

OFFICE OF THE DISTRICT & SESSIONS JUDGE: NEW DELHI DISTRICT
PATIALA HOUSE COURTS: NEW DELHI

ORDER

In super-session of all earlier orders the following Judicial Officers, in addition to their regular duties are hereby designated as Officer-In-Charges of the Branches in New Delhi District as mentioned against their names, with immediate effect:

S.No.	Name of the Judicial Officer	Officer Incharge
1	Sh. Rajeev Bansal, Judge-In-Charge, Mediation Sh. Sandeep Garg, ADJ-01 (Link)	Administration Branch (I)/ Leave Section (I)
2	Sh. Sandeep Garg, ADJ-01 Sh. Satish Kr. Arora, ASJ-02 (Link)	Administration Branch (II)/ Leave Section (II)
3	Sh. Satish Kr. Arora, ASJ-02 Sh. Anil Antil, ASJ-04 (Link)	Administration Branch (III)/ Leave Section (III)
4	Sh. Praveen Kumar, ADJ-05 Ms. Anu Grover Baliga, ASJ (FTC) (Link)	Judicial Branch
5	Ms. Ruby Alka Gupta, ASJ-01 Sh. Dheeraj Mor, JSCC/ASCJ/GJ (Link)	Stationery Branch
6	Sh. Satish Kr. Arora, ASJ-02 (FTC) Ms. Twinkle Wadhwa, ADJ-03 (Link)	R&I Branch
7	Sh. Anu Grover Baliga, ASJ (FTC) Sh. Sandeep Garg, ADJ-01 (Link)	Vigilance Branch/Litigation
8	Sh. Rajeev Bansal, Judge-In-Charge, Mediation Sh. Anil Antil, ASJ-04 (Link)	Committee Branch/Monitoring Committee 5-10 year old cases
9	Sh. M.K. Nagpal, PO MACT Ms. Ravinder Bedi, ADJ-04 (Link)	Bail & Filing Section
10	District & Sessions Judge Ms. Anu Grover Baliga, ASJ (FTC) (Link)	Facilitation Centre/PRO Office
11	Sh. Dheeraj Mittal, ACJ-cum-CCJ-cum-ARC	Nazarat Branch
12	Head of Office Sh. Sudesh Kumar, Spl. Judge, NDPS Controlling Officer Sh. Rajeev Bansal, Judge-In-Charge, Mediation	Accounts Branch/ Cash Branch/ Fine & Audit Section
13	Sh. Ram Lal Meena, ADJ-02 & Wakf Tribunal Ms. Twinkle Wadhwa, ADJ-03 (Link)	Record Room Sessions & Digitization/ Record Room Criminal/ Record Room Civil
14	Ms. Twinkle Wadhwa, ADJ-03 Ms. Ankita Lal, MM-02 (Link)	Library
15	Ms. Anu Grover Baliga, ASJ (FTC) Sh. Sudesh Kumar, Spl. Judge (NDPS Act) (Link)	General Branch
16	Sh. Anil Antil, ASJ-04 (Pilot Court) Sh. Bhupinder Singh, SCJ-cum-ARC (Link)	Copying Agency
17	Sh. Rajeev Bansal, Judge-In-Charge, Mediation Sh. Bhupinder Singh, SCJ-cum-ARC (Link)	Computer Branch
18	Sh. Anil Antil, ASJ-04 (Pilot Court) Sh. Sumeet Anand, MM-07 (Link)	Pool Car Section
19	Ms. Anu Grover Baliga, ASJ (FTC) Sh. Ram Lal Meena, ADJ-02 & Wakf Tribunal (Link)	RTI Branch
20	Sh. Manish Khurana, CMM	CMM Office
21	Sh. Manish Khurana, CMM	Evening Cell
22	Sh. Sandeep Garg, ADJ-01	Care Taking Branch & Telephone Exch.
23	Sh. Bhupinder Singh, SCJ-cum-ARC Model Officer (Hindi)	Hindi Section

Note :-

1. The Officer(s) In-Charge shall :-

(a) be responsible for regularly supervising the work of the Branches (and connected Branches and Sections) under their control on daily basis, inter alia, by providing necessary guidance/directions to the Administrative (Judl.) or Branch Incharge.

(b) take all necessary decisions using proper discretion in matters of routine nature, keeping in mind the best interest of the institution and shall refer the matter to the District & Sessions Judge, in case of any doubt;

(c) Co-ordinate with other Officer(s) -in-Charge and Committees, whenever required.

2. The Administrative Officer Judicial/ Branch Incharges and all subordinate staff shall work under the control and supervision of the concerned Officers Incharge. They will be answerable to and report on daily basis to the respective Officer(s) in-Charge.

3. In the event of inability to discharge such responsibility (on account of leave, other duties etc.) of the OIC of a Branch/Cell, the OIC of the Branch/ Cell mentioned immediately next in the list shall be suitably informed by the former and the latter shall act as the link officer.

4. Each Branch/Cell shall have work allocated amongst the staff subject-wise, with arrangement for link Assistant (on account of absence of regular dealing hand), for which the OICs shall issue formal orders, in consultation with and under intimation to the undersigned.

5. The Officer(s) In-Charge of the Administrative Branches are hereby authorized to regulate and take appropriate decisions, as per rules on the application for leave of all members of categories of staff under their respective control, under intimation to DDO. The leave of AAO & AO (J) shall not be approved without prior intimation of District & Session Judge, NDD

6. Sh. Praveen Kumar, ADJ-05 is hereby authorized to look after leave application including Earned Leave and Medical Leave of the Officers of DHJS (except his own leave and that of Officers senior to him) & DJS, New Delhi District with immediate effect. In case of his non-availability or his absence on account of leave or otherwise, Sh. Anil Antil, ASJ-04, shall look after the above mentioned work. However, the correspondence with the Hon'ble High Court of Delhi, New Delhi shall be done only through the undersigned.

7. Sh. Ram Lal Meena, ADJ-02 is hereby authorized to look after the work of service of summons on Judicial Officers / Officials.

(Poonam A. Bamba)
District & Sessions Judge
New Delhi District

No. 9007-9077 /Committee/D&SJ/NDD/2019

Dated : 09/04/19

Copy forwarded for information to :

1. The Registrar General, Hon'ble High Court of Delhi.
2. The District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Principal Judge, Family Court, New Delhi District, New Delhi.
4. The Judge Incharge, Mediation Centre, New Delhi District, PHC, ND.
5. All the Judicial Officers, New Delhi District, New Delhi.
6. All the Members concerned.
7. All the Administrative Officers (Judicial), NDD, PHC, ND.
8. The Superintendent, NDDL SA, New Delhi District, PHC.
9. All the Branch Incharges New Delhi District, PHC, ND.
10. The P.S. to the undersigned.
11. The APRO, New Delhi District, PHC, ND.
12. Website Committee (Hindi & English), THC, Delhi.
13. The District System Administrator, NDD to upload the same on the website of this District.
14. The Care Taker, Care Taking Branch, NDD to display on notice board.
15. The Dealing Assistant R&I Section, NDD to upload on LAYERS.

District & Sessions Judge
New Delhi District
Patiala House Courts, New Delhi