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

OFFICE ORDER

In continuation to Office Order No.10201-10275/D&SJ/NDD/2020 dated 31.08.2020, 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. 01.10.2020 to 29.10.2020)
1	Ms. Jyoti Gupta	In-charge	Admn. Branch	01.10.2020 to 29.10.2020
2	Sh. Hari Lal. S.	JA	-do-	01.10.2020 to 29.10.2020
3	Sh.Chandi Prashad	Peon	-do-	01.10.2020 to 29.10.2020
4	Ms. Sonia Verma	JJA	Leave Section	14,15,16,17,19,20,21,22,23, 26,27
5	Ms. Neetu	JJA	-do-	1,3,5,6,7,8,9,12,13,28,29
6	Ms. Seema	Peon	-do-	1,5,7,9,12,14,16,19,21,23,27,29
7	Sh. Sumer Chand	JA	RTI/Vigilance/ Litigation	1,5,6,7,12,13,14,19,20,21,26
8	Ms. Dhaneshwari	JA	-do-	3,8,9,15,16,17,22,23,27,28,29
9	Ms. Nisha Sharma	JJA	-do-	3,5,7,9,12,14,16,19,21,23,26,28
10	Ms. Pavitri Devi	Peon	-do-	1,5,6,7,12,13,14,19,20,21,26
11	Ms. Sheela Madhusudan	In-charge	General Branch	1,5,6,8,12,13,15,16,19,20,22,26, 27,29
12	Sh. Ajit Singh	JJA	-do-	3,6,7,9,13,14,16,17,19,21,23,27, 28
13	Ms. Rama Mehra	JA	-do-	1,5,7,8,12,14,15,17,20,21,22,26, 28,29
14	Sh. Saurabh Kumar	JJA	-do-	01.10.2020 to 29.10.2020
15	Sh. Vinay Kumar	Peon	-do-	3,5,7,9,12,14,16,17,19,20,22,23, 26,29
16	Ms. Rekha	JJA	Accounts Branch	1,5,6,9,12,14,16,17,19,20,21,23, 26,28
17	Ms. Deepika	JA	-do-	3,5,7,8,9,13,15,16,17,19,20,22,27, 29
18	Ms. Sunita	JJA	-do-	3,5,7,9,12,14,16,19,21,23,27,29
19	Sh. Rakesh	JJA	-do-	1,3,6,7,8,9,12,14,16,22,23,26
20	Sh. Vinay	JJA	-do-	1,3,5,6,8,9,13,15,17,19,20,21,27, 28,29
21	Sh. Ajay Soni	Sr. JA	-do-	1,5,6,8,12,13,15,17,20,22,26,28
22	Sh. Deepak Mathur	JA	-do-	1,5,6,7,9,12,13,14,16,19,21,23,27, 28
23	Ms. Jyoti	JJA	-do-	3,5,6,8,9,12,13,15,17,19,20,22,26, 29
24	Sh. Pradeep	Peon	-do-	1,7,8,9,14,15,16,21,22,28,29
25	Ms. Ekta	Peon	-do-	3,5,6,12,13,17,19,20,23,26,27
26	Ms. Manju Rana	In-charge	Copying Agency	1,3,6,7,9,12,14,15,17,19,21,22,26, 27,29
27	Sh. Raj Kishore	JA	-do-	1,5,6,8,9,13,14,16,17,19,21,22,26, 28,29
28	Ms. Pinki	JJA	-do-	1,3,5,7,8,12,13,15,16,19,20,22,23, 27,28

