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

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 effect from 17.03.2020**:-

S.No.	*Name of the Judicial Officer*	*Officer Incharge*
1	**Ms. Anju Bajaj Chandana, Ld. DJ (Commercial Court)-01** Sh. M.K. Nagpal, Ld. PO MACT **(Link)**	Administration Branch (I)/ Leave Section (I)
2	**Sh. G.P. Singh, Ld. DJ (Commercial Court)-02** Sh. Praveen Singh, Ld. ASJ-03 **(Link)**	Facilitation Centre/PRO Office
3	**Sh. Sanjiv Jain, Ld. DJ (Commercial Court)-3** Sh. Anil Antil, Ld. ASJ-04 **(Link)**	Judicial Branch
4	**Sh. Sanjiv Jain, Ld. DJ (Commercial Court)-3** Sh. Ram Lal Meena, Ld. ADJ-02 & Wakf Tribunal **(Link)**	Record Room Sessions & Digitization/ Record Room Criminal/ Record Room Civil
5	**Sh. Sanjiv Jain, Ld. DJ (Commercial Court)-3** Sh. Dheeraj Mittal, Ld. ACJ-cum-CCJ **(Link)**	Library
6	**Sh. M K Nagpal, PO MACT** Sh. Ajay Kumar Jain, Ld. Spl. Judge, NDPS **(Link)**	General Branch
7	**Sh. Ajay Kumar Jain, Ld. Spl. Judge (NDPS Act)** Sh. Ram Lal Meena, Ld. ADJ-02 & Wakf Tribunal **(Link)**	RTI Branch
8	**Sh. Rajeev Bansal, Ld. Judge In-charge, Mediation Centre** Sh. Munish Markan, Ld. ADJ-03 **(Link)**	Administration Branch (II)/ Leave Section (II)
9	**Controlling Officer** **Sh. Rajeev Bansal, Ld. Judge-In-Charge, Mediation** **Head of Office** **Sh. Anil Antil, Ld. ASJ-04**	Accounts Branch/ Cash Branch/ Fine & Audit Section
10	**Sh. Rajeev Bansal, Judge-In-Charge, Mediation** Sh. Anil Antil, Ld. ASJ-04 **(Link)**	Committee Branch/Monitoring Committee 5-10 year old cases
11	**Sh. Rajeev Bansal, Ld. Judge-In-Charge, Mediation** Sh. Munish Markan, Ld. ADJ-03 **(Link)**	Care Taking Branch & Telephone Exch.
12	**Sh. Ashutosh Kumar, Ld. ASJ-01** Ms. Sunena Sharma, Ld. ADJ-04 **(Link)**	R&I Branch
13	**Ms. Sunena Sharma, Ld. ADJ-04** Nodal Officer (Hindi)	Hindi Section
14	**Sh. Praveen Singh, Ld. ASJ-03** Sh. Anil Antil, Ld. ASJ-04 **(Link)**	Administration Branch (III)/ Leave Section (III)
15	**Sh. Praveen Singh, Ld. ASJ-03** Sh. Dharmendra Rana, Ld. ASJ-02 **(Link)**	Bail & Filing Section
16	**Sh. Ram Lal Meena, Ld. ADJ-02 & Wakf Tribunal** Sh. Vikrant Vaid, Ld. SCJ-cum-RC **(Link)**	Stationery Branch
17	**Sh. Sanjay Khanagwal, Ld. ASJ (SFTC)** Sh. Munish Markan, Ld. ADJ-03 **(Link)**	Vigilance Branch/Litigation
18	**Sh. Munish Markan, Ld. ASJ-02** Sh. Vikrant Vaid, Ld. SCJ-CUM-RC **(Link)**	Pool Car Section
19	**Sh. Munish Markan, Ld. ADJ-03** Sh. Sumeet Anand **(Link)**	Computer Branch
20	**Sh. Dharmendra Rana, Ld. ASJ-02** Sh. Ajay Garg, Ld. ADJ-01 **(Link)**	Copying Agency
21	**Sh. Purshottam Pathak, Ld. CMM**	CMM Office
22	**Sh. Purshottam Pathak, Ld. CMM**	Evening Cell
23	**Sh. Dheeraj Mittal, Ld. ACJ-cum-CCJ-cum ARC**	Nazarat Branch

Scanned with CamScanner

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 Officer 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 to District & Session Judge, NDD.

6. **Ms. Anju Bajaj Chandna, Ld. District Judge, Commercial Court -01** 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. Sanjiv Jain, Ld. District Judge, Commercial Court 03,** 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, Ld. ADJ-02** is hereby authorized to look after the work of service of summons on Judicial Officers / Officials. In case of his non-availability or absence on account of leave or otherwise, **Sh. Munish Markan, Ld. ADJ-03,** shall look after the above mentioned work.

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

No. 358/-365/Admn./D&SJ/NDD/PHC/ND/2020 Dated : 18/03/2020

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 Ld. District & Sessions Judge *(West, East, North-East, Shahdara, South, South- East, South-West, North-West, North, RACC)* District, Delhi/New Delhi.
4. The Principal Judge, Family Court, New Delhi District, New Delhi.
5. The Judge Incharge, Mediation Centre, New Delhi District, PHC, ND.
6. All the Judicial Officers, New Delhi District, New Delhi.

Scanned with CamScanner

7. All the Members concerned.
8. All the Administrative Officers (Judicial), NDD, PHC, ND.
9. The Superintendent, NDDLSA, New Delhi District, PHC.
10. Sr. Administrative Officer (Judl.)/Administrative Officer (Judl.) / Branch Incharges, New Delhi District, PHC, ND.
11. Website Committee (Hindi & English), THC, with a request to upload the same on the website of the Courts.
12. The P.S. to the undersigned.
13. The APRO, New Delhi District, PHC, ND.
14. Dealing Assistant, R&I, NDD to upload on LAYERS.
15. The Caretaker, New Delhi District, PHC, ND.

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

Scanned with CamScanner