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18/11/2020

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI.**

NO. 4247 /RO/NE/KKD/Delhi/2020/

Dated : 18/11/2020

To,

The Chairman,
Website Committee,
Tis Hazari Courts, Delhi

Sub: Regarding Updation of the information on website u/s 4 of Right to Information Act, 2005

Sir,

Please find enclosed herewith the updated information regarding the details of nature of work of all the branches of North-East District, Karkardooma Courts, Delhi u/s 4 of Right to Information Act, 2005.

You are hereby requested to update the information on the website of Delhi District Courts www.delhidistrictcourts.nic.in so that the updated information can be made accessible to the general public.


18/11/2020

(Record Officer)

North-East District,
Karkardooma Courts, Delhi

Encl:

No. 4248 /RO/NE/KKD/Delhi/2020

Dated 18/11/2020

✓ Copy to : The Incharge, Website Committee, Karkardooma Courts, Delhi for updation & necessary information.

**RECEIPT & ISSUE (R & I) BRANCH, NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI**

NAME	MS. RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER (JUDICIAL)
CONTACT NO.	011-22101429

OFFICIALS POSTED IN R&I BRANCH:-

JUDICIAL ASSISTANT : MR. SURYA KUMAR & MS. SANGEETA
CONTACT NO. : 011-22101429-430

To

**Sh. Manoj Kumar,
Transparency Officer,
North-East District, Karkardooma
Court Delhi**

**Subject:- Nature of work done by the R & I Branch, North-East District,
Karkardooma Courts, Delhi**

Respected Sir,

With reference to your Circular No.1537-1541/R.O./N.E./KKD/Delhi/2020, dated 19.03.2020, In this regard, it is submitted that the R & I branch is being handled collectively by the above mentioned two officials. It is also to inform your goodself that the following type of work is dealt by the R & I branch :

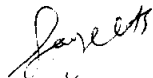
- The R & I branch deals with all the correspondence/letters of Hon'ble Supreme Court of India, Hon'ble Delhi High Court, all the subordinate courts and court of other States. The officials posted in N.E. district received the letters at the R & I branch. The branch officials makes the entries of the details of each and every letter and then dispatched the same to the concerned court/Judicial Officer/Officials/Branches. All this has to be done on very urgent basis as most of the time the letter received are of urgent and time bound in nature. Separate receipt and dispatch register have been maintained for the letters of

Hon'ble High Court. The judicial files received from various courts are also sent to the Hon'ble High Court/office of the Ld. District Judges/Juvenile Boards through this branch. Files and orders/judgments are also received from the Hon'ble High Court and the same has to sent back to the court/record rooms concerned after making proper entries in the registers on the very same day.

- All the correspondences done by the office of Hon'ble High Court, All District Courts, ACMM Court, Office of ACJ etc., address to the Ld. District Judge is received by this branch and after entering the same in the incoming register, the same are handed over to the concerned officials for placing the same before the Ld. District Judge.
- All types of circulars pertains to the Judicial officers and officials of this establishment are firstly, received by this branch and then sent to the concerned persons. Sometimes the volume of such circulars/letter are of very bulky in nature.
- All type of letters, sanction orders, correspondences done by the Account Branch are entered in dispatch registers of the R & I branch and then dispatched to the concerned officers/officials/authorities i.e. P&AO XVII, A.G.C.R., GNCT of Delhi etc.. All the other branches such as Judicial Branch, Administrative Branch, General Branch, Leave Section, Vigilance Branch, Cash Branch, Record Rooms, Nazarat Branch etc. also sent all their letter through this branch.
- All kinds of leave, such as, Casual Leave, Earned leave, Maternity leave, Paternity leave, C.C.L etc., taken either by the Judicial Officers and Officials are received by this branch and after making entries of all these, the same are being sent to the leave section or the judicial branch. Any kind of objection raised either by the leave sections of the judicial branch and other branch are also routed through this branch. All kinds of sanction orders are also entered and sent by the R & I branch to the concerned officers or the officials.

Submitted please.

Yours sincerely,



(Sangeeta)

Judicial Assistant

R& I Branch North-East, KKd

Yours sincerely,




(Surya Kumar)

Judicial Assistant

R& I Branch North-East, KKd

Forwarded please



ACJ NBE

09/11/2020

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Date: 09.11.2020

The Ld. Principal District & Sessions Judge
North-East District
Karkardooma Courts
Delhi.

Subject: Reply of letter no. 4032/RO/NE/KKD/Delhi/2020 Dated 05.11.2020

Respected Judge,

In reference to your letter no. 4032/RO/NE/KKD/Delhi/2020 Dated 05.11.2020, I am furnishing the nature of work and information of filing section and bail section.

Please find enclosed herewith.

Thanking you.

Yours faithfully,

Kalyan Singh

Kalyan Singh
J.A. in Filing Section
North-East District
Karkardooma Court, Delhi.

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Veena
J.J.A. in Bail Section
North-East District
Karkardooma Court, Delhi.

Nature of work of Filing Section:

1. Many types of petitions/Suits/cases are received and thoroughly checked by the dealing official in Filing Section such as Civil suits of Additional District Judges, Civil Suits for Civil judges, Probates cases, MACT Claim Petitions, LAC cases, Delhi Rent Control Act cases, Arbitration cases, Executions, Rent Appeals, MCD appeals, Criminal Revisions. Criminal appeals, Guardianship Cases, Review applications, Restoration applications Contempt petition, Counter claim, Session Cases for allocation, Succession certificate, Letter of Administration, Misc Civil Appeal and Regular Civil Appeal, Misc. Application, Transfer Applications etc.
2. These files/ petitions are then given filing number and data entry is done for the same. Thereafter these files are sent to the concerned DJ or SCJ for marking/allocation to the other courts. After marking of these files a list is prepared manually for the same to be received by the concerned court staff. This list is also maintained by this Section for future reference. This list is also displayed on the counter daily for the convenience of Advocates/ Litigants.
3. The civil suit having the E-Court fee stamps are locked by stamping and after allocation these files/petitions are sent to the courts concerned.
4. Officials of Filing Section also make entry of all the **Police Challans/Chargesheets/DAR** pertaining to North East District, in computer and allocate them to court concerned.
5. The charge-sheets pertaining to P.S. **Sonia Vihar** are directed to be received with CDs before data entry/registration and these CDs are prior checked by the concerned official and then saved in the file namely E-challan and one copy of CD is also maintained by the branch.
6. Files from High Court for hearing in District Court and Juvenile Justice Board are received and allocated to concerned courts.
7. The misc applications of all courts are received here and sent to the concerned courts for the hearing after computer entry and providing filing number to each application.
11. The **Caveats** are also received here and given number to the same and entered manually in register as well as in computer for future reference for at least 3 months. These caveats are maintained for the period of 3 months and are daily checked whether any case filed with such particulars to be attached herewith. These are also destroyed after every 3 months period.

Nature of work of Bail Section:

1. The Bail applications pertaining to Addl. Sessions Judges (North East) are received online bail applications at bailsectionne.ddc@gov.in and same are send to Ld. Judges, Reader, Public Prosecutor, I.O. on their Email Id. Hard copy of the bail applications are also kept for registering in CIS.
2. The Misc. applications of all Courts are received here and send to the concerned courts after making manual entry
3. Thereafter, the same are given filing numbers and then registered in the login ID of the concerned Judge and sent to the court concerned after preparing the list of these application manually.
4. The bail orders are received from the court concerned, entered/kharja in the list as well as in computer system and then as directed, the bail orders are got copied from some other branch and thereafter copies are given dasti to the parties and sent to the court concerned, Jail superintendent and pending bail application are kept for the date given by the Ld. ASJ in different folders date wise.
5. Thereafter a bunch of decided applications is prepared (paging and indexing) daily and same are sent to record room at least after 2-3 months for consignment. There are so many misc.work also like **inspection of bail applications, issue work, updation of bail applications preparing copying agency applications etc.** also are done in Bail Section.
6. The quarterly statement of bail is prepared (Judgewise) and sent to Headquarters, Tis Hazari Courts.
7. The pending bails are transferred in login ID of the Judge who is hearing the bail according to the bail roster every month whenever the roster changes.
8. Received the copy of bail orders decided by Hon'ble High Court and after making entry manually sent to the court concerened.
9. The bail matters which are fixed for mediation, they got copied and sent to the Mediation Branch. Thereafter the same are settled/non settled received and attached with concerened bail application.

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

No. 4222 /CB/N.E./KKD/2020

Dt. 18/11/2020

To

Record Officer,
North East District,
Karkardooma Courts, Delhi.

Ref.: Circular No.4032/R.O./N-E/KKD/Delhi/2020 dt. 05/11/2020


Respected Madam,

With reference to Circular No.4032/R.O./N-E/KKD/Delhi/2020 dt. 05/11/2020, received with direction to provide the details of nature of work of the branch and other relevant information maintained by the branch. In this connection the required information in respect of work of the Cash Branch is as under:

1.	Collection of fine from various courts i.e. Criminal Courts and deposit the same with accredited bank.
2.	Issuing the Fine Receipts against amount deposited in Cash Branch.
3.	Payments to the witnesses as per the vouchers received from court concerned and making bill of payment made to the witnesses.
4.	RTI & Misc. Fee receivings and issuing TRV and deposit the same with accredited bank.
5.	Submitting various bills (i.e. Salary, G.P.F., Contigent, L.T.C. etc.) prepared by Accounts Branch, to the Pay and Accounts Office, Govt. Of N.C.T. of Delhi.
6.	Disbursement of Cheques to concerned persons.

