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

OFFICE ORDER

In continuation to Office Order No.9455-9524/D&SJ/NDD/2020 dated 16.08.2020, the following Officials posted in the New Delhi District, Patiala House Courts, New Delhi, are hereby directed to report for duty on the dates as mentioned against their names :-

Sr. No.	Name of the Official	Designation	Branch in which Deputed	Dates of Duty (w.e.f. 01.09.2020 to 30.09.2020)
1	Ms. Jyoti Gupta	In-charge	Admn. Branch	01.09.2020 to 30.09.2020
2	Sh. Hari Lal. S.	JA	-do-	01.09.2020 to 30.09.2020
3	Sh.Chandi Prashad	Peon	-do-	01.09.2020 to 30.09.2020
4	Ms. Sonia Verma	JJA	Leave Section	01,2,3,4,5,7,8,9,10,11,14,15
5	Ms. Neetu	JJA	-do-	16,17,18,19,21,22,23,24,25, 26,28,29,30
6	Ms. Seema	Peon	-do-	01,2,3,7,8,9,14,15,16,21,22, 23,28,29,30
7	Sh. Sumer Chand	JA	RTI/Vigilance/ Litigation	01,2,3,4,5,14,15,16,21,22,23, 28,30
8	Ms. Dhaneshwari	JA	-do-	7,8,9,10,11,17,18,19,24,25, 26,29
9	Ms. Nisha Sharma	JJA	-do-	01,3,5,7,9,11,14,16,18,21,23,25, 28,30
10	Ms. Pavitri Devi	Peon	-do-	1,2,3,4,5,14,15,16,21,22,23,28,30
11	Ms. Sheela Madhusudan	In-charge	General Branch	1,2,4,7,8,10,11,14,15,17,18,21,22, 24,25,28
12	Sh. Ajit Singh	JJA	-do-	1,3,5,8,9,11,14,16,17,19,21,23,24, 26,28,30
13	Ms. Rama Mehra	JA	-do-	2,3,4,7,9,10,15,16,18,19,22,23, 25,26,29,30
14	Sh. Saurabh Kumar	JJA	-do-	01.09.2020 to 30.09.2020
15	Sh. Vinay Kumar	Peon	-do-	2,4,5,7,9,10,14,15,17,18,21,23, 25,26,29,30
16	Ms. Rekha	JJA	Accounts Branch	1,3,6,8,10,14,15,16,17,18,19,21, 23,25,28,30
17	Ms. Deepika	JA	-do-	2,4,5,7,9,11,15,16,17,18,19,22, 24,26,29
18	Ms. Sunita	JJA	-do-	1,2,3,4,5,7,9,10,11,14,15,16,17, 18,19
19	Sh. Rakesh	JJA	-do-	1,3,5,8,10,15,17,19,21,23, 25,28
20	Sh. Vinay	JJA	-do-	2,4,7,9,11,14,16,18,22,24, 26,29
21	Sh. Ajay Soni	Sr. JA	-do-	1,3,5,7,9,11,14,16,18,21,22,23, 24,25,26,28