Sr. No.	Name of the Official	Designation	Branch in which Deputed	Dates of Duty (w.e.f. 01.10.2020 to 29.10.2020)
29	Sh. Lalit Kumar	Peon	-do-	1,3,5,7,8,12,13,15,16,19,20,22,23, 27,28
30	Ms. Kusum Malhotra	JA	-do-	1,3,5,7,8,12,13,15,16,19,20,22,23, 27,28
31	Sh. Babar Nawab	JJA	-do-	1,3,6,7,9,12,14,15,17,19,21,22,26, 27,29
32	Ms. Manju Rawat	Peon	-do-	1,3,6,7,9,12,14,15,17,19,21,22,26, 27,29
33	Ms. Shalu Kapoor	JA	-do-	1,5,6,8,9,13,14,16,1720,21,23,26,2 8,29
34	Ms. Suman Bisht	JJA	-do-	1,3,6,7,9,12,13,15,16,19,20,22,23, 27,
35	Ms. Madhavi Sharma	Peon	-do-	1,5,6,8,9,13,14,16,17,20,21,23,26, 28,29
36	Ms. Rajni	JJA	-do-	1,5,6,8,9,13,14,16,17,20,21,23,26, 28,29
37	Ms. Pushpa Giri	JA	-do-	1,5,6,8,9,13,14,16,17,20,21,23,26, 28,29
38	Ms. Meena Thapa	JA	-do-	1,3,5,7,8,12,14,15,17,19,21,22,26, 27,29
39	Sh. Bharat Bhushan	PA	Mediation Centre	1,3,5,7,9,11,15,17,19,21,23,25,29
40	Ms. Chanchal	JA	-do-	16,17,18,19,21,22,23,24,25,26,28, 29
41	Sh. Madan	JA	-do-	01.10.2020 to 29.10.2020
42	Ms. Bhawana	JJA	-do-	1,2,3,4,5,7,8,9,10,11,14,15
43	Sh. Tarun	Peon	-do-	01.10.2020 to 29.10.2020
44	Sh. Parsanjit Sahai	In-charge	Bail & Filing	1,3,5,7,9,12,14,16,17,19,21,23,26, 28,29
45	Sh. Inder	Peon	-do-	1,3,5,7,9,12,14,16,17,19,21,23,26, 28,29
46	Sh. Rahul	JJA	-do-	1,3,5,6,8,9,12,13,15,17,19,20,22, 26,27,29
47	Ms. Taruna	JJA	-do-	1,3,5,6,8,9,12,13,15,17,19,20,22, 26,27,29
48	Ms. Santosh Sharma	In-charge	Library	1,7,9,14,16,20,21,23
49	Ms. Neha Sachdev	JJA	-do-	1,5,6,19,26,27,28,29
50	Sh. Harbir	Book Binder	-do-	1,3,8,12,13,15,17,22
51	Sh. Vinod Kumar	JA	Stationary Br.	1,3,5,9,12,13,14,19,20,21,27,28, 29
52	Sh. Javed	Peon	-do-	1,6,7,8,9,15,16,17,22,23,26,28,29
53	Sh. Vipul Bansal	In-charge	Computer Branch	01.10.2020 to 29.10.2020
54	Sh. Praveen Kumar	JJA	-do-	01.10.2020 to 29.10.2020
55	Sh. Sukhbir Singh	JJA	-do-	01.10.2020 to 29.10.2020
56	Sh. Bharat Thakur	JA	-do-	01.10.2020 to 29.10.2020
57	Sh. Ass Mohd	Peon	-do-	01.10.2020 to 29.10.2020
58	Sh. Balbir Sharma	In-charge	Judicial Branch	01.10.2020 to 29.10.2020
59	Sh. Jitender	JA	-do-	01.10.2020 to 29.10.2020
60	Sachin	Peon	-do-	01.10.2020 to 29.10.2020