Thanking you

Yours faithfully,


(Accounts Officer)
North East District,
Karkardooma Courts, Delhi.

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

No. 4123 /NE/KKD/2020/Delhi

Dated 09/11/2020

To,

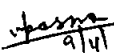
Sh. Manoj Kumar,
Transparency Officer,
North-East District,
Karkardooma Courts, Delhi

Respected Sir,

With reference to office circular no. 4032/RO/NE/KKD/Delhi/2020 dated 05.11.2020, please find enclosed herewith details of nature of work of General Branch and RTI Branch, North-East, KKD Courts, Delhi.

Thanking You,

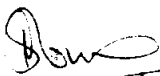
Yours Sincerely,


9/11/2020.

(Dealing Assistant)

General Branch & RTI Branch
N-E District, KKD Courts, Delhi

Forwarded please


09/11/2020

Administrative Officer (Judl.)
North-East District, KKD Courts, Delhi

RIGHT TO INFORMATION BRANCH

NORTH-EAST DISTRICT
KARKARDOOMA COURTS, DELHI

DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICERS	ADDRESS
APPELLATE AUTHORITY	SH. RAGHUBIR SINGH, LD ADDITIONAL SESSIONS JUDGE -02	ROOM NO. 65, 5 th FLOOR, NORTH- EAST DISTRICT, KKD COURTS, DELHI
PUBLIC INFORMATION OFFICER	MS. RENU SHARMA, ADMINISTRATIVE OFFICER(JUDL.)	PORTA CABIN, THIRD FLOOR, NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI TEL. NO. 011-22101429-30

Ms. Kulvinder Kaur, Senior Judicial Assistant is working under the supervision of Public Information Officer in Branch, North-East District, Karkardooma Courts, Delhi.

Ms. Upasna Chawla, Junior Judicial Assistant is looking after the work of RTI appeals.

WORKING STRUCTURE OF RTI BRANCH & RTI APPEAL

- The work of RTI Branch is urgent and time bound. The applications under Act are being received regularly which have to be registered. Requisite fees is checked and postal order enclosed with RTI applications is to be realized from the post office. After examining the application the same is sent to the concerned Court/Branch and the query-wise information is called.
- Once the information is received, the same is compiled and the information is sent to the applicant after getting it attested from PIO. RTI applications are also transferred to other departments if the information sought pertains to other department. This Branch also prepares the quarterly statement and yearly statement and sends the same to Central Information Commission. All the applications are disposed of by the Public Information Officer within stipulated time and all such data is transmitted to the website of GNCT, Delhi.
- Appeals are also being received by this branch which are urgent and time bound. On receipt of appeal, the same has to be put up before Ld. Appellate Authority who then orders for issuance of notices to the parties. The staff then assists the Public Information Officer while appearing in the court for proceedings in the appeal. Once the order in the appeal is passed, the same has to be sent to the appellant after making necessary entries in all the relevant registers.
- Sometimes applicants are not satisfied with the information provided by the PIO or with the order passed by the Appellate Authority and then they file appeal in the CIC for which this branch receives notices to appear before the CIC. All the matters and correspondence related to that has to be handled by this branch.

GENERAL BRANCH

Sh. Laxmi Kant Gaur, Ld. Officer Incharge

NAME	RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER (JUDL.)
CONTACT NO.	011-22101429-30

Ms. Kulvinder Kaur, Senior Judicial Assistant and Ms. Upasna Chawla, Junior Judicial Assistant is looking after the work of General Branch, North-East District, Karkardooma Courts, Delhi

WORKING STRUCTURE OF GENERAL BRANCH

- This branch is entrusted with various functions including receiving of various Dak/Orders from Hon'ble High Court of Delhi and Supreme Court of India. Once the dak is received from Supreme Court and High Court, it is checked that to which the court the letter pertains to (Successor Court/abolished courts) and then the same is placed before your goodself for getting it marked to the concerned court. Most of the times, urgent bail orders/parole orders are also confirmed telephonically from High Court and Supreme Court and same has to be sent to concerned court on urgent basis after making proper report.
- This branch also receives Judicial files from different courts of North-East District. This Branch ensures that proper indexing has been done on it and after making endorsement and necessary entries on the relevant registers the same are sent through R&I branch to Hon'ble High Court of Delhi. Judicial files are also sent to the Ld. Principal District & Sessions Judge, Delhi. If file is to be sent to other District Courts, as per the direction of Hon'ble Supreme Court of India, necessary endorsement is also made on the file by this branch.
- Apart from this various Judgements received from Hon'ble High Court of Delhi and letter received from Jail Authorities are also circulated to all the court of North-East district by this Branch.
- This branch also receives various letter regarding providing of police Aid. All the correspondence related to that is being done by this branch including sending the letter to DCP through the concerned Naib Court. Once the sanction letter is received from the office of DCP the same is sent to the concerned court.
- General Branch also receive the requisitions for preparation of rubber stamps which we provide after getting it prepared from authorized vendor for which prior approval of your goodself is obtained. The letter for the preparation of the rubber stamps is send to the vendor with all the requisitions. Once the rubber stamps received from the vendors, letter to the concerned court or branches is sent for collection of the same. After distribution of rubber stamps necessary receiving is taken from the concerned official and all the relevant record and registers is

maintained. Formal Sanction Order is also obtained from Ld. DDO for clearance of the bill. The work related to surrender of rubber stamps is also handled by General Branch.

- We also prepare Annual Budget for purchase of items which comes under General Branch such as rubber stamps, stationery items, file covers, Yearly Audit of this Branch is also done by the office of Accountant General (Audit).
- All the correspondence related to Building Maintenance Committee/ infrastructure / Security, Environment Committee, Horticulture, Chamber allotment and Tihar Jail Authority also done by the General Branch. In addition to this Misc. work such as general complaints made by the public, advocate etc. are also being handled by this Branch.
- Complaints related to Photocopier machines and Fax Machines are handled by this branch. Work related to installation of the abovesaid machines are also done by this branch.
- Monthly statements in the matter "Rajesh Tyagi & Ors. Vs Jaibir Singh & Ors. Is also sent to Hon'ble High Court after receiving from MACT Tribunals and compiling the same.
- Quartely statement in the matter "Manjit Singh vs State" is also sent to Hon'ble High Court after receiving from the courts and compiling the same.
- Monthly statement of UTPs who granted bail but not released and list of accused persons who declared PO in compliance of directions of Hon'ble High Court of Delhi tiled as "Ajay verma vs Govt. of NCT of Delhi" .

To,

Sh. Manoj Kumar
Transparency Officer,
North-East District,
Karkardooma Courts, Delhi

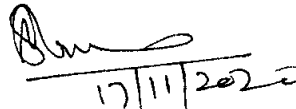
Sub :- Regarding details of Nature of Work

Respected Sir,

Please refer to your office circular no. 4032/R.O./N-E/KKD/Delhi/2020 dated 05.11.2020, on the above noted subject. In this regard, please find enclosed herewith the details of nature of work carried out by Judicial Branch, North-East District, Karkardooma Courts, Delhi, alongwith the names, designation and contact number of the Officer/Official posted in this branch, for your kind perusal.

Thanking you,

Yours faithfully,

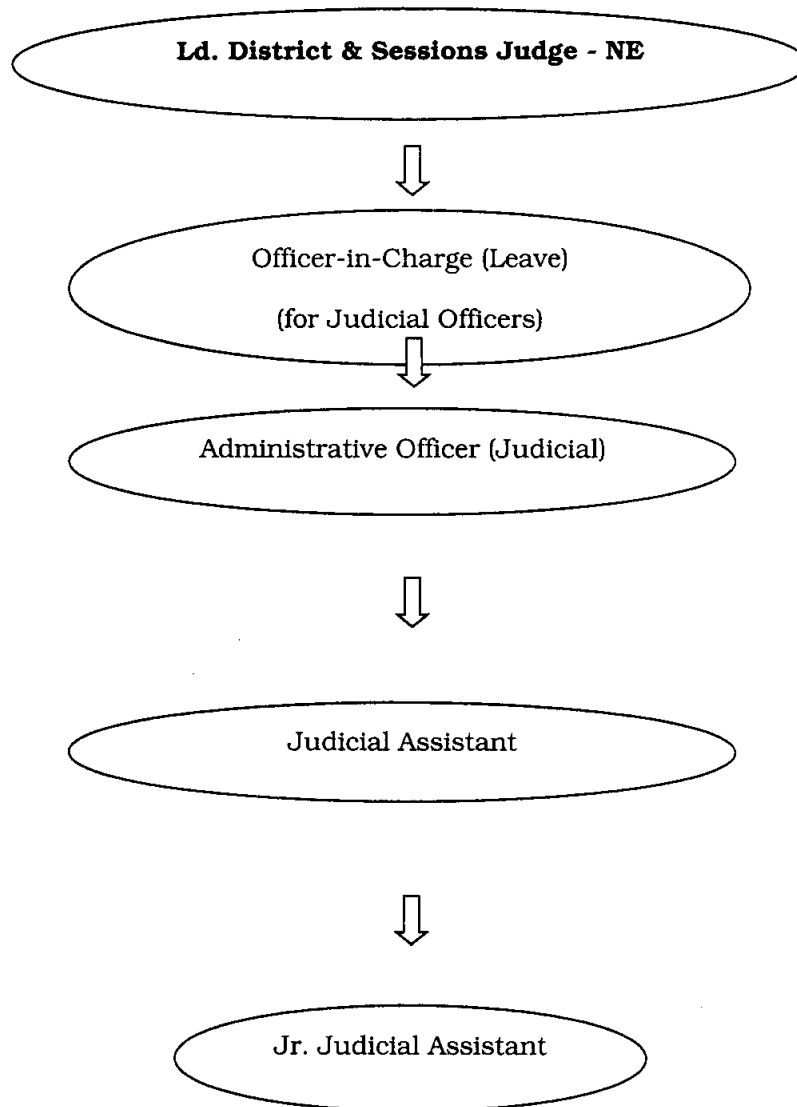


(RENU SHARMA)