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22	Sh. Deepak Mathur	JA	-do-	1,2,3,4,5,7,8,9,10,11,14,15,16, 17,18,29
23	Ms. Jyoti	JJA	-do-	2,4,7,9,11,14,16,18,21,23,25,26, 28,29,30
24	Sh. Pradeep	Peon	-do-	1,4,5,9,10,11,18,19,23,24, 25, 28,30
25	Ms. Ekta	Peon	-do-	2,3,7,8,14,15,16,17,21,22,26,29
26	Ms. Manju Rana	In-charge	Copying Agency	1,4,8,11,15,16,19,21,24,30
27	Sh. Raj Kishore	JA	-do-	1,4,5,8,11,16,21,24,28,30
28	Ms. Pinki	JJA	-do-	2,5,7,9,14,17,19,22,25,29
29	Sh. Lalit Kumar	Peon	-do-	1,4,8,11,15,16,19,21,24,30
30	Ms. Kusum Malhotra	JA	-do-	2,5,7,9,14,17,19,22,25,29
31	Sh. Babar Nawab	JJA	-do-	1,3,8,11,15,16,23,24,26,30
32	Ms. Manju Rawat	Peon	-do-	1,3,7,14,10,16,18,22,24,30
33	Ms. Shalu Kapoor	JA	-do-	3,7,10,14,15,18,21,23,26,28
34	Ms. Suman Bisht	JJA	-do-	2,3,5,10,14,16,18,23,25,30
35	Ms. Madhavi Sharma	Peon	-do-	2,5,9,11,15,17,23,25,26,29
36	Ms. Sangeeta Verma	JA	-do-	1,7,9,11,15,17,22,28,29
37	Ms. Rajni	JJA	-do-	3,7,10,14,15,18,19,21,23,26
38	Ms. Pushpa Giri	JA	-do-	2,4,9,11,15,18,21,24,29,30
39	Ms. Meena Thapa	JA	-do-	1,4,8,10,14,17,19,22,26,28
40	Sh. Bharat Bhushan	PA	Mediation Centre	1,3,5,7,9,11,15,17,19,23,25,29
41	Ms. Chanchal	JA	-do-	7,8,9,10,11,21,22,23,24,25, 26, 29,30
42	Sh. Madan	JA	-do-	01.09.2020 to 30.09.2020
43	Ms. Bhawana	JJA	-do-	1,2,3,4,5,14,15,16,17,18,19,29,30
44	Sh. Vijay Pd.	Peon	-do-	1,3,5,7,9,11,15,17,19,23,25,29
45	Sh. Tarun	Peon	-do-	01.09.2020 to 30.09.2020
46	Sh. Parsanjit Sahai	In-charge	Bail & Filing	2,4,7,9,11,14,16,18,19,21, 23,25,28,29,30
47	Sh. Inder	Peon	-do-	2,4,7,9,11,14,16,18,19,21, 23,25,28,29,30
48	Sh. Rahul	JJA	-do-	1,3,5,7,8,10,15,17,19,21,22,24, 26,29
49	Ms. Taruna	JJA	-do-	1,3,5,7,8,10,15,17,19,21,22,24, 26,29
50	Ms. Santosh Sharma	In-charge	Library	15,17,19,21,23,25,28
51	Ms. Neha Sachdev	JJA	-do-	7,8,9,10,11,22,24,29,30
52	Sh. Harbir	Book Binder	-do-	1,2,3,4,5,14,16,18,26
53	Sh. Vinod Kumar	JA	Stationary Br.	1,2,3,8,9,10,16,17,18,24,25,26
54	Sh. Javed	Peon	-do-	4,5,7,11,14,15,19,21,23,28, 29,30

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55	Sh. Vipul Bansal	In-charge	Computer Branch	01.09.2020 to 30.09.2020
56	Sh. Praveen Kumar	JJA	-do-	01.09.2020 to 30.09.2020
57	Sh. Sukhbir Singh	JJA	-do-	01.09.2020 to 30.09.2020
58	Sh. Bharat Thakur	JA	-do-	01.09.2020 to 30.09.2020
59	Sh. Ass Mohd	Peon	-do-	01.09.2020 to 30.09.2020
60	Sh. Balbir Sharma	In-charge	Judicial Branch	01.09.2020 to 30.09.2020
61	Sh. Jitender	JA	-do-	01.09.2020 to 30.09.2020
62	Sachin	Peon	-do-	01.09.2020 to 30.09.2020
63	Sh. Chandra Singh Rawat	In-charge	Record Room (Civil)	5,7,8,9,10,11,14,15,21,22,23, 24,25,26,28,29,30
64	Sh. Anil Kumar Rai	Sr.JA	-do-	1,2,3,4,10,11,14,15,16,17,18, 19,26,28,29,30
65	Ms. Seema Bhardwaj	JA	-do-	1,2,3,4,5,7,8,9,16,17,18,19,21, 22,23,24,25
66	Sh. Ranjeet Singh	In-charge	Digitization	01.09.2020 to 30.09.2020
67	Ms. Veena Satewal	In-charge	Record Room (Sessions)	01.09.2020 to 30.09.2020
68	Ms. Shilpi Jain	JJA	-do-	26,28,29,30
69	Sh. Prem Ram	Peon	-do-	01.09.2020 to 30.09.2020
70	Sh. Sunil Kumar Vats	In-charge	Record Room (Criminal)	5,7,8,9,10,11,14,15,21,22,23, 24,25,26,28,29,30
71	Sh. Sahil Rastogi	JJA	-do-	1,2,3,4,10,11,14,15,16,17,18, 19,26,28,29,30
72	Sh. Surender Maan	JJA	-do-	1,2,3,4,5,7,8,9,16,17,18,19,21, 22,23,24,25
73	Sh. Satpal Arora	In-charge	Pool Car	3,11,14,15,16,17,18,19,21
74	Sh. Dayal Singh	JA	-do-	1,2,22,23,24,25,26,28,29,30
75	Sh. Ashwani Kumar	JA	-do-	1,2,3,4,5,7,8,9,10
76	Sh. Nitin Kumar	Peon	-do-	01.09.2020 to 30.09.2020
77	Sh. M.R. M. Menon	In-charge	Cash/Fine & Audit	1,3,5,8,10,14,16,18,21,23,25,28,30
78	Ms. Sarika	JA	-do-	2,4,7,9,11,15,17,19,22,24,26,29
79	Sh. Lokesh	JJA	-do-	2,4,7,9,11,15,17,19,22,24,26,29
80	Sh. Surender Kumar	Peon	-do-	1,3,5,8,10,14,16,18,21,23,25,28,30
81	Sh. Sujeet Kumar	JA	R & I Branch	01.09.2020 to 30.09.2020
82	Sh. Suresh Kr.	Peon	-do-	01.09.2020 to 30.09.2020
83	Sh. Bigyan Kr. Samal	Peon	-do-	01.09.2020 to 30.09.2020
84	Sh. Sawan Kumar	Peon	-do-	01.09.2020 to 30.09.2020
85	Sh. Virender Yadav	Peon	-do-	01.09.2020 to 30.09.2020
86	Sh. Shashi Kant Gupta	JJA	-do-	01.09.2020 to 30.09.2020
87	Sh. Amar Chand	Peon	-do-	01.09.2020 to 30.09.2020
88	Ms.Ganga	Dak Peon	-do-	01.09.2020 to 30.09.2020

