

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, NEW DELHI DISTRICT,
PATIALA HOUSE COURTS, NEW DELHI**

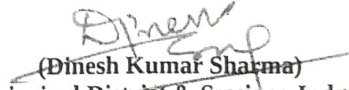
ORDER

In super-session of all the 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	Ms. Shalinder Kaur, Ld. Principal Judge, Family Court Sh. Rajeev Bansal, Ld. Judge-In-Charge Mediation Centre, (Link)	Administration Branch (I, II & III)/ Leave Section (I, II & III) Ms. Jyoti Gupta, Admin I, II & III
2	Ms. Shalinder Kaur, Ld. Principal Judge, Family Court Sh. Ashutosh Kumar, Ld. ASJ-01 (Link)	VWDC, PHC, NDD

Note :-

- The Officer(s) In-Charge shall :-
 - 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.
 - 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;
 - Co-ordinate with other Officer(s) -in-Charge and Committees, whenever required.
- The Administrative Officer Judicial/ Branch Incharges and all subordinate staff shall work under the control and supervision of the concerned Officer Incharge. They will be answerable to and report on daily basis to the respective Officer(s) in-Charge.
- 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.
- 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.
- 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 to District & Session Judge, NDD.
- Ms. Shalinder Kaur, Ld. Principal Judge, Family Court** is hereby authorized to look after leave application including Earned Leave and Medical Leave of the Officers of DHJS (except her own leave and that of Officers senior to her) & DJS, New Delhi District with immediate effect. In case of her non-availability or her absence on account of leave or otherwise, **Sh. Sanjeev Jain, Ld. District Judge, Commercial Court 01**, 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.

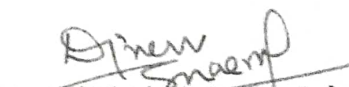

(Dinesh Kumar Sharma)
Principal District & Sessions Judge
New Delhi District
Patiala House Courts, New Delhi

No. 20300-389 Admn./P.D&SJ/NDD/PHC/ND/2021

Dated: 18/11/2021

Copy forwarded for information to :

- The Registrar General, Hon'ble High Court of Delhi
- The Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
- The Ld. Principal District & Sessions Judge (West, East, North-East, Shahdara, South, South-East, South-West, North-West, North, RACC) District, Delhi/New Delhi.
- The Principal Judge, Family Court, New Delhi District, New Delhi.
- The Judge Incharge, Mediation Centre, New Delhi District, PHC, ND.
- All the Judicial Officers, New Delhi District, New Delhi.
- All the Members concerned.
- All the Administrative Officers (Judicial), NDD, PHC, ND.
- The Superintendent, NDDLSA, New Delhi District, PHC.
- Administrative Officer (Judl.) / Branch Incharges, New Delhi District, PHC, ND.
- Website Committee (Hindi & English), THC, with a request to upload the same on the website of the Courts.
- The P.S. to the undersigned.
- The APRO, New Delhi District, PHC, ND.
- Dealing Assistant, R&I, NDD to upload on LAYERS.
- The Caretaker, New Delhi District, PHC, ND.


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