

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

137/CB
03/12/2023

Dated 03 FEB 2022

No. 867 /RO/NE/KKD/Delhi/2023

To,

The Branch Incharge,
Computer Branch,
Karkardooma 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 so that the updated information can be made accessible to the general public.

(Record Officer)
North-East District,
Karkardooma Courts, Delhi
02/02/2023

Encl : As Above

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

No. 313 /CTB/N-E/KKD/2022

Dated: 20/09/22

To

The Record Officer

North-East District, Karkardooma Courts

Delhi.

Ref: Letter No.7742-46/Genl./NE/KKD/2022 dated 16-12-22

Ref. No.6815-6820/RO/NE/KKD/Delhi/2022 regarding submission of nature of work.

Sir,

In reference to above referred letter, it is submitted that the following works are dealt by the Care Taking Branch, North-East:-

1. Cleanliness of Court rooms, Ahlmad rooms, Branches, Public toilets (Ladies & Gents) located at old Court building and New court building.

2. To make arrangement for day to day meetings, seminar, workshop etc.

3. To deal with affairs related to PWD (Civil) & Electrical & Horticulture

4. To deal with Store and Distribution work and maintain stock registers of consumable and non consumable.

5. To supervise work of Farash and Safaikramcharies and outsourcing manpower

6. To appear before the Ld. Presiding Officers as and when called with regard to any issue.

7. To deal with repairing of furniture articles and its upkeep

8. To deal with protocol affairs.

9. Noting and drafting works

10. Cleanliness of F& G Blocks of Lawyers Chambers and to deal with civil & electrical problems.

11. To deal with work of shifting of record and furniture etc.

12. To work as Asstt. Nodal Officer regarding Covid-19 affairs

Thanking you.

[Signature]
Caretaker,
Caretaker Branch
North-East District, KKD Courts,

Yours faithfully,
[Signature]
(Vikram Singh)
JA in the CTB
North-East District,
Karkardooma Courts, Delhi.

No. _____/RR(S)/KKD/2022

Date: 19.12.2022

To,

The Record Officer
North East District,
Karkardooma Courts,
Delhi

Subject: Information regarding Nature of Work

Respected Sir,

This is with reference to letter no. 12344/Genl./SHD/KKD/Delhi/2022 dated 14.12.2022, regarding above mentioned subject, the requisite information is as under :

NATURE OF WORK IN RECORD ROOM (Criminals)

S.No.	Nature of Work	Information regarding work
1.	Consignment of Judicial Files	Officials posted in Record Room (Criminal) receives decided files from the concerned Ahlmad of Criminals Courts for consignment. After checking of files, General number and Goshwara number being allotted to the files and are being kept in a Basta month wise as well as year wise.
2.	Dealing with the requisition from the Hon'ble High Court of Delhi	Whenever, Branch receives the requisition / demand letter from the Hon'ble High Court of Delhi, the said files are being sent to the Hon'ble High Court in a digitized form or in physical form, if demanded.
3.	Certified copy of Judicial Record	Record Room (Criminal) also deals with the copying Agency applications and supplied the requisite data in form of Chittas or complete file as and when applied by the litigent / advocate.
4.	Robkars	Record Room (Criminal) also deals with the robkars for demand of consigned files from the various courts of East, North-East and Shahdara Districts.
5.	Inspection of files	Record Room (Criminal) deals with the application for inspection of Judicial record as and when filed by the advocate / litigents of East, North-East and Shahdara Districts.
6.	Return of Original Documents	Record Room (Criminal) also deals with the applications moved by the litigent / advocate for return of original documents.
7.	RTI Applications	Record Room (Criminal) deals with the RTI application as and when received by the branch.
8.	Miscellaneous Work	Apart from the above, routine enquiries, circulars / letters and directions from time to time are also being done by the branch.

This is for your kind information and further necessary action please.

Thanking you,

Yours faithfully,

Branch Incharge
Record Room (Criminal)
KKD Courts, Delhi

No. _____/RR(S)/KKD/2022 Date: 19.12.2022

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

Subject: Information regarding Nature of Work

Respected Sir,

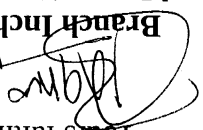
This is with reference to letter no. 12344/Genl./SHD/KKD/Delhi/2022 dated 14.12.2022, regarding above mentioned subject, the requisite information is as under :

NATURE OF WORK IN RECORD ROOM (SESSIONS)

S.No.	Nature of Work	Information regarding work
1.	Consignment of Judicial Files	Officials posted in Record Room (Session) receives decided files from the concerned Ahlmad of Sessions Courts, ADJ Courts, Electricity Court and Bail Section for consignment. After checking of files, General number and Goshwara number being allotted to the files and are being kept in a Basta month wise as well as year wise.
2.	Dealing with the requisition from the Hon'ble High Court of Delhi	Whenever, Branch receives the requisition / demand letter from the Hon'ble High Court of Delhi, the said files are being sent to the Hon'ble High Court in a digitized form or in physical form, if demanded.
3.	Certified copy of Judicial Record	Record Room (Session) also deals with the copying Agency applications and supplied the requisite data in form of Chittas or complete file as and when applied by the litigent / advocate.
4.	Robkars	Record Room (Session) also deals with the robkars for demand of consigned files from the various courts of East, North-East and Shahdara Districts.
5.	Inspection of files	Record Room (Session) deals with the application for inspection of Judicial record as and when filed by the advocate / litigents of East, North-East and Shahdara Districts.
6.	Return of Original Documents	Record Room (Session) also deals with the applications moved by the litigent / advocate for return of original documents.
7.	RTI Applications	Record Room (Session) deals with the RTI application as and when received by the branch.
8.	Miscellaneous Work	Apart from the above, routine enquiries, circulars / letters and directions from time to time are also being done by the branch.