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89	Ms. Monika	JJA	e-Sewa Kendra/PRO Br.	7,8,9,10,11,21,22,23,24,25, 26, 29,30
90	Ms. Suman Sharma	Peon	-do-	1,2,3,4,5,14,15,16,17,18,19, 28
91	Sh. Harkesh Meena	JJA	Evening Cell	01.09.2020 to 30.09.2020
92	Sh. Neeraj Kumar	JA	-do-	01.09.2020 to 30.09.2020
93	Sh. Sushil Kumar	JA	CMM Office	14,15,18,19,23,24,28
94	Sh. Mukesh Kumar	JJA	-do-	1,2,3,4,5,7,8,9,10,11,16,17,21,22, 25,26,29,30
95	Sh. Baski Nath Chaudhary	Peon	-do-	01.09.2020 to 30.09.2020
96	Sh. Kuldeep Singh	JJA	VWDC	1,3,5,10,14,15,16,17,18,19, 21,22
97	Ms. Laxmi	Group-C	-do-	2,4,7,8,9,11,23,24,25,26,28,29,30

2. All the Readers posted in NDD., are directed to call upon all the Sr.PA/PA's posted in their respective Courts to report for duty while their Ld. Judicial Officers are presiding over the Court (since not even a single Stenographer is posted in office pool, NDD, this office is not in a position to provide substitute Stenographers in the event of non-reporting of regular Stenographers posted therein). Request for steno would be entertained only when both stenos are not available.

3. Further, all the reporting officials are directed to follow social distancing norms, wear mask at all time and to regularly use sanitizers during their present in the Court Complex and during commute as well.

4. The Caretaker, NDD is hereby directed to ensure that sufficient number of mask and sanitizers are made available to the reporting officials.

5. The concerned Branch In-charges are directed to ensure that the seating norms in their respective branches are made in such a way that social distancing norms are adhered to.

6. All concerned shall ensure adherence to the Standard Operating Procedure (SOP) dated 28.08.2020 for resumption of Physical hearing.

7. All above said officials and all those officials who are not required for to report for duty on any given day would not leave the station under any circumstances. They would always be available on call and would be deemed to be on duty in case of any urgency, District & Sessions Judge may call upon them to report back for duty immediately.

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8. Non-compliance of the above directions shall be viewed seriously.

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

No. 10201-10275/D&SJ/NDD/2020 Dated: 31.08.2020

Copy forwarded for information & necessary action to:

1. The Ld. District & Sessions Judge, HQ, Tis Hazari Courts, Delhi
2. All the Judicial Officers, New Delhi District, Patiala House, New Delhi
3. The Administrative Officer (J), New District, Patiala House, New Delhi
4. PS to the undersigned.
5. The Concerned Branch In-charges, NDD., PHC., wherein the above said officials are posted are hereby directed to forward this order to the above said officials for its necessary compliance.
6. The DDO., New District, Patiala House, New Delhi
7. Website Committee (Hindi & English), THC, with the request to upload the same on the website of the Court.
8. The District System Administrator, NDD to upload the same on the website of this District immediately.
9. The dealing Assistant, R&I Section, NDD to upload on LAYERS.
10. The Caretaker, New Delhi District, PHC, New Delhi.

[District & Sessions Judge]
New Delhi District
Patiala House Court, New Delhi

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