Administrative Officer (Judicial),
O/o Ld. District & Sessions Judge,
North-East District,
Karkardooma Courts, Delhi

Encl :- as above

**STRUCTURE OF THE JUDICIAL BRANCH,
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI**



The work carried out in Judicial Branch is of urgent nature and perform its task in a time bound manner. This branch deals with compilation of various data informations. It maintains data regarding institution, disposal and pendency of cases, prepares statements on monthly basis, Court-wise and Category-wise institution, disposal and pendency etc.

The following Officers/Officials are posted in **Judicial Branch, O/o Ld. District & Sessions Judge, North-East District, Karkardooma Courts, Delhi :-**

Sl. No.	Name of Officer/Official	Designation	Contact Number
1.	Ms. Renu Sharma	Administrative Officer (Judicial)	011-22101429 011-22101430
2.	Sh. Man Mohan	Judicial Assistant	011-22101429 011-22101430
3.	Sh. Lovkesh Kumar	Jr. Judicial Assistant	011-22101429 011-22101430

JUDICIAL BRANCH works as under :-

Compilation, Preparation and Sending of the various statements, as stated below to the Hon'ble High Court of Delhi, New Delhi and to the Office of District & Sessions Judge (HQ), Tis Hazari Courts, Delhi :-

1. Preparation and sending monthly disposal and pendency statements of Delhi Higher Judicial Service & Delhi Judicial Service Officers to the Hon'ble High Court of Delhi, New Delhi.
2. Preparation and sending Quarterly statements of the work done by the Judicial Officers of DHJS & DJS, to the Hon'ble High Court of Delhi, New Delhi.
3. Reply to the Parliament/Rajya Sabha Questions and correspondence in this regard to Judicial Officers and Hon'ble High Court of Delhi, New Delhi.
4. Correspondence regarding Training Programme conducted from time-to-time by Delhi Judicial Academy, Dhi, National Judicial Academy, Bhopal and Hon'ble High Court of Delhi, New Delhi.
5. Correspondence regarding Courses/Seminars related to Judicial Officers conducted from time-to-time by Hon'ble High Court of Delhi, New Delhi and Hon'ble Supreme Court of India, New Delhi.
6. Compilation of Monthly and Yearly statements regarding Casual Leave/Special Sick Leave/Compensatory Leave/Short Leave of the Judicial Officers and sending the same to the Hon'ble High Court of Delhi, New Delhi.

7. Sending e-mail on daily basis regarding leave intimation of the Judicial Officers to the e-mail id of Office of District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
8. Half-yearly statement pertaining to mentally-ill undertrials (Compliance report in view of case titled "Illegal detention of Machal Lalung), after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
9. Quarterly statement pertaining to undertrials prisoners lodged in various jails, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
10. Quarterly statement of Protection of Women from Domestic Violence, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
11. Progress report on Speedy Trial of Gang Rape Cases pending in the Courts of Sessions, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
12. Preparation and sending monthly information in respect of cases involving offences relating to women, juveniles and under the Prevention of Corruption Act, 1988, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
13. Collecting and providing information in reply to the Right to Information Act applications, concerned with Judicial Branch (N-E).
14. Preparation and sending yearly data regarding institution, disposal and pendency of cases alongwith age-wise pendency position, after collecting information from all the courts of North-East District, Karkardooma Courts, Delhi.

Besides the above mentioned work, the Judicial Branch has to carry out the following work also :-

1. Appointment of Inspecting Judges and thereafter sending the inspection report of the courts of DJS conducted by the Officers of DHJS to the Hon'ble High Court of Delhi, New Delhi.
2. Correspondence regarding appearance before Inspecting Committee of Hon'ble High Court of Delhi, New Delhi by DHJS & DJS Officers.
3. Transfer of cases of DHJS & DJS, as per direction of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (HQ), Delhi.
4. Powers/Bail Powers/Notifications pertaining to the Judicial Officers received from

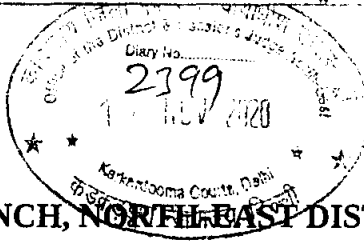
the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (HQ), Delhi.

5. Detention of Judicial Officers during Vacations, as per directions of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (HQ), Delhi.
6. Circulation of amendments of High Court Rules & Orders to the Judicial Officers.
7. Circulation of list of Holidays and Calenders, received from Hon'ble High Court of Delhi, New Delhi.
8. Constitution of Committees & authorization of Officer-in-Charge of Branches.
9. Complaints against Judicial Officers and maintenance of records regarding complaints.
10. Maintenance of records of Casual Leave, Sick leave, Short Leave, Station Leave and Compensatory Leave pertaining to all the Judicial Officers on daily basis.
11. Sanctioning and issuing of Notifications regarding Earned Leave, Commuted Leave, Paternity Leave, Child Care Leave etc. pertaining to all the Judicial Officers of DHJS & DJS.
12. Circulation of order of Transfers/Postings of DHJS/DJS & Special MMs, received from the Hon'ble High Court of Delhi, New Delhi.
13. Personal Correspondence of the Judicial Officer with the Hon'ble High Court of Delhi, New Delhi.
14. Forwarding of transactions of movable and immovable property of Judicial Officers for the Hon'ble High Court of Delhi, New Delhi.
15. Correspondence regarding returns of assets and liabilities of Judicial Officers to the Hon'ble High Court of Delhi, New Delhi.
16. Circulation of Orders of Hon'ble High Court of Delhi, New Delhi on Seniority & Promotion of Judicial Officers and Orders of Hon'ble High Court of Delhi, New Delhi on Departmental Examination of the Judicial Officers.

Judicial Branch, North-East District, Karkardooma Courts, Delhi.

S. No	Name of the Branch	No. Of official category wise/designation wise	Work Profile and volume of work being dealt with by the branch concerned.
1.	Judicial Branch, North-East, District, Karkardooma Courts, Delhi	Two (2) 1. Sh. Man Mohan, Judicial Assistant 2. Sh. Lovkesh Kumar, Jr. Judl. Assistant	<ul style="list-style-type: none">• Preparation and sending monthly disposal and pendency statements.• Preparation and sending Quarterly statements of the work done by the Judicial Officers of DHJS & DJS, to the Hon'ble High Court of Delhi, New Delhi.• Reply to the Parliament/Rajya Sabha Questions and correspondence in this regard to Judicial Officers and Hon'ble High Court of Delhi, New Delhi.• Correspondence regarding Training Programme conducted from time-to-time by Delhi Judicial Academy, Delhi, National Judicial Academy, Bhopal and Hon'ble High Court of Delhi, New Delhi.• Correspondence regarding Courses/Seminars related to Judicial Officers conducted from time-to-time by Hon'ble High Court of Delhi, New Delhi and Hon'ble Supreme Court of India, New Delhi.• Sending e-mail on daily basis regarding leave intimation of the Judicial Officers to the e-mail id of Office of District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.• Collecting and providing information in reply to the Right to Information Act applications, concerned with Judicial Branch (N-E).• Preparation and sending yearly data regarding institution, disposal and pendency of cases alongwith age-wise pendency position, after collecting information from all the courts of North-East District, Karkardooma Courts, Delhi.• Appointment of Inspecting Judges and thereafter sending the inspection report of the courts of DJS conducted by the Officers of DHJS to the Hon'ble High Court of Delhi, New Delhi.• Correspondence regarding appearance before Inspecting Committee of Hon'bl High Court of Delhi, New Delhi by DHJS & DJS Officers.• Transfer of cases of DHJS & DJS, as per direction of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (HQ), Delhi.

