

**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 Incharge/Authority and Link Officer Incharge/Authority to look after the work of the Branches/Sections/Cells of East District** indicated against their names with immediate effect :

Sl. No.	Name of the Branches/Sections/Cells	Name of Officer Incharge/Authority	Name of the Link Officer Incharge/Authority
1	Leave Sanctioning Authority for Judicial Officers	Sh. Anurag Sain, Judge Incharge, Mediation Centre, KKD Courts	Ms. Ruby Alka Gupta, DJ (Comm.)-02 (East)
2	Administration Branch-I, II & III	Ms. Shuchi Laler, DJ-02 (East)	Ms. Snigdha Sarvaria, ASJ (SC-RC)-01 (East)
3	Judicial Branch	Ms. Bhawani Sharma, Judge Family Court-01 (East)	Sh. Anil Chandhel, ASJ (SFTC) (East)
4	Nodal Officer to verify the data uploaded on portal of Department of Justice Website of Fast Track Court	Ms. Babita Puniya, ASJ-03 (East)	Sh. Anil Chandhel, ASJ (SFTC) (East)
5	Pool Car Section	Sh. Gaurav Gupta, DJ-06 (East)	Sh. Sandeep Kumar Sharma, DJ-04 (East)
6	Security Cell	Ms. Anu Aggarwal, ASJ (SC-RC)-02 (East)	Sh. Sandeep Kumar Sharma DJ-04, (East)
7	All Records Room (East) and Digitization Cell	Sh. Sujit Saurabh, ASJ (SC-POCSO), (East)	Sh. Vivek Beniwal, SCJ-cum-RC (East)
8	R & I Branch	Sh. Sudhir Kumar Sirohi, PO-MACT (East)	Sh. Somitra Kumar, ASJ-01-SC-POCSO (East)
9	RTI Branch*	Sh. Anil Chandhel, ASJ-SFTC (East)	Sh. Vikram Bali, ASJ-05 (East)
10	Nodal Officer (RTI Branch)	Sh. Anil Chandhel, ASJ-SFTC (East)	Sh. Vikram Bali, ASJ-05 (East)
11	General Branch and Authorized to sign all the application pertaining to Notary & Experience/Character Certificate of the Advocates at KKD Courts	Sh. Ram Lal Meena, Special Judge-NDPS (East)	Ms. Anu Aggarwal, ASJ (SC-RC)-02 (East)
12	Copying Agency	Sh. Rakesh Kumar Singh, ASJ-02 (East)	Sh. Honey, DJ-05 (East)
13	Vulnerable Witness Deposition Complex (VWDC)	Sh. Abhishek Srivastava, ASJ-06 POC SO (East)	Sh. Somitra Kumar, ASJ-01 SC-POCSO (East)
14	Judges' Library	Sh. Rakesh Kumar Singh, ASJ-02 (East)	Sh. Honey, DJ-05 (East)
15	Purchase Cell	Sh. Devender Kumar, DJ-Comm-01 (East)	Sh. Sudhir Kumar Sirohi, PO-MACT (East)
16	Litigation Branch	Ms. Shuchi Laler, DJ-02 (East)	Ms. Vidhi Gupta Anand, ASJ-FTSC-RC (East)
17	Vigilance Branch	Sh. Ram Lal Meena, Spl. Judge-NDPS (East)	Ms. Saumya Chauhan, DJ-01 (East)

Sl. No.	Name of the Branches/Sections/Cells	Name of Officer Incharge/Authority	Name of the Link Officer Incharge/Authority
18	Computer Branch, Facilitation Centre, E-Sewa Kendra & Video Conferencing	Ms. Charu Gupta, DJ-03 (East)	Ms. Snigdha Sarvaria, ASJ (SC-RC)-01 (East)
19	Bail & Filing Section	Ms. Snigdha Sarvaria, ASJ (SC-RC)-01 (East)	Sh. Anurag Thakur, ASJ-FTC (East)
20	Leave Sanctioning Authority for Staff	Mr. Hasan Anzar Judge Family Court-02 (East)	Sh. Honey, DJ-05 (East)
21	Care Taking Branch and Stationery Branch	ACJ (East)	Ms. Shraddha Tripathi, JMFC- (NI Act)-02 (East)
22	Nazarat Branch	ACJ (East)	ASCI/JSCC/GJ (East)
23	Hindi Section	Sh. Vivek Beniwal, SCJ/RC (East)	Dr. Saema Jain, ASCI/SCC/GJ (East)
24	Lawyer's Chamber Allotment Cell	Ms. Shuchi Laler, DJ-02 (East)	Sh. Rinku Jain, ACJM (East)
25	Creche, KKD Courts	Ms. Saumya Chauhan, DJ-01 (East)	Ms. Vidhi Gupta Anand, ASJ (FTSC-RC) (East)
26	Office of CJM, East	CJM (East)	ACJM (East)
27	Nodal Officer (Computers)	Sh. Pritu Raj, JMFC-01 (East)	Sh. Sukhjeet Singh, Municipal Magistrate (East)
28	Nodal Officer for creation of e-Mails/IDs of Judicial Officers and Website Committee	Sh. Amit Rana, JMFC-06 (East)	Sh. Prithvi Joshi, JMFC (NI Act)-01 (East)
29	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	Ms. Chakita Srivastava, Civil Judge (East)	Sh. Sachin, JMFC-03 (East)

1581-88
No. _____/Judl.Br./East/KKD

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

Date 08 AUG 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. Concerned Judicial Officers, Karkardooma Courts, Delhi.
4. All Branches, East District, Karkardooma Courts, Delhi.
5. AO/AAO/DDO all District of Delhi District Court, Delhi and New Delhi.
6. The Website Committee, Tis Hazari Courts and Karkardooma Courts, Delhi.
7. R & I, East District, Karkardooma Courts, Delhi for circulation and uploading on LAYERS.
8. PS to the undersigned.

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