This is for your kind information and further necessary action please.

Thanking you,

Yours faithfully,

Branch Incharge
Record Room (Sessions)
KKD Courts, Delhi



**OFFICE OF PRINCIPAL DISTRICT & SESSIONS JUDGE
KARKARDOOMA COURTS, DELHI**

Dt. 24-12-2022

No. 15 /Comp. Sec./KKD/2022

To

Transparency Officer
North-East District
Karkardooma Courts, Delhi

Ref:- No. 6815-6820/RO/NE/KKD/Delhi/2022 dated 14-11-2022
No. 7742-46/Genl./NE/KKD/Delhi/2022 dated 16-12-2022

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

Respected Sir,

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

Thanking You

Yours faithfully

Brij Bhushan Sharma

(MA, LLM, MCA, PGDES, CHR)

Branch In-Charge-cum-Computer System Administrator
Computer Branch, Karkardooma Courts, Delhi.

Annexure "A"

Sh. Amit Kumar Bhadri, Junior Judicial Assistant,

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

- To assist staff of Courts in ICJS.
- To assist staff of Courts in e-Filing.
- Revocation and transfer of cases of Courts in CIS.
- To prepare undated report and delay management reports of various Courts.
- To prepare report of manual chargesheet filed by concerned CMM office, every fortnightly.
- Noting and drafting on various correspondence.
- To assist DSA and SA in providing CIS training to all the staff Karkardooma Courts.
- Any other work assigned by the Branch In-charge.

COMPUTER BRANCH

- Sever handling and server backup
- Trouble Shooting training to staff about CIS and various existing and upcoming software.
- To deal with day to day technical problems.
- To assist both in ministerial as well as technical arena
- Handling of website
- to liaison with Service Managers of AMC/Warranty Companies for smooth functioning of Computerization work.
- Technical assistance to the stationed engineers/staff/branches.
- Maintenance of LAN in whole court complex.
- Maintenance of concerned files and records.

TRAINING ROOM

- To conduct training programmes for I.d. Judicial Officers and staff posted in Karkardooma Court Complex.

COMPUTER STORE ROOM

1. The computer store is maintaining the following registers:
 - Non-consumable fixed assets stock registers.
 - Consumable items Distribution Register
 - Received and issued/stand-by registered
 - Hardware Distribution Registers pertaining to CPUs, Printers, LCDs, TFTs, etc.
2. Dealing with the following files:
 - Requisition file pertains to cartridges and computer systems and its peripherals
 - Gate Pass Issuance File
 - Charge Hand-over Take-over file

- Correspondence file with the headquarters and other authorities
 - File with regard to several reports submitted by stationed engineers
 - 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 I.d. C.J. I.d. Nodal Officers and Branch In-charge, Computers.
 9. To perform duties on non-working days on the direction of authorities.

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

195
24/12/2022

No. /CMM/NE/KKD

Dated:

To,

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

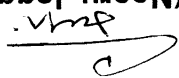
Sub: **Nature of Work in the office of Ld. Chief Metropolitan Magistrate, North-East District, Karkardooma Courts, Delhi**

Ref : 6815-6820/R.O./NE/KKD/2022/Delhi

Respected Sir/Madam;

With reference to your goodself's office letter No. 7742-46/Genl./NE/KKD/Delhi/2022 dated 16.12.2022, it is submitted that there are two officials namely Ms Anshu Meena, (JA) and Ms. Hema Kumari (JJA) posted in the office of Ld. CMM North- East, KKD Courts, Delhi and details of nature of work of the office of Ld. CMM is mentioned in a separate sheet attached with this letter.

This is for your kind information.


(Neeru Jaggi)
Branch Incharge
CMM OFFICE,
North-East District,
Karkardooma Courts, Delhi
21/12/2022

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 through email/physically U/s 200/156(3) Cr.PC, 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. Making data entry in CIS of those fresh Police Files which were not uploaded in ICJS by the Police Station concerned even then produced for filing at the counter alongwith certificate of urgency issued by the SHO concerned since the matter is becoming urgent due to time barring issue despite efforts.
6. 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.
7. 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.
8. Received DAK (Robkar, Summons etc.) from the Ld CMM (Central) Tis Hazari Court and distribute to the concerned courts.
9. Preparation of the Reports & Circulars and preperation of reply to the circulars/order/reports issued by the North-East District as well as other Districts.
10. Registration & allocation of Cases U/s 138 NI Act filed through e-portal/filing.
11. Weekly data collection from all the Ld Magisterial Courts in compliance of order dated 28.07.2022 of Hon'ble High Court of New Delhi, in Bail Application No -3805/2021, title as Neetu Singh V/s State of NCT of Delhi.

No. 7053
Leave(NE)/KKD/Delhi

dated 21 NOV 2022

OFFICE OF THE PRINCIPAL 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. 6815-6820/R.O./N-E/KKD/Delhi 2022 dated 14.11.2022 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 Numaber
1	Ms. Charu Gupta ASJ/SC-POCSO	Officer Incharge	011-22101432
2.	Sh. Narender Singh Patwal	Branch Incharge	011-22101432
3	Ms. Vimmi Bala	Sr. Judicial Assistant	011-22101432

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 Child Care Leave, Maternity Leave, Paternity Leave and other Special 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,

Forwarded Please.