			<ul style="list-style-type: none"> • Powers/Bail Powers/Notifications pertaining to the Judicial Officers received from the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (HQ), Delhi. • Detention of Judicial Officers during Vacations, as per directions of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (HQ), Delhi. • Circulation of amendments of High Court Rules & Orders to the Judicial Officers. • Circulation of list of Holidays and Calenders, received from Hon'ble High Court of Delhi, New Delhi. • Constitution of Committees & authorization of Officer-in-Charge of Branches. • Complaints against Judicial Officers and maintenance of records regarding complaints. • Maintenance of records of Casual Leave, Sick leave, Short Leave, Station Leave and Compensatory Leave pertaining to all the Judicial Officers on daily basis. • Sanctioning and Issuing of Notifications regarding Earned Leave, Commuted Leave, Paternity Leave, Child Care Leave etc. pertaining to all the Judicial Officers of DHJS & DJS. • Circulation of order of Transfers/Postings of DHJS/DJS & Special MMs, received from the Hon'ble High Court of Delhi, New Delhi. • Personal Correspondence of the Judicial Officer with the Hon'ble High Court of Delhi, New Delhi. • Forwarding of transactions of movable and immovable property of Judicial Officers for the Hon'ble High Court of Delhi, New Delhi. • Correspondence regarding returns of assets and liabilities of Judicial Officers to the Hon'ble High Court of Delhi, New Delhi. • Circulation of Orders of Hon'ble High Court of Delhi, New Delhi on Seniority & Promotion of Judicial Officers and Orders of Hon'ble High Court of Delhi, New Delhi on Departmental Examination of the Judicial Officers.
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**RECEIPT & ISSUE (R & I) BRANCH, NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI**

NAME	MS. RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER (JUDICIAL)
CONTACT NO.	011-22101429

OFFICIALS POSTED IN R&I BRANCH:-

JUDICIAL ASSISTANT : MR. SURYA KUMAR & MS. SANGEETA
CONTACT NO. : 011-22101429-430

To

Sh. Manoj Kumar,
Transparency Officer,
North-East District, Karkardooma
Court Delhi

**Subject:- Nature of work done by the R & I Branch, North-East District,
Karkardooma Courts, Delhi**

Respected Sir,

With reference to your Circular No.4032/R.O./N.E./KKD/Delhi/2020, dated 05.11.2020, In this regard, it is submitted that the R & I branch is being handled collectively by the above mentioned two officials. It is also to inform your goodself that the following type of work is dealt by the R & I branch

- The R & I branch deals with all the correspondence/letters of Hon'ble Supreme Court of India, Hon'ble Delhi High Court, all the subordinate courts and court of other States. The officials posted in N.E. district received the letters at the R & I branch. The branch officials makes the entries of the details of each and every letter and then dispatched the same to the concerned court/Judicial Officer/Officials/Branches. All this has to be done

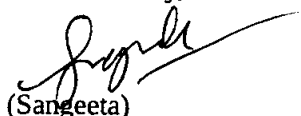
- on very urgent basis as most of the time the letter received are of urgent and time bound in nature. Separate receipt and dispatch register have been maintained for the letters of Hon'ble High Court. The judicial files received from various courts are also sent to the Hon'ble High Court/office of the Ld. District Judges/Juvenile Boards through this branch. Files and orders/judgments are also received from the Hon'ble High Court and the same has to sent back to the court/record rooms concerned after making proper entries in the registers on the very same day.
- All the correspondences done by the office of Hon'ble High Court, All District Courts, ACMM Court, Office of ACJ etc., address to the Ld. District Judge is received by this branch and after entering the same in the incoming register, the same are handed over to the concerned officials for placing the same before the Ld. District Judge.
- All types of circulars pertains to the Judicial officers and officials of this establishment are firstly, received by this branch and then sent to the concerned persons. Sometimes the volume of such circulars/letter are of very bulky in nature.
- All type of letters, sanction orders, correspondences done by the Account Branch are entered in dispatch registers of the R & I branch and then dispatched to the concerned officers/officials/authorities i.e. P&AO XVII, A.G.C.R., GNCT of Delhi etc.. All the other branches such as Judicial Branch, Administrative Branch, General Branch, Leave Section, Vigilance Branch, Cash Branch, Record Rooms, Nazarat Branch etc. also sent all their letter through this branch.

P.T.O.

- All kinds of leave, such as, Casual Leave, Earned leave, Maternity leave, Paternity leave, C.C.L etc., taken either by the Judicial Officers and Officials are received by this branch and after making entries of all these, the same are being sent to the leave section or the judicial branch. Any kind of objection raised either by the leave sections of the judicial branch and other branch are also routed through this branch. All kinds of sanction orders are also entered and sent by the R & I branch to the concerned officers or the officials.

Submitted please.

Yours sincerely,

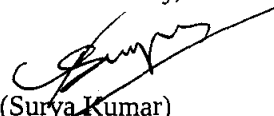


(Sangeeta)

Judicial Assistant

R& I Branch North-East, KKd

Yours sincerely,



(Surya Kumar)

Judicial Assistant

R& I Branch North-East, KKd

Forwarded By



Admin. Officer (Judicial)

N.E/17.11.2020

**LAND ACQUISITION COLLECTOR BRANCH, NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI**

OFFICIALS POSTED IN LAC BRANCH:-

DISTRICT NAZIR : MR. RAKESH KUMAR BASSI
JUDICIAL ASSISTANT : MR. SURYA KUMAR
CONTACT NO. : 011-22101429-447

To

Sh. Manoj Kumar,
Transparency Officer,
North-East District, Karkardooma
Court Delhi

**Subject:- Nature of work done by the LAC Branch, North-East District,
Karkardooma Courts, Delhi**

Respected Sir,

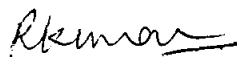
Apropos to your Circular No.4032/R.O./N.E./KKD/Delhi/2020, dated 05.11.2020, In this regard, it is submitted that, the LAC Branch is working under the supervision of the Ld. District & Sessions Judge, North-East District, consisted One District Nazir and one dealing assistant.

NATURE OF WORK IN LAC BRANCH

The LAC Branch receive the cheque in LAC matters and deposit it in the concerned banks in the form of FDRs for the period mentioned in the order of the court. After getting the withdrawal order, letters are written to the bank concerned to release the cheque in favour of the party/parties concerned. Further, any direction/order/circulars which is pertains to this branch, received from Hon'ble High Court of Delhi as well as from the Ld. District & Sessions Judge, (H.Q) is also dealt.

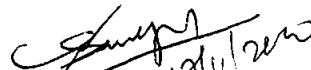
Submitted please.

Yours sincerely,



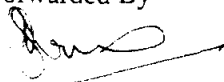
(Rakesh Kumar Bassi)
District Nazir
LAC Branch North-East, KKd

Yours sincerely,



(Surya Kumar)
Judicial Assistant
LAC Branch North-East, KKd

Forwarded By



Admin. Officer (Judicial)
N.E/17.11.2020

**LITIGATION BRANCH, NORTH-EAST DISTRICT, KARKARDOOMA
COURTS, DELHI**

NAME	MS. RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER (JUDICIAL)
CONTACT NO.	011-22101429

OFFICIAL POSTED IN LITIGATION BRANCH:-

JUDICIAL ASSISTANT : MR. SURYA KUMAR
CONTACT NO. : 011-22101429-430

240)

To

Sh. Manoj Kumar,
Transparency Officer,
North-East District, Karkardooma
Court Delhi

**Subject:- Nature of work done by the Litigation Branch, North-East
District, Karkardooma Courts, Delhi**

Respected Sir,

Apropos to your Circular No.4032/R.O./N.E./KKD/Delhi/2020, dated 05.11.2020, dated
. In this regard, it is submitted that in North-East District, the Litigation Branch is assisted by
One Sr. Administrative Officer /Administrative Officer, one dealing assistant and one peon.

NATURE OF WORK IN LITIGATION BRANCH

1. The Litigation Branch deals with the litigation matters of North-East District, contested in Delhi High Court. This section deals with the advance notices pertaining to the Writ Petitions, Letters Patent Appeals (LPA), and Miscellaneous Petitions under Article 226 of the Constitution of India. Further, any direction/order/circulars which is pertains to this branch, received from Hon'ble High Court of Delhi as well as from the Ld. District & Sessions Judge, (H.Q) is also dealt.
2. Further, to conduct the litigation matters, there is a Delhi Govt. Standing Counsel (DGSC), panels of Senior Counsel. Litigation branch engage Counsels from Department of Law & Legislative affairs, Ministry of Home affairs to safeguard the Subordinate Court/Government interests in Delhi High Court. The Officer Incharge and other officers of Litigation Branch keeps a close watch over the work and progress of all the matters pertains to Litigation Branch at each stage.

Submitted please.

Yours sincerely,

(Surya Kumar)

Dealing Assistant

Litigation Branch North-East, KKd

Forwarded By

Admin. Officer (Litigation)

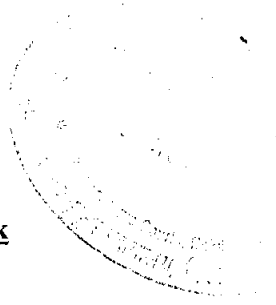
N.E / 17.11.2020

No. 139 /RR(S)/KKD/2020

Date: 10-November-2020

To.

The Record Officer
North-East District,
Karkardooma Courts,
Delhi



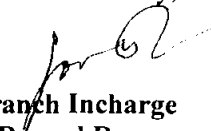
Subject: Information regarding Nature of Work

Respected Sir

This is in reference to the office order No. 4033/RO/NE/ KKD/Delhi/2020 dated 05.11.2020, please find attached the required information for your kind information and necessary action.

