Shahdara	Sh. Hem Singh, DJ-01, East
27	Creche, KKD Courts	Ms. Aparna Swami, PO-MACT, East	Ms. Surbhi Sharma Vats, ASJ-04, Shahdara
28	Office of CJM, East	CJM, East	ACJM, East
29	Nodal Officer (Computer Branch)	Sh. Pritu Raj, JMFC-01, East	Sh. Divyam Lila, JMFC (Municipal Magistrate), East
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, KKD Courts, Delhi		

(ASHWANI KUMAR SARPAL)
Principal District & Sessions Judge
East District, Karkardooma Courts, Delhi.

No. 4026 - 4035 /Judl.(East)/KKD/2026

Date 18 FEB 2026

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. AO/AAO/DDO all District of Delhi District Court.
8. The Website Committee, Tis Hazari Courts/Karkardooma Courts, Delhi.
9. R & I, East District, Karkardooma Courts, Delhi for circulation and uploading on LAYERS.
10. PS to all Ld. Principal District & Sessions judge, Delhi District Court

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