Branch Incharge
North-East District
Karkardooma Courts, Delhi
21/11/22

Yours faithfully,
(Vimmi Bala)
SJA North-East
KKD, Delhi

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

संख्या 7054/हिन्दी/उत्तर-पूर्व/22/दिल्ली

दिनांक 21 NOV 2022

सेवा में,

श्री मान पारदर्शिता अधिकारी जी,

उत्तर-पूर्व जिला, कड़कड़ूमा 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 68 15-6520/R.O./N-E/KKD/Delhi/2022 दिनांक 14.11.2022 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
श्री निरिश कुमार शर्मा	नोडल अधिकारी	011-22101432
श्री नरेन्द्र सिंह पटवाल	शाखा प्रभारी	011-22101432
सुश्री विम्वी बाला	वरिष्ठ न्यायिक सहायक	011-22101432

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

1. जिला एवं सत्र न्यायाधीश, उत्तर पूर्व के निर्देशानुसार 22.09.2017 को उत्तर पूर्व जिले में हिन्दी अनुभाग का स्थापना की गई, जो केन्द्रीय हिन्दी कार्यालय 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।

2. चतुर्थ श्रेणी के सभी कर्मचारियों से संबंधित सभी पत्र-व्यवहार हिन्दी में हो यह भी हिन्दी अनुभाग सुनिश्चित करता है।

3. हिन्दी अनुभाग द्वारा राजभाषा हिन्दी के प्रचार-प्रसार हेतु जिला उत्तर-पूर्व के कर्मचारियों को हिन्दी टंकण प्रशिक्षण दिया जाता है।

4. 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।

5. कर्मचारी राजभाषा हिन्दी का अधिकारिक प्रयोग करे इसलिए हिन्दी अनुभाग द्वारा समय-समय पर परिपत्र जारी किये जाते है तथा केन्द्रीय हिन्दी कार्यालय समिति तीस हजारी से प्राप्त परिपत्रों/आदेशों को उत्तर-पूर्व जिले में स्थापित न्यायालयों तथा शाखाओं को

वितरित किया जाता है।

6. समस्त उत्तर पूर्व जिले में हिन्दी भाषा संबंधित किसी प्रकार की सहायता के लिए हिन्दी अनुभाग कर्तव्यबद्ध है।

7. 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,

अधिसहित
21/11/22
Branch Incharge
North-East District
Karkardooma Courts, Delhi

विम्वी बाला

वरिष्ठ न्यायिक सहायक हिन्दी विभाग

उत्तर-पूर्व जिला, कड़कड़ूमा न्यायालय

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

No. 6976 /NE/KKD/2021/Delhi

Dated 18 NOV 2022

To,

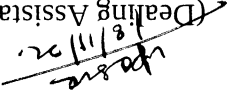
Sh. Manoj Kumar,
Transparency Officer,
North-East District,
Karkardooma Courts, Delhi

Respected Sir,

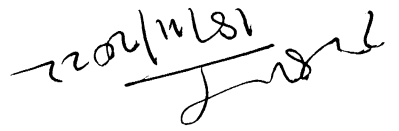
With reference to office circular no. 6815-6820/RO/NE/KKD/Delhi/2022 dated 14.11.2022, please find enclosed herewith details of nature of work of RTI Branch, North-East, KKD Courts, Delhi.

Thanking You,

Yours Sincerely,


(Dealing Assistant)
RTI Branch
N-E District, KKD Courts, Delhi

Forwarded please


18/11/2022

Public Information Officer
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. PAWAN KUMAR MATTO, SPL. JUDGE (NDPS)	ROOM NO. 63, 5 th FLOOR, NORTH-EAST DISTRICT, KKD COURTS, DELHI
PUBLIC INFORMATION OFFICER	MS. REKHA SHARMA, SENIOR JUDICIAL ASSISTANT	PORTA CABIN, THIRD FLOOR, NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI TEL. NO. 011-22101429-30

Ms. Upasna Chawla, Judicial Assistant

WORKING STRUCTURE OF RTI BRANCH & RTI APPEAL

- The work of RTI Branch is of urgent nature 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 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.

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

No. 7026 /F&A/NE/ KKD /2022

Dated: 19 NOV 2022

To,

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

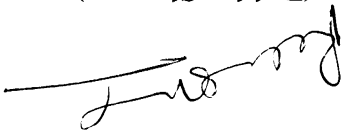
Sub: Regarding provide the details of nature of work of branch and other relevant information maintained.

Respected Sir,

In reference to Office circular no. 6815-6820/RO/N-E/KKD/Delhi/ 2022 dated 14/11/2022, please find enclosed herewith the details of nature of work and other relevant information maintained by the Fine & Audit Branch, North-East District, KKD Courts, Delhi as per Annexure 'A' attached as desired.

Encl. : As above

Yours faithfully,



(Rekha Sharma)
Senior Judicial Assistant
North East District, Karkardooma Courts
Delhi.

FINE AND AUDIT BRANCH NORTH-EAST DISTRICT, KARKARDOOMA COURT, DELHI

S.No	1	2	Name of the Branch	No. of Officer/official category wise/designation wise	Work profile and volume of work being dealt with by the branch concerned.
1	1	2	Fine & Audit Branch North East District	3	4
			Ms. Savitri Ld. ASJ/HOO/CO, North East District, KKD Courts, Delhi		All work being the Ld. HOO/CO of the office
			Sh. Amit Badoni, Drawing & Disbusing Officer, NE District, KKD Courts, Delhi		All work being the DDO of the office
			Sh. Inder Singh, Link DDO/AAO		All work being the Link DDO/AAO of the office
			Ms. Rekha Sharma, Sr.JA		1. Maintaining monthly Fine Statements of Courts. 2. Maintaining daily fine statements received from cash branch by cashier. 3. Maintaining of fine registers and miscellaneous registers. 4. Updation in computer. 5. Preparing & maintaining reconciliation statement on the basis of daily fine statements received from the cashier from cash branch and the same forwarded to Headquarter. 6. Verifications of refund vouchers received from the courts and maintain the concerned register. 7. Conducting internal audit of courts and preparing the report. 8. Assistance in all the work related to external audit of both Central and State Government when assigned. 9. Handling of other miscellaneous work related to this branch.