Thanking you,

Yours faithfully,


Branch Incharge
All Record Rooms
KKD Courts, Delhi

Encl: As Above

*Ed. Officer Incharge
is doing work from home
today.*

NATURE OF WORK

S.No.	Nature of Work	Information regarding work
1.	Consignment of Files	Receive decided files of Session Courts, ADJ Courts, Bail Section and Electricity Court from concerned Ahlmads, after that give the General number and Goshwara Number to the consigned files and then the consigned files are being arranged serial wise, month wise and year wise and kept in the bastes.
2.	Files sent to the Hon'ble High Court of Delhi on requisition	Files are being sent to Hon'ble High Court of Delhi on requisition. Now a days files are being sent to Hon'ble High Court of Delhi in Digitized form.
3.	Certified applications copy	Files and Chittahs are being sent to the Copying Agency on receipt of certified applications from the Copying Agency branch.
4.	Files sent to courts on Robkars	Files are being sent to courts on requisition from the different courts on Robkars.
5.	Inspection of files	Inspection of consigned files by the parties and advocates are also done with the permission of Ld. Officer Incharge, Record Rooms after payment of the requisite Court fee.
6.	Return of Original Documents	Return the original documents from the consigned files to the concerned party with the permission of Ld. Officer Incharge, Record Rooms.
7.	Miscellaneous Work	Miscellaneous Work such as public enquiry, reply of circulars, RTI and miscellaneous letters are also done.

1347
10.11.20

To,

Dated : 10.11.2020

The Ld. Principal District & Session Judge,
North-East, Karkarduma Courts,
Delhi.

Subject : Detail of Nature of Work of Nazarat Branch.

Sir,

In compliance of Reminder no. 4032/RO/NE/KKD/Delhi/2020 Dated 05/11/2020 issued by Record officer, North-East District, Kkd Courts, Please find enclosed herewith the work of Nazarat Branch for your kind information and necessary compliance.

Thanking you,

Yours faithfully

Sanjeev Kumar Gaur
(Sanjeev Kr. Gaur)
Incharge,
Nazarat Branch N-East,
Karkarduma Courts,
Delhi.

Forwarded

San 11
REJ/NE
10/11/2020 **VIKRAM**
Administrative Civil Judge/
Additional Rent Controller/
Commercial Civil Judge
(North-East, Court No. 76, Vith Floor
Karkarduma Courts, Delhi)

Nature of Work :-

Basically the work of staff Posted in Nazarat Branch is to receive and execute the Summons/ Notice and warrants which are issued by the various Courts of Delhi and outside of Delhi .

1. Civil Nazir/ Nazir : Received Dak (Summons/Notice/Warrants/letters) of all Courts and mark it to the concerned Process Server/ Bailiff (Beat or duty roaster wise) and entered the same in the computer and assigns the duty to Process Server/ Bailiff for executing. After service collect them form the Process server/ Bailiffs and mark kharja in computer and return to concern court. Deposit Diet money, Rent, Publication charges and Disbursement of the same.

2. Bailiff : Execute the warrants of Possession/ Attachment/ Arrest.

3. Process Server : Collect the Summons from Beat Nazir in Nazarat Branch in evening and deliver the same to his concerned Beat area and return back to the concerned Nazir after service Delivered some urgent letters of Administration Branch, Judicial Branch and Care Taking Branch to all over Delhi. Delivered summons and publication charges to Newspaper offices for Publications, some time delivers file to all District in Delhi.

This is for your kind information.

384
01/7/2020

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

No. 2343 /Acctt./NE/ KKD /2020

Dated: 01/7/2020

To.

Sh. Manoj Kumar,
Transparency Officer,
North-East District,
Karkardooma Courts, Delhi.

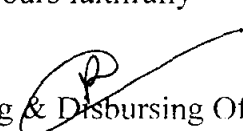
Sub: Regarding provide the details of nature of work of branch and other relevant information maintained.

Sir,

In reference to your Office circular no. 1537-1541/R.O./N-E/KKD/Delhi/202020 dated 19/03/2020, Please find enclosed herewith the details of nature of work and other relevant information maintained by the Accounts Branch, North-East District, KKD Courts, Delhi as per Annexure 'A' attached, as desired.

Thanking you,

Yours faithfully

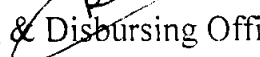

Drawing & Disbursing Officer
North East District, Karkardooma Courts
Delhi.

Annexure 'A'

Name of the Section /Branch : Accounts Branch, North-East District, KKD Courts, Delhi

S.No.	Particulars/Seats	Brief description of the nature of work
1.	Pay/Salary Bill	Preparation of pay bills, Pay Arrears, Tuition Fees, Honorarium Bills, Evening Court Bills, DA Arrear, Bonus Bill in online package, Submitting the CD's of all the pay bill & other bills & updation in PAO, maintain PBR, Bill register and Budget register, TDS statement, preparing the Form-16, All the Misc. Arrears and Pay arrear arising out of promotion, MACP and revision of pay scales etc. RTI-Disposal of RTI pertains to respective Seats.
2.	Service Book	Maintenance of Leave account, pay fixation on promotion and as per various orders time to time and its updation in Service Book, currency of penalty, Addition/deletion the name of family members. Preparation of increment List and updation of its Entry, SDM verification in case of dependency and disposal of all other Misc. work pertain to Seats. RTI-Disposal of RTI pertains to respective Seats.
3.	Contingency /Office Expenses	Preparation of Reimbursement in respect of water, Electricity, News Paper, Telephone, Petrol and Allowances i.e. Camp Office, Technical Devices, Brief Case/Office Bag, Home Orderly, Robe Dress, Mobile phone charges to all the Judicial Officers, Payment of All Office Bills Electricity, Telephone & Water, Child witnesses, Computer and purchase of other article bills etc., Outsourced bill & maintenance of budget, bill and other relevant registers, Prepare data for tax filing return & GST return filing of office, form 16 A provided to parties concerned. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.
4.	Pension	Pension Seat- Pension cases including all beneficial work (Pension DCRG, & CVP, Leave Encashment and UTEGIS), Superannuation/Voluntary/Death/Invalid Compulsory Retirement cases, Revision of Pension due to various reason/orders arise time to time and preparation of pensioners cards, correspondence to PAO concerned and disposal of other Misc. works. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.
5.	Budget	Preparation of R.E and B.E, distribution of budget to other as per their requirement, preparation of reconciliation with PAO every month, preparation of Monthly Statement, Quarterly Statement Final Excess & Saving (twice once in year).
6.	GPF/CPF	GPF/CPF Seat- GPF Advance. GPF withdrawal, Completion of GPF/CPF Pass Book, Making Entry of GPF Advance & Withdrawal in PBR, Final Payment to Pensioners & Maintain the PRAN Cards of the Officers/Official as well as amendments.
7	Leave Travel Concession/Home Town Concession & Travel Allowance	LTC/HT & T.A- LTC Advance and final bills and T.A bills of Judicial Officers in respect of training held

8	Judicial Officers Leave Encashment & LTC Leave Encashment	Judicial Officers Leave Encashment & LTC Leave Encashment –Preparing Bills in respect of Judges Leave encashment & LTC LE and updations of its entry in Service Book and maintain its registers.
10	Short terms & Long term Advances-	Short terms & Long term Advances- Obtaining sanction from Short and long term advances from Finance Department and preparing Bills . RTI-Disposal of RTI pertains to respective Seats
11.	Medical	Preparation of Medical Bills reimbursement preparation and issuance of Medical cards, Medical Advance and final claim, addition and deletion names of the beneficiaries and their family members. Maintain Budget, bill and all the relevant register. RTI-Disposal of RTI pertains to respective Seats.
12.	General Work	Accounts Branch also functioning by complying the order which are passed on legal side within stipulated time as per order, as and when order received.


 Drawing & Disbursing Officer
 North East District, Karkardooma Courts
 Delhi.

10.

184
5/8/20.

Chief Transparency Officer,
North East District,
Karkardooma Courts,
Delhi.

Sr. Circular No.1537-1541/R.O./NE/KKD/Delhi/2020 Dated. 19.03.20.

Respected Sir,

In reference to Circular No.1537-1541/R.O./NE/KKD/Delhi/2020 Dated. 19.03.20.
enclosed herewith "Annexure A" in compliance of same.

Yours faithfully,


(REKHA SHARMA)

Sr. Judicial Assistant,

Eng & Audit Branch,

N/East Distt. KKD Courts, Delhi.

Forwarded Please



AO(S)/NE
5/8/20

FINE & AUDIT BRANCH NORTH-EAST DISTRICT
KARKARDOOMA COURTS, DELHI.

