

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

**ORDER**

The following posting and transfer is hereby made with immediate effect:

S.N.	Name of the Official	From	To
1	Ms. Neha Chopra, JJA (EC:91864296)	JJA in Office Pool, Administration Branch, Shahdara District (surrendered Asst. Ahlmad from the Court of Ms. Aishwarya Singh Kashyap, JMFC-06, Shahdara District).	JJA in Stationery Branch, Shahdara District.

1. Official posted in Stationery branch is directed to prepare the complete inventory, update and maintain the complete inventory/stock of all stationery articles and further to prepare itemized record of all the articles received, issued and prepare/update the daily Receipt Register apart from regular duties in the branch. All the record of stationery branch shall be subject to regular inspection by the General Branch, Shahdara District.
  2. In the post lunch session, Ms. Neha Chopra, JJA shall also perform duties in Digitization Cell, Shahdara District, besides the work already assigned to her.
  3. The official shall be under the control of Officer Incharge, General Branch, Shahdara District and shall mark the attendance in the Administration Branch, Shahdara District.
- \* Transferred official shall handover the charge of all the court records in their custody along with the computer hardware & peripherals, if any, before relinquishing the duty from the transferor place.
- \* Non-compliance of the order or proceeding on leave immediately will be deemed as deliberate insubordination and disciplinary action shall be initiated against the delinquent, as per rules, without any notice.

  
(RENU BHATNAGAR)


Principal District & Sessions Judge  
Shahdara District, KKD Courts, Delhi.

No. 30858-30866 /Admn./P&T/SHD/KKD/2024

Dated 12/12/2024

Copy forwarded for information and necessary action to:

1. The Ld. Principal District & Sessions Judge (HQ), Delhi.
2. The Administrative Officer (Judl) Admin.II, O/o Ld. Principal District & Sessions Judge (HQ), Delhi.
3. The Officer-In-Charge, Administration Branch, Shahdara District, Karkardooma Court, Delhi.
4. The Assistant Accounts Officer, Accounts Branch, Shahdara District, Karkardooma Court, Delhi.
5. Officers/Officials concerned.
6. Dealing Officials Personal File/Leave/CR.
7. Dealing Official, "LAYERS" Seat, Administration Branch, Tis Hazari Courts, Delhi.
8. PS to the undersigned.
9. Website Committee, Tis Hazari Courts/Karkardooma Courts, Delhi.

  
Principal District & Sessions Judge  
Shahdara District, KKD Courts, Delhi.