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

No. 6975/NE/KKD/2022/Delhi

Dated 14.11.2022

To,

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

Respected Sir,

With reference to office circular no. 6815-6820/RO/NE/KKD/Delhi/2022 dated 14.11.2022, please find enclosed herewith details of nature of work of General Branch, North-East, KKD Courts, Delhi.

Thanking You,

Yours Sincerely,

Upama
18/11/22
(Dealing Assistant)
General Branch
N-E District, KKD Courts, Delhi

Forwarded please

Branch Incharge
General Branch
North-East District, KKD Courts, Delhi

GENERAL BRANCH

LD. OFFICER INCHARGE - SH. PULSATYA PARAMCHALA
ADDITIONAL SESSIONS JUDGE -03

NAME	SH. NARENDER SINGH PATWAL
DESIGNATION	SENIOR JUDICIAL ASSISTANT
CONTACT NO.	011-22101429-30

Ms. Upasna Chawla - Judicial Assistant

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.

- Quarterly 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.

- Quarterly statement in the matter of "Sunil Tyagi vs State" is also sent to Tis Hazari Court with regard to P.O. received from courts dealing with criminal matters.

- 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".

- Monthly statement with regard to conviction in the matter of "Sunny vs State" as received from the courts dealing with Criminal Matters.

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

Dated 11/8/2022

No. 6967 /Acctt./NE/ KKD /2022

To,

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

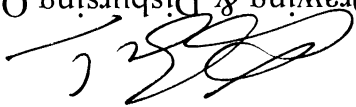
Sub: Regarding provide the details of nature of work of branch and other relevant information maintained.

Respected Sir,

In reference to Office circular no. 6815-6820/RO/N-E/KKD/Delhi/ 2022 dated 14/11/2022, 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.

Encl. : As above

Annexure –'A'				
Name of Branch: Accounts Branch, North-East District, KKD Courts, Delhi				
S.No	Name of Branch	2	1	
No. of Official category wise/Designation wise	3	4		
Work Profile & volume of work being dealt with by Accounts Branch 4 Contingency-To check the entitlement of concerned Officers towards their respective claims from their respective service books as well as details received from previous transferee districts and accordingly, prepare the Note and Draft for obtaining the approval from competent authority as well as sanction and thereafter, prepare the bills in respect of Reimbursement/respective claims of all the Judicial Officers towards water charges, Electricity Charges, News Paper & Magazine charges, Telephone bills, Petrol Charges and Allowances i.e. Camp Office, Technical Devices, Brief Case/Office Bags(Staff also), Home Orderly , Robe Dress, Mobile purchase, Mobile usage bills in respect of Process Servers and posting of all the aforesaid reimbursement/payment in the respective record registers. To provide the detail of disbursed amount against their respective claim on monthly basis. To provide contingency details of Judicial Officers/Officials to respective districts on transfer. Check and prepare the bills of All Office Bills Electricity, Telephone, Water & Ors. of Court Complex etc. Prepare Bills of Office/all branches i.e. Purchases of items from GelM Portal, Stationery, rubber stamps, Child Witnesses support persons bills , Pool car repair & Maintenance & petrol charges of Pool Car etc. Refreshment bills of Office, payment of amount for prize distribution of Hindi competitions. Prepare the Bills of Domestic Help Allowance in respect of retired Judicial Officers. To prepare Data for filing return against GST/TDS on monthly and quarterly basis and provide form 16 A/ GST to concerned parties. Maintain Budget and all the relevant records and registers pertaining to aforesaid bills and allowances. In addition to that necessary entries of reimbursement claims are made in the service book record of concerned Officers/Officials. All other works as directed by the superior authorities are disposed off in time bound manner. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.				
04 Judicial Assistant & 02 Junior Judicial Assistant	Total Officials Posted-06	Branch, North-East District	Accounts	

GPF/CPF Seat- To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims of GPF Advance, GPF/CPF withdrawal and accordingly prepare the Note and Draft for obtaining the approval from competent	Pension Seat- Timely processing and put up the Pension cases of Judicial Officers and all the staff on superannuation/Death/compulsory/Voluntary retirement etc. as the case may be, before the competent authority and obtain all the No dues from the concerned Branches/Vigilance/LPC/HBA/Long terms advance seat etc. and benefits such as pension, Death cum Retirement Gratuity/family pension/ Commutation of Pension/ Group Insurance/ Leave Encashment are released. Revision of pension/family case on account of implementation of orders/directions of Hon'ble High Court as well as HQs in time bound manner. To maintain all the relevant registers and records pertaining to pension seat. To obtain list in respect of Officials to be retired in the subsequent years from HQs. To prepare pensioners Identity cards and making correspondence to PAO concerned. All other works as directed by the superior authorities are disposed off in time bound manner. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.	Budget Seat- The Accounts Branch maintain the budget distribution to all concerned branches, prepare monthly basis data pertaining to expenditure as well as remaining budget on account of bills submitted to PAO and reconcile the same with PAO. Prepare Revised Estimate for current financial year & Budget Estimate for next financial year to ascertain the expected expenditure to be incurred during the concerned financial year & send information to other departments on monthly basis. To send the requisition of additional budget to HQ as and when required during the financial year. Monthly Salary Statement & Quarterly Statement Final Excess & Saving (atleast twice in a financial year). All other works as directed by the superior authorities are disposed off in time bound manner. To sought out the queries pertaining to budget in respect of concerned Branches . RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.