Name of the Branch	No. of Official catetory wise/deisgnation wise	Work profile and volume of work being dealt with by the branch concerned
Fine & Audit Branch North East District	Sh. Raghuvir Singh, I.d.	All work being the I.d. HOO of the ASJ/HOO, NE,District, office.
	KKD. Courts, Delhi.	
	Sh. Raj Kumar Kundoo, Drawing & Disbursing Officer, NE,District, KKD. Courts, Delhi.	All work being the DDO of the office.
	1.Ms. Renu Sharma, AO(Judl.)	Supervising all work related to this branch.
	2. Ms. Rekha Sharma, Sr. J.A.	1.Maintaining monthly Fine statements of courts.
	3.Sh. Rajiv Kumar Gaur, J.A.	2. Maintaining daily fine statements and receiving from cash branch by cashier.
		3. Maintaining of fine registers & miscellaneous registers.
		4.Preparing & maintaining reconciliation statement on the basis of daily fine statements received from cash branch and same forwarded to Headquarter.
		5. Verifications of refund vouchers received from the courts and maintained the concerned register.
		6. Conducting internal audit of courts
		7. Assistance in all the work related to external audit of both Central and State Government, if assigned.
		8. Handling of other miscellaneous work related to this branch.

5/8/20

No. 222

Dated: 21.03.2020

To,

The Transparency Officer,
North-East District,
Karkardooma Courts, Delhi.

1179

Through: Ld. District & Sessions Judge, District North-East, KKD, Delhi

Ref: Order No.1537-1541/R.O./N-E/KKD/Delhi/2020, dated 19.03.2020

Sub.: Details of nature of work of the Copying Agency branch in
North-East District, Karkardooma Courts.

Respected Sir,

With reference to the Circular no. as mentioned above, requisite information regarding details of nature of work of the Copying Agency in the North-East District in Karkardooma Courts is enclosed herewith for your kind perusal.

Submitted please,

Yours faithfully,


(RAJESHWARI)

S.J.A./Branch Incharge
Copying Agency,
Karkardooma Courts, Delhi.

INCHARGE
COPYING AGENCY
Office of District & Sessions Judge
Karkardooma Courts, Delhi

Details of Nature of Work of the Branch

Receiving of C.A. Applications; distribution of applications in Court/Evening Courts concerned and Record Rooms; fetching files and chittas from Courts /Evening Courts concerned and Record Rooms ; marking to Copiest; preparation of Certified copies (including photo copy, making bills and stamping of Certified copies); examination and passing of Certified copies; entries in marking register and disposal registers; removal of objections; returning files and chittas to Courts/ Evening Courts concerned and Record Rooms; delivery of Certified copies; deposition of daily cash received in the Cash branch; preparation of daily statements; preparation of monthly statements and fetching, marking and preparation entries and marking of objections are done on computer on daily basis and misc. correspondence regarding RTI, Jail-dak etc.

Branch Incharge	One who supervise the Branch, allows misc. applications, maintains leave record of staff, deals with misc. queries, examine certified copies, sends monthly statement, leave statement, jail daks, correspondence etc.
Examiner	One who marks files and chittas to the Copiest and enters the same in the register. Cross checks Certified Copies from its original and then certifies it. Makes entries in the disposal registers. Does miscellaneous work i.e. Preparing Monthly Statement, Correspondence regarding RTI, misc. queries, disposal of Jail Daks etc.
Copiest	One who receives files and chittas from the File Fetchers and then enters them in a register, then photo copies, makes bills and puts stamps on the Certified copies and , mark objections and quota for the day on the register.
Computer Operator	One who enters fetching of chittas and files, marking of chittas and files, and enters prepared chittas and files in the computer; , marking of objections in the computer, typing of monthly statement and leave statement, typing of all misc. correspondence etc.
File Fetchers	One who receives files and chittas from the Courts /Evening Courts concerned and Record Rooms, entries of receiving of files and chittas , marking and returning of files and chittas in register, removal of objections.
Counters 1. Receiving counters 2. Delivery counters	Receiving of C.A. Applications and delivery of Certified Copies, collection of amount and maintaining of register, receiving of part payment and refund; giving reported applications (RA) and re-enterred applications (RE) to the filefetchers after removal of objections by the litigants and advocates, entering the same in the registers; giving dates in pending applications; giving figures of RE, RA and fresh applications received for monthly statement of receiving and disposal; making of statement for the day and monthly statement and deposition of amount collected in the Cash Branch

Annexure-A

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
NORTH-EAST DISTRICT KARKARDOOMA COURTS DELHI

1. Receiving Dak such as intimations of being on or to be proceed on leave and leave applications along with joining (in case as required) of MMs/ACMM including communication pertaining to (TIP)/Training of MMs/ACMM & Misc Correspondence, onward transmitting the same to the branches concerned duly forwarded as well.
2. Receiving & sending the files from one to another court in case to be transferred on any account including remanded back files inter & intra District & Maintaining record thereof alongwith further transmission of the order/copy of Hon'ble High Courts and Hon'ble Supreme Court to the courts concerned.
3. Preparing and modifying duty roster, monthly duty roster/Link roster and circulating same amongst the courts and branches as well as maintain its records.
4. Receiving, checking & allocating fresh files u/s 200/156(3) CrPC, 138 NI Act, Cases of DV Act and Execution (DV Act only), SARFAESI to the courts concerned PS wise and making data entry of the said fresh files in computer on server and send them in court concerned after marking and maintain its records.
5. Fresh Superdari, Jamatalashi, Bail application also received as per guidelines in judgment passed by Hon'ble Supreme Court and making entry in the register of said application and sent them court concerned after marking and maintain its records.
6. Making data entry of the fresh Police files in computer on server and send them in court concerned.
7. Received the production warrants to the court of other states for permission to produce the accused persons from the Tihar Jail to other States and maintain its records.
8. Getting service/execution of inter/intra district process such as notices/summons etc received from the state other than Delhi, done and sending report thereof to the court concerned.
9. Received DAK (Robkar, Summons etc.) from the Ld CMM (Central) Tis Hazari Court and distribute to the concerned courts.

OFFICE OF THE DISTRICT & SESSIONS JUDGE
KARKARDOOMA COURTS, DELHI

Ref.No. 686 /Comp./KKD/2020

Dated 06.11.2020

To

Record Officer
North-East District
Karkardooma Courts, Delhi

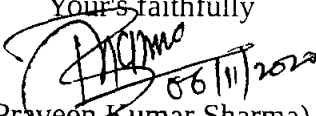
Ref:- No.4032/RO/NE/KKD/Delhi/2020 dated 05.11.2020.

Sub: Detail of Nature of Work of Branch and other relevant information.

R/Madam,

In reference to the above mentioned letter the requisite information is attached herewith as Annexure 'A' for your kind information and further necessary action.

Thanking you,

Your's faithfully

(Praveen Kumar Sharma)
SJA/Computer Branch
KKD Courts, Delhi

Annexure 'A'

COMPUTER BRANCH, KARKARDOOMA COURTS COMPLEX, DELHI

1. Mr. Praveen Kumar Sharma, SJA

Working as Branch Incharge

To assist and report to AO(J), Nodal Officer and Officer Incharge (Computer).

To Assist AO(J) in supervising the Branch and to supervise the Branch in absence of AO(Judl.)

To suggest the course of action on the files. Finally put up the notes/Drafts of letters to Sr. Officers for approval

To deal with day to day problems

To liaison with Service Managers of AMC/ Warranty Companies for smooth functioning of Computerization work

To Assisting both in ministerial as well as technical arena

Any other work assigned by the AO(J), Nodal Officer and Officer Incharge (Computer).

2. Ms. Brij Bhushan Sharma, JA/SA

To prepare notes and drafts of letters

Transfer of case/s in CIS.

Prepare report/s as directed

Any other work assigned by the Branch Incharge

3. Mr. Manish, JA/DSA

Server handling and server backup

To assists and report to Branch In-charge, AO(J), Nodal Officer and Officer Incharge (Computer).

To supervise the Branch in absence of AO(Judl.) and Branch In-charge.

Noting /Drafting

Prepare various reports

Trouble shooting

Training to staff about CIS and various existing and upcoming software.

To assist the staff regarding handling of Web Site.

Technical assistance to the stationed engineers/staff/branches

To check and send the e-mails

Any other work assigned by the Branch Incharge, Nodal Officer and Officer In-charge (Computer).

4. Mr. Vinod Kumar , JA

Maintenances of LAN in whole court complex

To deal with day to day computer complaints and maintain register of such complaints.

To allot the complaints to stationed engineers.

To look-after the residential complaints of Judicial Officer at KKD residential complex

Any other work assigned by the Branch Incharge.

5. Mr. Dhirender Singh Mehra, JA

Server handling and server backup

To assist and report to Branch In-charge, AO(J), Nodal Officer and Officer Incharge (Computer).

Maintaining and uploading of records in Website

To check and send the e-mails

Noting /Drafting

Prepare various reports

Trouble shooting

Any other work assigned by the Branch Incharge

6. Rajeev Kumar, JA

To assist staff of Shahdara District in various tools of CIS

To provide training.

Any other work assigned by the Branch Incharge.

7. Mr. Hemendra Bhandari, JJA

Server handling and server backup

To assist and report to Branch In-charge, AO(J), Nodal Officer and Officer Incharge (Computer).

To prepare the Digital Signature Certificates of concern Officers and Officials

Creation of email id's of Ld. Judicial Officers as well as concerned branches and courts

Creation of user's account in GEM portal.

Noting /Drafting

Prepare various reports

Trouble shooting

Any other work assigned by the Branch Incharge

8. Babita Rawat, JJA

Noting drafting

Maintenance of Files and Records

To deal with day to day computer complaints and maintain register of such complaints.

