

**OFFICE OF THE PRINCIPAL 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 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 Incharge Mediation Centre (Link)	Administration Branch & Leave Section Branch Incharge : Ms. Jyoti Gupta
2	Ms. Shalinder Kaur, Ld. Principal Judge, Family Court Sh. Ashutosh Kumar, Ld. ASJ-01 (Link)	VWDC Ms. Kiran Mongia, Dealing Assistant
3	Sh. G.P. Singh, Ld. DJ (Commercial Court)-02 Ms. Anu Aggarwal, Ld. ASJ-07 (Link) Ms. Preeti Parewa, Ld. ACJ (Link)	General Branch Branch Incharge : Ms. Sheela Madhusudan Purchase Cell, Sh. Nitin, Dealing Assistant
4	Sh. G.P. Singh, Ld. DJ (Commercial Court)-02 Sh. Praveen Singh, Ld. ASJ-03 (Link)	Facilitation Centre/PRO Office
5	Sh. Sanjiv Jain, Ld. DJ (Commercial Court)-03 Sh. Anil Antil, Ld. ASJ-04 (Link)	Judicial Branch Branch Incharge : Sh. Balbir Sharma
6	Sh. Sanjiv Jain, Ld. DJ (Commercial Court)-03 Sh. Ram Lal Meena, Ld. ADJ-02 & Wakf Tribunal (Link)	Record Room Sessions & Digitization/ Record Room Criminal/Record Room Civil
7	Sh. Ajay Kumar Jain, Ld. Spl Judge (NDPS Act) Sh. Anil Antil, Ld. ASJ-04 (Link)	Vigilance Branch/Litigation Branch Incharge Sh. Chandra Singh Rawat,
8	Sh. Ajay Kumar Jain, Ld. Spl Judge (NDPS Act) Sh. Dharmender Rana, Ld. ASJ-02, (Link) Sh. Dheeraj Mittal, Ld. SCJ-cum-RC (Link)	Committee Branch/Monitoring Committee 5-10 year old cases Ms. Dhaneshwari, Dealing Assistant
9	Sh. Rajeev Bansal, Ld. Judge Incharge Mediation Centre Sh. Akash Jain, Ld. ACMM-01 (Link)	Computer Branch Branch Incharge : Sh. Vipul Bansal
10	<u>Controlling Officer</u> Sh. Rajeev Bansal, Ld. Judge-In-Charge, Mediation <u>Head of Office</u> Sh. Anil Antil, Ld. ASJ-04	Accounts Branch/Cash Branch/Fine & Audit Section Sh. Parmod Rawat, AO/DDO Ms. Santosh Sharma, Link DDO
11	Ms. Sunena Sharma, Ld. ADJ-04 Sh. Rajinder Singh, Ld. ASJ-06 (Link)	R & I Branch, Branch Incharge : Ms. Santosh Sharma RTI Branch, Branch Incharge : Sh. Balbir Sharma
12	Sh. Praveen Singh, Ld. ASJ-03 Sh. Anil Antil, Ld. ASJ-04 (Link)	Bail & Filing Section Branch Incharge : Sh. Parsanjit Sahai
13	Sh. Devender Kumar Jangala, Ld. ASJ-05 Sh. Akash Jain, Ld. ACMM-I (Link)	Care Taking Branch & Telephone Exch. Sh. Roshan Lal, Caretaker
14	Sh. Ram Lal Meena, Ld. ADJ-02 & Wakf Tribunal Sh. Dheeraj Mittal, Ld. SCJ-cum-RC (Link)	Stationary Branch Branch Incharge : Ms. Santosh Sharma
15	Sh. Sanjay Khanagwal, Ld. ASJ (SFTC) Nodal Officer (Hindi) Sh. Rajinder Singh, Ld. ASJ-06 - (Link)	Hindi Section Branch Incharge : Ms. Santosh Sharma
16	Sh. Dharmendra Rana, Ld. ASJ-02 Sh. Ajay Garg, Ld. ADJ-01 (Link)	Copying Agency Branch Incharge : Ms. Manju Rana
17	Sh. Manish Khurana, Ld. ADJ-03 Sh. Dheeraj Mittal, Ld. SCJ-cum-RC (Link)	Pool Car Section Branch Incharge : Ms. Santosh Sharma
18	Sh. Ajay Garg, Ld. ADJ-01 Ms. Vasundhara Chhaunkar, Ld. MM, Mahila Court-01 (Link)	Library Ms. Neha Sachdeva, Dealing Assistant
19	Dr. Pankaj Sharma, Ld. CMM	CMM Office
20	Dr. Pankaj Sharma, Ld. CMM Sh. Akash Jain, Ld. ACMM-I (Link)	Evening Cell Branch Incharge : Ms. Jyoti Gupta
21	Ms. Preeti Parewa, Ld. ACJ-cum-CCJ-cum ARC	Nazarat Branch Branch Incharge : Sh. Naresh Sharma

*Handwritten:*  
31/03/22

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.

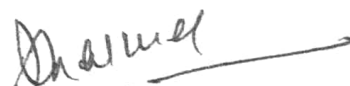
3. In the event of inability to discharge such responsibility (on account of leave, other duties etc.) of the OIC of a Branch/Cell, the OIC of the Branch/ Cell mentioned immediately next in the list shall be suitably informed by the former and the latter shall act as the Link Officer.

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. 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 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. Manish Khurana, Ld. ADJ-03, shall look after the above mentioned work.

  
(Dharmesh Sharma)

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

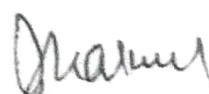
3044-3146

No. \_\_\_\_\_ Admn./D&SJ/NDD/PHC/ND/2022

Dated: 31/03/22

Copy forwarded for information to :

1. The Registrar General, Hon'ble High Court of Delhi
2. The Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Ld. Principal 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.
7. All the Members concerned.
8. The Superintendent, NDDLSA, New Delhi District, PHC.
9. All the Branch Incharges, New Delhi District, PHC, ND.
10. Website Committee (Hindi & English), THC, with a request to upload the same on the website of the Courts.
11. The P.S. to the undersigned.
12. The APRO, New Delhi District, PHC, ND.
13. Dealing Assistant, R&I, NDD to upload on LAYERS.
14. The Caretaker, New Delhi District, PHC, ND.



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