		authority as well as sanction and thereafter, prepare the bills for respective claims. Maintenance of GPF/CPF Pass Book and Make entry of GPF/CPF Advance & Withdrawal as the case may be, in Pay bill ledger/GPF/CPF Registers and GPF/CPF Pass Book of the Official concerned. Timely processing and put up the GPF Final payment case of Judicial Officers/staff on superannuation/Death/compulsory/ Voluntary retirement etc. as the case may be, before the competent authority and to submit the same to GPF Cell/PAO concerned and prepare bills after obtaining the authority of amount of final payment. To get issued and provide the PRAN No. & Cards to newly recruited Officers/Officials. To update the PRAN detail of the Officers/Official concerned by way of submission of requisite forms to PAO. Transfer of GPF/CPF Pass books of the Judicial Officers/Official to concerned district on transfer. All other works as directed by the superior authorities are disposed off in time bound manner. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch. LTC Seat - To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims of All India LTC/HT-LTC/HT Conversion by way of obtaining reports from service book and process the claim accordingly and grant LTC advance/Final payment/adjustment and submit the bill to PAO concerned. To make necessary entries in the service book of the Officer/official concerned regarding availing of particular LTC for the concerned block. Relevant register and record is also maintained on the LTC seat. All other works as directed by the superior authorities are disposed off in time bound manner. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch. Judicial Officers Leave Encashment & LTC Leave Encashment – To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims in respect of Judicial Officers EL encashment and 10 days earned leave encashment on the occasion of LTC and put up the note and draft for approval and sanction before competent authority and prepare bill accordingly. Requisite entries in this regard are also made in the service book of the Officer/official concerned and leaves are deducted in the same. Relevant registers and records are also maintained on the LTC seat. Conveyance- Reimbursement of Conveyance Vouchers of staff and proper maintenance of its Registers. Short terms & Long term Advances- To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims of short/long term advances and put up
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the note and draft for approval and sanction before competent authority and also obtain the approval from Finance Department, and preparing bills accordingly and make proper entry in the office records/relevant registers as well as pay-bill register.			
TA Seat :- Grant of TA advance/reimbursement of final TA bill as per schedule provided by the Hon'ble High Court in respect of Judicial Officers. Judicial staff is also provided TA advance/reimbursement of TA claim on account of official journey as per direction of authority concerned. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.			
Service Book- Maintaining of Leave account, Recasting of Leave, Entry of sanctioned leave , Pay fixation on promotion and as per various orders time to time, currency of penalty, Special increment matter, Addition/deletion of the name of family members, entry of documents marked by the Admn. Branch for necessary entry. Preparation of annual increment List of staff and judicial officers, entry of increment, entry of penalty order & fixation of pay, compliance of various order related to pay fixation time to time, SDM verification in case of dependency, if required and disposal of all other Misc. work pertain to Seats. Nothing/drafting regarding other official letters/correspondence. To resolve the query of officials/officers regarding pay fixation and service book inspection. To send Service book of the staff/judicial officers to PAO concerned for verification of service To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to respective Seats. Misc.- Maintain all the relevant records and registers pertaining to seats and all other works as directed by the Lt. DDO/AO time to time			
Medical Seat- Preparation of Medical Bills reimbursement and seek clarification from DHS in respect of emergent cases and various cases of existing/retired staff. Preparation and issuance of Medical cards/duplicate medical card to existing as well as retired Judicial officer/staff. Medical Advance and final claim, addition and deletion names of the beneficiaries and their family members and work related to smart card. To prepare the bill of dependent family members of the staff/judges after verification of their status in the service book of the official concerned. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to respective Seats. Misc- Maintain all the relevant records and registers pertaining to seats and all other works as directed by the Lt. DDO/AO time to time. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time.			
Pay bill Seat -Preparation of pay bills of Judicial Officers and staff. Release of payment of various Pay Arrears , implement of various orders received from Hon'ble High Court/HQs in			

			time bound manner, to provide due and drawn statement to the officials/officers concerned, Tuition Fees claims, OTA, Hon. Bills, provide data of IT Return, preparation of data for filing of return of office (24Q) salary, issuance/transfer of online LPC and hard copy of the same to transferred district. Evening Court Bills, Form 16 & Other Misc. work. In addition to above preparation of DA Arrear, Bonus Bill, Submitting the CD's of all the pay bill & other bills & updation in PAO, online work on the pay Package & Ors. Maintenance of bill register/budget register/pay-bill ledger of the judicial officer/staff. Increase/decrease of GPF subscription. Monthly detail of disbursement of salary in respect of judicial officer/staff posted/in strength is provided to administration branch for onward transmission to HQ. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to respective Seats. Misc- Maintain all the relevant records and registers/ updation of ledgers and all other works as directed by the Ld. DDO/AO time to time.
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No. 6891/CB/N.E./KKD/2022

Dt. 17/11/2022

To

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

Ref.: Circular No. 6815-6820/R.O./NE/KKD/Delhi/2022 dt. 16/11/2022

Respected Sir,

With reference to Circular No. 6815-6820/R.O./NE/KKD/Delhi/2022 dt. 16/11/2022, 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., Contingent, 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.
7.	Other related misc. Works.

Thanking you

Yours faithfully,



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

139
14/11/22

To

Date: 14.11.2022

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

Subject: Reply of letter no. 6815-6820/RO/NE/KKD/DELHI/2022 DATED 14.11.2022

Respected Judge,

In reference to your letter no. 6815-6820/RO/NE/KKD/DELHI/2022 DATED 14.11.2022, 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

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

Nand Kishore

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

Forwarded by
14/11/22
Branch Incharge
North-East District
Karkardooma Courts 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 (Commercial) of District and Session Judges (Commercial), 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. The Commercial Suit, Revisions and Appeals are checked on E-filing website. 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. Files from Hon'ble High Court for hearing in District Court and Juvenile Justice Board are received and allocated to concerned courts.
6. 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.
7. 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 files 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 bailsectionneddc@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 concerned.
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 concerned bail application.