Transfer of case/s in CIS.

Maintaining and uploading of records in Website

Any other work assigned by the Branch Incharge.

9. Geeta Vashist, JJA

Noting drafting

Transfer of case/s in CIS.

Uploading of records in Website

Any other work assigned by the Branch Incharge.

10. Mr. Amit Badri, JJA

To assist staff of North East District in various tools of CIS

To provide training.

Any other work assigned by the Branch Incharge

11. Mr. Ravi Kant, JJA

To assist staff of East District in various tools of CIS

To provide training.

Any other work assigned by the Branch Incharge

Computer Store Work/Duty Chart, Karkardooma Courts, Delhi

1. Sh. Shankar Shambhu, JA
2. Sh. Devendra Singh Rawat, JJA

1. The Computer Store is maintaining the following registers:

- i) Non-consumable fixed Assets Stock Registers
- ii) Consumable Items Distribution Register
- iii) Received and Issued/Stand-by register
- iv) Hardware Distribution Registers pertains to CPUs, Printers, LCDs, TFTs etc.

2. Dealing with the following Files:

- i) Requisition File pertains to cartridges and computer systems and its peripherals
- ii) Gate Pass Issuance File
- iii) Charge Hand-over/Take-over File
- iv) Correspondence File with the Headquarters and other authorities
- v) File with regard to several reports submitted by stationed engineers
- vi) To maintain the file with regard to No-Dues Certificates

3. Noting and Drafting.

4. Compliance of orders of the authorities regarding collecting of cartridges and computer systems from other districts.
5. To keep monitoring the installation of computer systems in newly constructed courts.
6. To maintain the inventory of computer systems and its peripherals.\
7. To assist the authority regarding condemnation of computer articles and prepare the reports accordingly.
8. To comply with the directions of Ld. OIC, Ld. Nodal Officers and Branch-In-Charge, Computers.
9. To perform duties on non working days on the direction of authorities.

-----End-----

562
09/11/2020

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

No. 4192 /Pur.C/N-E/KKD/Delhi/2018

Date: 07/11/2020

To,

The Record Officer,
North-East District,
Karkardooma Courts, Delhi

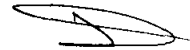
Subject: Details of nature of work of Vigilance Branch.

Respected Sir,

With reference to your office Circular No. 4032/RO/NE/KKD/Delhi/2020 dated 05.11.2020, on the above noted subject, please find enclosed herewith the details of nature of work of Vigilance Cell, North-East District, Karkardooma Courts, Delhi.

Thanking you

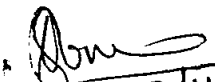
Yours faithfully



(Devender Kumar)
Judicial Assistant
Vigilance Branch, North-East District,
Karkardooma Courts, Delhi

Encl:- As above

forwarded P1.


A.O. 07/11/2020

Vig Branch, NE

Name of the Branch : Vigilance Branch, NE, Karkardooma Courts, Delhi.

S.No	Name of the Branch	Work Profile and volume of work being dealt with by the branch concerned.
1.	Vigilance Branch	<p>The work of the Vigilance Branch is of a responsible and confidential nature. The Vigilance Branch North-East deals with the complaints filed by the Judicial Officer/A.O./Branch Incharge/Private persons against the staff working at North-East District Karkardooma Courts, Delhi. Such complaint are received in the Vigilance Branch through various other branches like Administration Branch, Leave Branch etc. by the approval of the Ld. District & Sessions Judge, North East District. The proceeding in these Compliants files are maintained in the vigilance branch.</p> <p>From time to time, various list of officials are received for Vigilance Clearance from the Office of Ld. District & Sessions Judge (HQ) and from other Districts. After checking of record, Vigilance Clearance Report is prepared and is sent to (HQ) and any other concerned district after approval of OIC (Vigilance), and District Judge, North-East. Meetings of the Vigilance Committee are arranged as and when required.</p>

5631
09/11/2020

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
NORTH-EAST DISTRICT KARKARDOOMA COURTS, DELHI**

No 4111 /Pur.C/N-E/KKD/Delhi/2018

Date: 07/11/2020

To,

The Record Officer,
North-East District,
Karkardooma Courts, Delhi

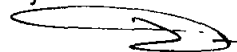
Subject: Details of nature of work of Purchase Cell

Respected Sir,

With reference to your office Circular No. 4032/RO/NE/KKD/Delhi/2020 dated 05.11.2020, on the above noted subject, please find enclosed herewith the details of nature of work of Purchase Cell, North-East District, Karkardooma Courts, Delhi.

Thanking you

Yours faithfully



(Devender Kumar)
Judicial Assistant
Purchase Cell, North-East District,
Karkardooma Courts, Delhi

Encl:- As above

Forwarded
A.O. (Judicial)
Purchase Cell
07/11/2020

Name of the Branch : Purchase Cell , NE, KKD Courts, Delhi.

S.No.	Name of the Branch	Work Profile and volume of work being dealt with by the branch concerned.
1	Purchase Cell North East Karkardooma Courts, Delhi	<p>1. The work carried out in Purchase Cell is to arrange and provide consumable articles to various Branches of the North East District only.</p> <p>2. The buyer before placing the order on GeM should have the required mandatory approval with prior sanction and approval of the competent authorities and shall be in compliance with and as per procedures outlined in GFR and other procurement guidelines issued by the Government from time to time.</p> <p>3. To receive requisition of different items i.e. Consumable articles from caretaking branch and different items like registers, cash book, digital signature certificate, hard drive, pen drive from cash branch, computer branch, accounts branch etc.</p> <p>4. Arrangement of meetings in respect to purchase of various consumable articles and prepare the proposal of different items after searching from GeM Portal as per the requirement.</p> <p>5. Preparing MOM and place the order through GeM Portal after required mandatory approval with prior sanction and approval of the competent authorities in compliance with the procedures outlined in GFR and other procurement guidelines issued by the Government from time to time.</p> <p>6. Liaison with GeM Seller regarding quality of items and accordingly seller deliver the item in the branch concerned. When material delivered, concerned branch provides "Satisfactory Report" to Purchase Cell and on the basis of that CRAC form is generated in GeM Portal.</p> <p>7. Preparing Sanction Order for the payment & accordingly, all the bills are sent to Accounts Branch immediately in order to avoid any delay.</p> <p>8. Sometimes material is rejected because of defected quality, price issue then liaison with seller and follow up with seller to resupply the material and put up the matter again in next meeting of Purchase Committee.</p>

No. 408/NE/KKD/Delhi dated. 06/11/2020

DISTRICT & SESSIONS JUDGE, NORTH EAST
KARKARDOOMA COURTS: DELHI.

To,

Sh. Manoj Kumar ASJ,
Transparency Officer,
North East District,
Karkardooma Courts,
Delhi.

Subject: Regarding the nature of work and other information maintained by of Leave Section .

Respected Sir,

In reference of your officer circular no. 4032/R.O./N-E/KKD/Delhi 2020 dated 05.11.2020 on the above mentioned subject, it is submitted that Leave Section, North East District Karkardooma Courts, Delhi the required information is as below:

The Officers/Officials related to leave section:-

Sl. No.	Name of the Officers/Officials	Designation	Contact Number
1	Ms. Tyagita Singh, PO-MACT/ADJ	Officer Incharge	011-22308169
2	Ms. Renu Sharma	Administrative Officer (Judicial)	011-22101429
3	Ms. Vimmi Bala	Sr. Judicial Assistant	011-22101429
4	Ms. Meenakshi Mangain (on maternity leave from March 2019)	Jr. Judicial Assistant	011-22101429

Nature of Work:

1. Maintaining Monthly Leave statements of all the officials, received from all the courts/branches of North-East District.
2. Preparing Casual Leave, Compensatory Leave records and intimations of all officials for the current calendar year only.
3. Preparing Memos and Show Cause notices to the erring officials.
4. To send and call the Leave Requisitions regarding the Casual Leave and Compensatory Leave record of the transferred officials from other Districts.
5. To coordinate with dealing Assistant, Service Book for the report of remaining Earned Leave, Child Care Leave, Maternity Leave, Paternity Leave and other Special Leave.
6. Sanctioning of all types of leave after receiving report from Dealing Assistant, Service Book, preparing the noting and after approval of noting, issuance of Sanction Order, regarding leave of the officials (all applications are send back by Leave Section to Service Book with copy of Sanctioned Order).
7. To receive and forward the LTC application to Accounts Branch and to issue the sanction order regarding permission to leave the station on LTC.
8. Circulating the circular and orders regarding leave and leave rules as when required.