Sr. No.	Name of the Official	Designation	Branch in which Deputed	Dates of Duty (w.e.f. 01.10.2020 to 29.10.2020)
61	Sh. Chandra Singh Rawat	In-charge	Record Room (Civil)	1,3,5,6,9,12,14,15,16,19,22,23, 28,29
62	Sh. Anil Kumar Rapi	Sr.JA	-do-	1,7,8,9,12,13,16,17,19,20,21,26, 27,29
63	Ms. Seema Bhandari	JA	-do-	5,6,7,8,13,14,15,20,21,22,23,26, 27,28
64	Sh. Ranjeet Singh	In-charge	Digitization	1,3,8,9,15,16,17,22,23,27,28,29
65	Ms. Veena Satewal	In-charge	Record Room (Sessions)	1,5,6,7,12,13,14,19,20,21,26,29
66	Ms. Shilpi Jain	JJA	-do-	1,3,7,8,9,13,14,20,21,27,28,29
67	Sh. Prem Ram	Peon	-do-	1,5,6,12,15,16,17,19,22,23,26,29
68	Sh. Sunil Kumar Vats	In-charge	Record Room (Criminal)	1,8,6,7,8,9,17,23,26,27,28,29
69	Sh. Sahil Rastogi	JJA	-do-	3,9,12,13,14,15,16,17,19,20,21,22
70	Sh. Satpal Arora	In-charge	Pool Car	1,5,9,12,13,17,20,26
71	Sh. Dayal Singh	JA	-do-	1,19,21,22,23,27,28,29
72	Sh. Ashwani Kumar	JA	-do-	3,7,8,13,14,15,16,29
73	Sh. Nitin Kumar	Peon	-do-	1,3,6,7,8,12,13,14,15,16,17,21,23, 26,29
74	Sh. M.R. M. Menon	In-charge	Cash/Fine & Audit	3,6,8,12,14,17,19,21,23,26,28
75	Ms. Sarika	JA	-do-	5,7,9,13,15,16,20,22,27,29
76	Sh. Lokesh	JJA	-do-	1,5,7,9,13,15,16,20,22,27,29
77	Sh. Surender Kumar	Peon	-do-	1,3,6,8,12,14,17,19,21,23,26,28
78	Sh. Sujeet Kumar	JA	R & I Branch	16,17,19,20,21,22,23,26,27,28,29
79	Sh. Suresh Kr.	Peon	-do-	1,3,5,6,7,8,9,12,13,14,15
80	Sh. Bigyan Kr. Samal	Peon	-do-	16,17,19,20,21,22,23,26,27,28,29
81	Sh. Sawan Kumar	Peon	-do-	1,3,5,6,7,8,9,12,13,14,15
82	Sh. Virender Yadav	Peon	-do-	16,17,19,20,21,22,23,26,27,28,29
83	Sh. Shashi Kant Gupta	JJA	-do-	1,3,5,6,7,8,9,12,13,14,15
84	Sh. Amar Chand	Peon	-do-	16,17,19,20,21,22,23,26,27,28,29
85	Ms.Ganga	Dak Peon	-do-	1,3,5,6,7,8,9,12,13,14,15
86	Ms. Monika	JJA	e-Sewa Kendra/PRO Br.	3,5,6,9,12,13,16,20,21,22,28
87	Ms. Suman Sharma	Peon	-do-	1,7,8,14,15,17,19,23,26,27,29
88	Sh. Harkesh Meena	JJA	Evening Cell	01.10.2020 to 29.10.2020
89	Sh. Neeraj Kumar	JA	-do-	01.10.2020 to 29.10.2020
90	Sh. Sushil Kumar	JA	CMM Office	01.10.2020 to 29.10.2020
91	Sh. Mukesh Kumar	JJA	-do-	01.10.2020 to 29.10.2020
92	Sh. Baski Nath Chaudhary	Peon	-do-	01.10.2020 to 29.10.2020
93	Sh. Kuldeep Singh	JJA	VWDC	1,16,17,20,21,22,23,26,27,28,29
94	Ms. Laxmi	Group-C	-do-	3,5,6,7,8,9,12,13,14,15,19

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.

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

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

No. 12907-12982/D&SJ/NDD/2020 Dated: 30/09/2020

Copy forwarded for information & necessary action to:

1. The Ld. Principal 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.

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