To,

Sh. Manoj Kumar,

Transparency Officer,

North-East District,

Karkardooma Courts, Delhi

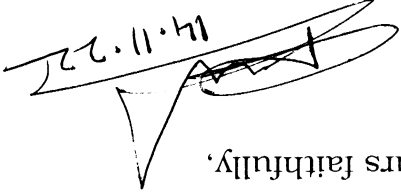
Sub :- Regarding details of Nature of Work

Respected Sir,

Please refer to your office circular no. 6815-6820/R.O/N-E/KKD/Delhi/2022 dated 14.11.2022, 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,


14.11.22

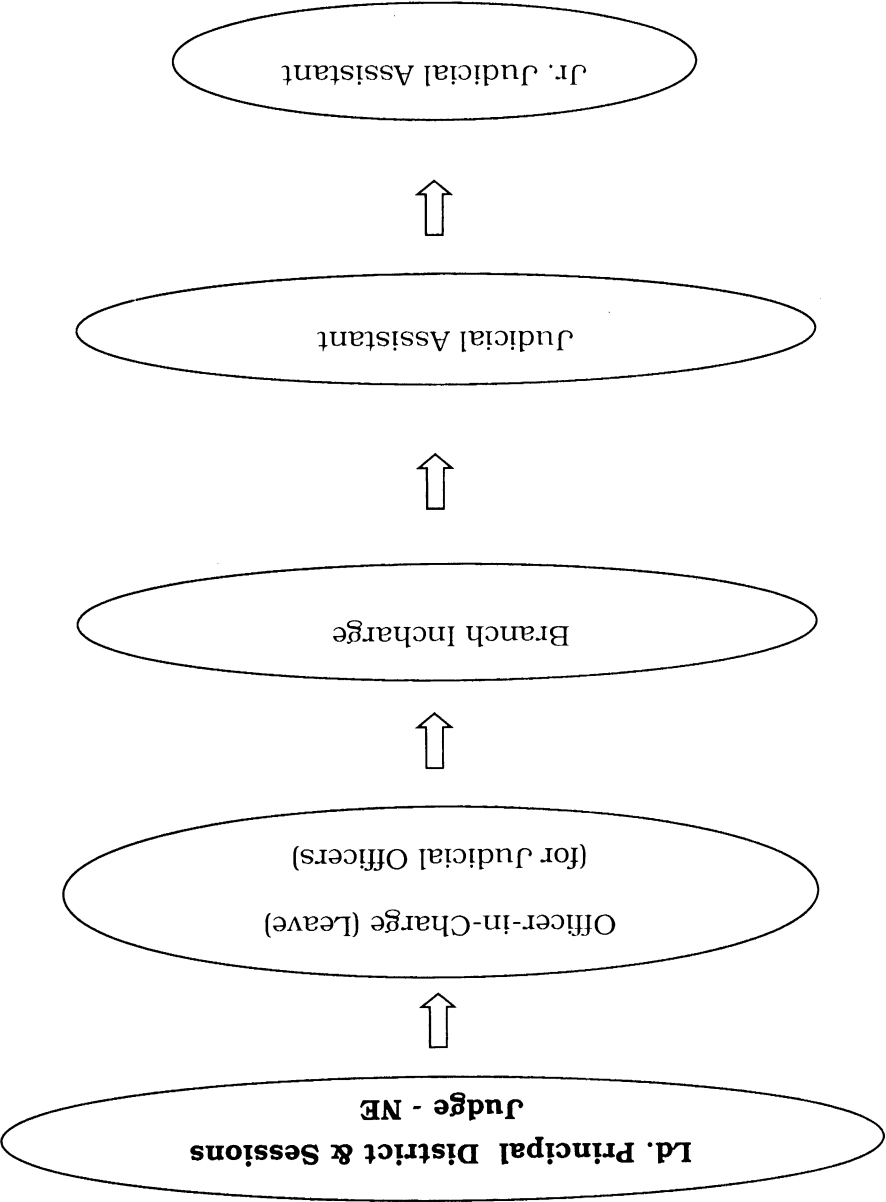
(NARENDER SINGH PATWAL)

Branch Incharge (Judicial Branch),
O/o Ld. Pr. District & Sessions Judge,
North-East District,
Karkardooma Courts, Delhi

Encl :- as above

1270
14/11/22

**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. Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi :-

Sl. No.	Name of Officer/Official	Designation	Contact Number
1.	Sh. Narender Singh Patwal	Branch Incharge	011-22101431
2.	Ms. Sarita Negi	Judicial Assistant	011-22101430
3.	Sh. Vivek Chaudhary	Jr. Judicial Assistant	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 Principal 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, Delhi, 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. Sending e-mail on daily basis regarding leave intimation of the Judicial Officers to the e-mail id of Office of Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi and Computer Branch, Karkardooma Courts, Delhi.

7. Collecting and providing information in reply to the Right to Information Act applications, concerned with Judicial Branch (N-E).

8. 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'bl High Court of Delhi, New Delhi by DHJS & DJS Officers.

NAZARAT BRANCH, DISTRICT NORTH-EAST, KKD COURTS

O.I.C of Nazarat Branch North-East district : Ms. Pragati, Ld. ACJ/ARC/CCJ

Telephone No. : 011-22101437
Extn. No. : 437

Total strength of staff in Nazarat Branch North-East District (designation wise) :-

No. of Civil Nazir = 03
No. of Naib Nazir = 01
No. of Bailiff = 02
No. of Process Server = 16
Total Staff = 22

S.No.	Name of Official	Designation
1	Sh. Sanjeev Kr. Gaur	Civil Nazir / In-Charge
2	Sh. Rakesh Kr. Bassi	Civil Nazir/ Head of Branch
3	Sh. Vijay Datt	Civil Nazir
4	Sh. Tushar Sharma	Naib Nazir
5	Sh. Anant Ram Sharma	Bailiff
6	Sh. Jai Bhagwan Singh	Bailiff
7	Sh. Daya Ram	Process Server
8	Sh. Bharat Singh	Process Server
9	Sh. Mehdi Hasan	Process Server
10	Sh. Ashok Kr Tomar	Process Server
11	Sh. Som Dutt Kain	Process Server
12	Sh. Sahender Singh	Process Server
13	Sh. Anil Singh	Process Server
14	Sh. Dharamvir Singh	Process Server
15	Sh. Ram Gopal	Process Server
16	Sh. Rajesh Kumar	Process Server
17	Sh. Prem Singh	Process Server
18	Sh. Dharmeshwar	Process Server
19	Sh. Uttam Giri	Process Server
20	Sh. Kuldeep Kumar	Process Server
21	Sh. Rahul Kr. Rath	Process Server
22	Sh. Ankur Dutt Sharma	Process Server