Thanking you,

Yours Truly,

(VIMMI BALA)

SJA, Leave Section North-East
KKD, Delhi

forwarded
06/11/2020

कार्यालय जिला एवं सत्र न्यायाधीश, कड़कड़मा कोर्ट, उत्तर-पूर्व:दिल्ली।

संख्या 4084 /हिन्दी/उत्तर-पूर्व/2019/दिल्ली

दिनांक 06/11/2020

सेवा में

श्री मान पारदर्शिता अधिकारी जी,
उत्तर-पूर्व जिला, कड़कड़मा न्यायालय,
दिल्ली।

विषय : हिन्दी विभाग द्वारा किये गये कार्य के प्रकार एवं हिन्दी विभाग द्वारा संग्रहित रिकार्ड के संबंध में।

आदरणीय महोदय,

आपके परिपत्र संख्या 4032-59/R.O./N-E/KKD/Delhi2020 दिनांक 05.11.2020 के संबंध में उपरोक्त विषय पर माँगी गई सूचना इस प्रकार है:-

हिन्दी विभाग उत्तर पूर्व से संबंधित कर्मचारी/अधिकारी:-

	कर्मचारी/अधिकारी का नाम	पद	दूरभाष संख्या
1	सुश्री छवि कपूर	नोडल अधिकारी	011-22308169
2	सुश्री रेनु शर्मा	प्रशासनिक अधिकारी(न्यायिक),	011-22101429
3	सुश्री विन्मी बाला	वरिष्ठ न्यायिक सहायक	011-22101429
4	सुश्री मीनाक्षी मंगई	कनिष्ठ न्यायिक सहायक	011-22101429

हिन्दी विभाग द्वारा किये गये कार्य के प्रकार एवं संग्रहित रिकार्ड :-

- जिला एवं सत्र न्यायाधीश, उत्तर पूर्व के निर्देशानुसार २२.०९.२०१७ को उत्तर पूर्व जिले में हिन्दी अनुभाग का स्थापना की गई, जो केन्द्रीय हिन्दी कार्यावन समिति तीस हजारी के नियंत्रण में कार्य करता है तथा उपलब्ध संसाधनों की मदद से निरंतर राजभाषा हिन्दी के प्रचार-प्रसार एवं प्रयोग को बढ़ावा देने की दिशा में निरंतर कार्य कर रहा है।
- चतुर्थ श्रेणी के सभी कर्मचारियों से संबंधित सभी पत्र-व्यवहार हिन्दी में हो यह भी हिन्दी अनुभाग सुनिश्चित करता है।
- हिन्दी अनुभाग द्वारा राजभाषा हिन्दी के प्रचार-प्रसार हेतु जिला उत्तर-पूर्व के कर्मचारियों को हिन्दी टंकण प्रशिक्षण दिया जाता है।
- जिला उत्तर-पूर्व में राजभाषा हिन्दी के प्रचार-प्रसार हेतु, कर्मचारियों को अंग्रेजी भाषा के साथ साथ राजभाषा हिन्दी कार्य करने के लिए प्रेरित करने हेतु प्रतिवर्ष राजभाषा हिन्दी की प्रतियोगिताओं का आयोजन किया जाता है।
- कर्मचारी राजभाषा हिन्दी का अधिकाधिक प्रयोग करें इसलिए हिन्दी अनुभाग द्वारा समय-समय पर परिपत्र जारी किये जाते हैं तथा केन्द्रीय हिन्दी कार्यावन समिति तीस हजारी से प्राप्त परिपत्रों/आदेशों को उत्तर-पूर्व जिले में स्थापित न्यायालयों तथा शाखाओं को वितरित किया जाता है।
- समस्त उत्तर पूर्व जिले में हिन्दी भाषा संबंधिक किसी प्रकार की सहायता के लिए हिन्दी अनुभाग कर्तव्यबद्ध है।
- हिन्दी अनुभाग द्वारा जारी किये गए परिपत्र, पत्र एवं संदेशों तथा अन्य जिलों से प्राप्त पत्रों का संग्रहण हिन्दी अनुभाग द्वारा किया जाता है।

धन्यवाद,

उपस्थित
रेनु शर्मा
06/11/2020

विन्मी
विन्मी बाला

वरिष्ठ न्यायिक अधिकारी हिन्दी विभाग
उत्तर-पूर्व जिला, कड़कड़मा न्यायालय

**CARE TAKING BRANCH, NORTH-EAST DISTRICT, KARKARDOOMA COURTS,
DELHI**

ADMINISTRATIVE OFFICER, MS RENU SHARMA

Two Judicial Assistant under the Supervision of Ms Renu Sharma, AO (Judicial) in North-East District, Karkardooma Courts, Delhi

Judicial Assistant : Sh. Anil Kumar Tripathi & Sh. Vikram Singh

Contact No. :22101434

**NATURE OF DUTIES OF CARETAKING BRANCH, NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI**

1. To supervise cleanliness work of court premises and Lawyers Chambers Blocks, F & G.
2. To supervise work of outsourcing safaikaramcharies and regular safaikaramcharies
3. To deal with complaints related to PWD (Civil & Electrical), Horticulture of Court premises and lawyers Chambers Block.
4. To deal with distribution of consumable and non-consumable items to Ld. Judicial Officers and court staff members and maintain stock register of such items.
5. To make arrangements for meetings and functions held in North-East District
6. Noting and drafting work
7. Attending the complaints regarding sanitation/civil/Electrical of Ld. Judicial Officers/Lawyers on daily routine basis.
8. To deal with complaints regarding telephone connections with MTNL and PWD (Electrical)

A. K. Tripathi
JA/cas Take-NE/KCU

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

No. 4113 /Admn./N-E/KKD/Delhi/2020

Date 9/11/2020

To.

The Transparency Officer,
O/o The Principal District & Sessions Judge,
North-East District,
Karkardooma Courts, Delhi.

Ref: No.4032/R.O./N-E/KKD/Delhi/2020 dated 05/11/2020

Respected sir,

With reference to the ibid circular, the requisite information regarding Administration Branch is as under:

**Name and designation of Officers and Officials posted in Administration Branch,
North-East District, Karkardooma Courts, Delhi.**

S. No.	Name of the Officer	Designation	Contact No.
1.	Ms. Renu Sharma	Administrative Officer (Judl.)	011-22101439

S. No.	Name of the Official	Designation	Contact No.
1.	Ms Anita Thakur	Sr. Judicial Assistant	011-22101439
2.	Sh. Amit Kumar Sharma	Judicial Assistant	011-22101439

Nature of work of Administration Branch, North-East District, Karkardooma Courts, Delhi:

1. Placing the request letters of the officers/officials before Ld. Principal District & Sessions Judge, North-east for intra-district transfers and issuance of transfer orders of the officials after approval of the Competent Authority.
2. Forwarding of the request letters of officials for inter-district transfers to the Ld. Principal District & Sessions Judge (HQs) after approval/endorsement of the Ld. Competent Authority i.e. Ld. District & Sessions Judge (North-East).
3. Forwarding of various applications and letters of staff to the office of Ld.

Principal District & Sessions Judge (HQs), Delhi, after endorsement of the
Ld. District & Sessions Judge (North-East).

4. Circulation of circulars/notifications/advertisements of posts vacant in other departments on deputation basis received through the office of Ld. Principal District & Sessions Judge (HQs), Delhi.
5. To provide staff in Mega Lok Adalat in North-East District.
6. Placing complaints of the officials before Ld. Principal District & Sessions Judge (North-East).
7. After getting the approval of Ld. Competent Authority i.e. Ld. Principal District & Sessions Judge (North-East), to appear before the Inquiry Officer in Departmental Enquiry against the delinquent officials.
8. To provide substitute Personal Assistants and Orderlies in courts as and when requirements are received.
9. To send replies of applications whereby information has been sought under RTI Act, 2005.

This is for your kind information please.

Yours faithfully,

Amit Kumar Sharma
07/11/20

(Amit Kumar Sharma)
Judicial Assistant
Administration Branch,
North-East, District, KKD,
Delhi.

Forwarded Please

[Signature]
08/11/2020
A.O(J)/Judl./Admin/NE
07.11.2020

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, EAST DISTRICT,
DELHI**

No. 506 /Pool Cars/KKD/Delhi

Dated: 8/11/2020

To,

The Ld. District & Sessions Judge,
North-East District, Karkardooma Courts, Delhi

**Sub:- Information in reference to Circular no 4032/R.O/NE/KKD/Delhi/2020
dated 05.11.2020.**

Respected Sir,

With reference to above mentioned circular, the requisite information regarding nature of work are given as under:-

1. Budget & RTI pertaining to Pool Car Section.
2. Provide vehicles to the Judicial officers who are availing pool car facility.
3. Upkeeping of daily attendance of official/ drivers and hired taxi drivers.
4. Condemnation proceedings of vehicles and spare parts.
5. Destruction of old records.
- 6 Preparing daily report of all the hired vehicle and drivers.
7. Arrangement of Pool Cars Vehicles for TIP duty, Pick and Drop from Railway Station/Airport to Judicial Officers, High Court / Supreme Court Meetings etc.
8. Upkeeping/verification of Ten Hired Taxi Bills.
9. Preparation of Petrol bills of official pool car vehicles.
- 10 Maintenance/ Service file & preparation of their bills of official pool car vehicles.
- 11 Maintaining the record of utilised log books and coupon books of Pool Car Vehicles.
- 12 Maintaining Registers like dak register, stock register, Dead Stock register, Budget register and Expenditure register.

This is for your information and necessary action.

Thanking you,

Your's faithfully


(KULDEEP NARAYAN)

**ADDL. DISTRICT & SESSIONS JUDGE
OFFICER IN-CHARGE, POOL CARS SECTION
EAST DISTRICT, KKD COURTS, DELHI**