- 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.
- All kinds of Circulars/Orders issued by the Ld. District & Session's Judge, North-East, Ld. CMM, N.E./ Ld. Officer In-charges are also uploaded on LAYERS/Website through LAYERS.

forwarded
15/11/22
Branch Judge (R&I)

(Sanyal/cur)
Sanyal

Joseph
(Sanyal/cur)

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

NAME	SH. NARENDER SINGH PATWAL
DESIGNATION	BRANCH INCHARGE R&I BRANCH
CONTACT NO.	011-22101429

OFFICIALS POSTED IN R&I BRANCH:-

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

**Subject:- Nature of work done by the R & I Branch, North-East District,
Karkardooma Courts, Delhi**
No.6815-6820/R.O./N.E./KKD/Delhi/2022, dated 14.11.2022

Respected Sir,

- 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 receives 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 these has to be done on very urgent basis as most of the time the letters receive are of urgent and time bound in nature. Separate receipt and dispatch registers 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.

3. Transfer of cases of DHJS & DJS, as per direction of the Hon'ble High Court of Delhi, New Delhi and Ld. Principal 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. Principal 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. Principal 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.

Dated : 16.11.2022

383
16.11.2022

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

Sub : Nature of work of Nazarat Branch.

Respected Sir,

In compliance of your Ld. office Circular No.6815-6820/R.O./NE/KKD/2022, Dated. 14.11.2022, it is submitted that the basic work of Nazarat Branch is to receive the summons/notice and warrants which are issued by the various courts and to get these process executed by their staff (Process Server or Bailiff) . The process of work which is done by Nazarat Branch are being mentioning below step by step :-

1. First of all Nazirs of the Nazarat Branch receives the summons/ notices and warrants which issued by the various courts (Delhi High Court & Delhi District Courts, other state High courts and District Courts) then concerned Nazir marks these in the name of concerned beat/area wise to concerned process server , after marking the concerned Nazir gets entered these summons in the computer and assigns the duty to process servers for executing.
2. The concerned process server takes their duty of summons from concerned Nazir and visit at the given address and after that concerned Process Server submit his report on the back side of the summons and as well as on NSTEP (on-line) , then return it to the Beat Nazir for placing it in concerned court before next date of hearing.
3. After that Beat Nazir reads and checks the report properly and then he does forward (Tasdik) and gets it entered as kharya in computer then sends back to the concerned court.
4. In Nazarat Branch, Nazir also receives warrants which issued by Civil, Rent and Sessions Courts in execution for attachment or Possession . After receiving the warrants, Nazir produces these warrants in the court of Ld. ACJ concerned for marking or assigning the warrant, bailiff complies the court order and submits his report with concerned Nazir of the Nazarat Branch. The concerned Nazir check and forward the report and send back to the concerned court before the date fix for hearing.
5. Publication charges, Diet money and subsistence allowance are also deposited in Nazarat Branch. Issue work of these allowance / charges are also done by Nazir in Nazarat Branch.
6. All records of summons and warrants as served or unserved of process are kept in the computer, So that no difficulty may be faced in future.

This is for your kind information.

Forwarded by
16/11/22
Nazir
Additional Rent Controller/
Commercial Rent Controller/
North-East, Civil Judge
Karkardooma Courts, Delhi

Yours faithfully
Sanjeev Kumar Garg
(Sanjeev Kr. Gaur)
Incharge
Nazarat Branch
District N-East, KKD Courts.

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

NAME	DESIGNATION	CONTACT NO.
SH. NARENDER SINGH PATWAL	BRANCH INCHARGE (LITIGATION BRANCH)	011-22101429

OFFICIAL POSTED IN LITIGATION BRANCH:-

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

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

Respected Sir,

With reference to your letter No.6815-6820/R.O./N.E./KKD/Delhi/2022, dated 14.11.2022
It is submitted that in North-East District, the Litigation Branch is assisted by One Branch
Incharge, one dealing assistant.

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
Honble High Court of Delhi as well as from the Id. 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 In-charge 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.

Forwarded
15/11/22
Branch Incharge/CAT

Singh
(Surya Kumar)
20/11/22

**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.6815-6820/R.O./N.E./KKD/Delhi/2022, dated 14.11.2022, In this regard, it is submitted that , the LAC Branch is working under the supervision of the Ld. Principal District & Sessions Judge, North-East District, consisted One District Nazir and one dealing assistant.

NATURE OF WORK IN LAC BRANCH

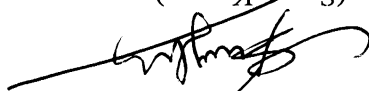
The LAC Branch receive the cheque in LAC matters and deposit it in the concerned banks in the form of FDRs for the period mentioned in the order of the court. After getting the withdrawal order, letters are written to the bank concerned to release the cheque in favour of the party/parties concerned.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

Submitted please.

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



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



Yours sincerely,

Forwarded By

Branch Incharge(LAC Branch)
N.E/15.11.2022

VIGILANCE BRANCH , NORTH EAST DISTRICT , KARKARDOOMA COURTS DELHI

NAME

Narender Singh Patwal

DESIGNATION

Branch Incharge

CONTACT NO.

011-22101430-32

OFFICIAL POSTED IN VIGILANCE BRANCH, NORTH EAST

Senior Judicial Assistant

Devender Kumar

Contact No.

011-22101430-32

To,

Transparency Officer

North East District, Karkardooma Courts

Delhi

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

Respected Sir,

With reference to your circular No. 6815-6820/R.O/NE/KKD/2022/Delhi 14.11.2022 it is to inform your goodself that the following type of work is dealt by the Vigilance Branch , North East District, 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, North-East, Karkardooma Courts, Delhi	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 Lt. Principal District & Sessions Judge, North East District. The proceeding in these Complaints files are maintained in the vigilance branch. Some case files are transfer to H.Q for Departmental Inquiry as per the direction of the Lt. Principal District & Sessions Judge, North East District, KKD Courts, Delhi. From time to time, various list of officials are received for Vigilance Clearance from the Office of Lt. 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. Meetings of the Vigilance Committee are arranged as and when required as per the direction of the Chairperson Vigilance Committee.

Submitted please.

Yours sincerely ,

(Devender Kumar)

SJA , Vigilance Branch

North East District

Forwarded
Narender Singh Patwal
Branch Incharge
Vigilance Branch, NE,KKD

PURCHASE CELL , NORTH EAST DISTRICT , KARKARDOOMA COURTS DELHI

NAME		Narender Singh Patwal
DESIGNATION		Branch Incharge
CONTACT NO.		011-22101429

OFFICIAL POSTED IN PURCHASE CELL NORTH EAST

Senior Judicial Assistant : Devender Kumar

Judicial Assistant : Sangeeta

Contact No. : 011-22101430-32

To,

Transparency Officer
North East District, Karkardooma Courts
Delhi

Subject :- Nature of work done by the Purchase Cell , North East District, Karkardooma Courts, Delhi

Respected Sir,

With reference to your circular No. 6815-6820/RO/NE/KKD/2022/Delhi dated 14.11.2022 it is to inform your goodself that the following type of work is dealt by the Purchase Cell , North East District, Karkardooma Courts, Delhi.

S.No.	Name of the Work Profile and volume of work being dealt with by the branch concerned.
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1	Purchase Cell , North East , Karkardooma Courts, Delhi
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2. The buyer before placing the order on GeM should have the required mandatory approval with prior sanction and approval of the competent authorities.

3. To receive requisition from Various Branches of N/E District i.e care taking branch, A/C Branch, Computer Branch , Stationery Branch, General Branch

4. Arrangement of meetings in respect to purchase of various articles after searching from GeM Portal as per the requirement received from the Concerned Department.

5. Preparing MOM and place the order through GeM Portal after required mandatory approval with prior sanction and approval of the competent authorities.

6. Liaison with GeM Seller regarding queries related to item ordered and any other issue and accordingly seller deliver the item in the branch concerned. When material delivered, concerned branch provides "Inspection Report" to Purchase Cell. On the basis of that Inspection Report , CRAC form is generated in GeM Portal.

7. Preparing Sanction Order for the payment & accordingly, all the bills are

- sent to Accounts Branch immediately after making complete set as per rules in order to avoid any delay.
8. Sometimes material is rejected because of quality issue or defected products etc then liaison with seller and follow up with seller to resupply the material or Rejection Report from the Inspected Authority and updated the same of GeM Portal.
9. Regularly Check the GeM portal for latest status of the order placed and further proceeding of GeM portal.
10. After payment to the concerned Seller the payment/ deduction details is sent by the Accounts Branch/ Cash Branch and that data is updated in the GeM Portal.

Submitted please.



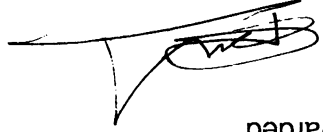
Sangeeta
JA, Purchase Cell
North East District



(Devender Kumar)
SJA, Purchase Cell
North East District

Yours sincerely ,

Forwarded



Narender Singh Patwal
Branch Incharge
Purchase Cell , North East

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

No. 6937 /Admn./N-E/KKD/Delhi/2022 Date 17 NOV 2022

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

Ref: No.6815-6820/R.O./N-E/KKD/Delhi/2022 dated 14/11/2022

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.	Sh. Narender Singh Patwal	Branch Incharge (All Branches)	011-22101432

S. No.	Name of the Official	Designation	Contact No.
2.	Sh. Amit Kumar Sharma	Judicial Assistant	011-22101432

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

- 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.
- Forwarding 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. Principal District & Sessions Judge (North-East) Or Officer in charge.

5. Forwarding of various applications and letters of staff to the office of Ld. Principal District & Sessions Judge (HQs), Delhi, after endorsement of the Ld. Principal District & Sessions Judge (North-East).

6. 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.

7. To provide staff in Mega Lok Adalat in North-East District.

8. complaints of the officials before Ld. Principal District & Sessions Judge (North-East).

9. 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.

10. To provide substitute Personal Assistants and Orderlies in courts as and when requirements are received.

11. To send replies of applications whereby information has been sought under RTI Act, 2005.

This is for your kind information please.

Yours faithfully,

(Signature)

(Amit Kumar Sharma)

Judicial Assistant

Administration Branch,

O/o Principal District & Sessions Judge

North East District

Karkardooma Courts,

Delhi.

Forwarded Please
17/11/22

No. 41/2023

Dated: 25.01.2023

To,

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

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

Ref: Order No.6815-6820/RO/NE/KKD/Delh/2022, dated 13.03.2020

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

Respected Sir,

With reference to the Order no. as mentioned above, requisite
information regarding details of nature of work of the copying agency in the
North-East district, Karkardooma Courts is enclosed herewith for your kind
perusal.

Submitted please,

Yours faithfully,


(POONAM SHARMA)
SJA/ Branch Incharge
Copying Agency, East,
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; deposit 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	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-entered 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 deposit of amount collected in the Cash Branch
1. Receiving counters 2. Delivery counters	