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

OFFICE ORDER

In continuation to Office Order No.7560-7630/D&SJ/NDD/2020 dated 31.07.2020, 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. 17.08.2020 to 31.08.2020)
1	Ms. Jyoti Gupta	In-charge	Admn. Branch	17.08.2020 to 31.08.2020
2	Sh. Hari Lal. S.	JA	-do-	17.08.2020 to 31.08.2020
3	Sh.Chandi Prashad	Peon	-do-	17.08.2020 to 31.08.2020
4	Ms. Sonia Verma	JJA	Leave Section	24,25,26,27,28,29
5	Ms. Neetu	JJA	-do-	17,18,19,20,21,22
6	Ms. Seema	Peon	-do-	17,18,24,25,31
7	Sh. Sumer Chand	JA	RTI/Vigilance/ Litigation	18,20,22,25,27,29,31
8	Ms. Nisha Sharma	JJA	-do-	17,19,21,24,26,28,31
9	Ms. Pavitri Devi	Peon	-do-	18,20,22,25,27,29,31
10	Ms. Sheela Madhusudan	In-charge	General Branch	17,18,21,24,25,27,28
11	Sh. Ajit Singh	JJA	-do-	17,19,20,22,26,29,31
12	Ms. Rama Mehra	JA	-do-	18,20,21,24,25,28,31
13	Sh. Saurabh Kumar	JJA	-do-	17.08.2020 to 31.08.2020
14	Sh. Vinay Kumar	Peon	-do-	17,19,21,22,26,27,29
15	Ms. Rekha	JJA	Accounts Branch	17,18,19,20,31
16	Ms. Deepika	JA	-do-	17,18,19,20,21,25,28,29
17	Ms. Sunita	JJA	-do-	17,18,19,31
18	Sh. Rakesh	JJA	-do-	24,26,27,28,29
19	Sh. Vinay	JJA	-do-	22,27,28,29,31
20	Sh. Ajay Soni	Sr. JA	-do-	18,19,25,26,27
21	Sh. Deepak Mathur	JA	-do-	18,19,20,21
22	Ms. Jyoti	JJA	-do-	20,21,22,24,25
23	Sh. Pradeep	Peon	-do-	17,18,19,20,21,22,31
24	Ms. Ekta	Peon	-do-	24,25,26,27,28,29
25	Ms. Manju Rana	In-charge	Copying Agency	17,19,24,27,31
26	Sh. Raj Kishore	JA	-do-	19,24,26,27,31
27	Ms. Pinki	JJA	-do-	17,21,25,26,28
28	Sh. Lalit Kumar	Peon	-do-	17,19,24,27,31
29	Ms. Kusum Malhotra	JA	-do-	17,21,25,26,28
30	Sh. Babar Nawab	JJA	-do-	17,19,24,27,31
31	Ms. Manju Rawat	Peon	-do-	17,19,20,22,29

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32	Ms. Shalu Kapoor	JA	-do-	18,20,22,25,29
33	Ms. Suman Bisht	JJA	-do-	18,20,22,25,29
34	Ms. Madhavi Sharma	Peon	-do-	18,21,25,26,28
35	Ms. Sangeeta Verma	JA	-do-	19,24,26,28,31
36	Ms. Rajni	JJA	-do-	18,20,21,25,29
37	Ms. Pushpa Giri	JA	-do-	18,20,22,27,29
38	Ms. Meena Thapa	JA	-do-	18,21,22,24,31
39	Sh. Bharat Bhushan	PA	Mediation Centre	17,18,19,20,21,22
40	Ms. Chanchal	JA	-do-	25,26,27,28,29,31
41	Sh. Madan	JA	-do-	17,19,21,24,26,28,31
42	Ms. Bhawana	JJA	-do-	17,18,19,20,21,22
43	Sh. Tarun	Peon	-do-	17.08.2020 to 31.08.2020
44	Sh. Parsanjit Sahai	In-charge	Bail & Filing	17,20,21,22,24,25,26,29,31
45	Sh. Inder	Peon	-do-	17,20,21,22,24,25,26,29,31
46	Sh. Rahul	JJA	-do-	17,18,19,22,24,27,28,29,31
47	Ms. Taruna	JJA	-do-	17,18,19,22,24,27,28,29,31
48	Ms. Santosh Sharma	In-charge	Library	17,19,21,28
49	Ms. Neha Sachdev	JJA	-do-	24,25,26,27
50	Sh. Harbir	Book Binder	-do-	18,20,22,29,31
51	Sh. Vinod Kumar	JA	Stationary Br.	17,18,19,24,25,26,31
52	Sh. Javed	Peon	-do-	20,21,22,27,28,29,31
53	Sh. Vipul Bansal	In-charge	Computer Branch	17.08.2020 to 31.08.2020
54	Sh. Praveen Kumar	JJA	-do-	17.08.2020 to 31.08.2020
55	Sh. Sukhbir Singh	JJA	-do-	17.08.2020 to 31.08.2020
56	Sh. Bharat Thakur	JA	-do-	17.08.2020 to 31.08.2020
57	Sh. Ass Mohd	Peon	-do-	17.08.2020 to 31.08.2020
58	Sh. Karan	Peon	Judicial Branch	24,25,26,27,28,29,31
59	Sh. Chandra Singh Rawat	In-charge	Record Room (Civil)	27,28,29,31
60	Sh. Anil Kumar Rai	Sr.JA	-do-	22,24,25,26
61	Ms. Seema Bhandari	JA	-do-	17,18,19,20,21
62	Sh. Ranjeet Singh	In-charge	Digitization	20,21,22,27,28,29,31
63	Ms. Veena Satewal	In-charge	Record Room (Sessions)	17,18,19,24,25,26,31
64	Ms. Shilpi Jain	JJA	-do-	20,21,22,27,28,29,31
65	Sh. Prem Ram	Peon	-do-	18,20,22,25,27,29,31
66	Sh. Sunil Kumar Vats	In-charge	Record Room (Criminal)	27,28,29,31
67	Sh. Sahil Rastogi	JJA	-do-	22,24,25,26
68	Sh. Surender Maan	JJA	-do-	17,18,19,20,21
69	Sh. Satpal Arora	In-charge	Pool Car	17,28,29,31
70	Sh. Dayal Singh	JA	-do-	17,24,25,26
71	Sh. Ashwani Kumar	JA	-do-	17,18,19,20
72	Sh. Nitin Kumar	Peon	-do-	18,20,21,22,24,26,27,29,31

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73	Sh. M.R. Menon	In-charge	Cash/Fine & Audit	17,18,21,22,24,25,28,29
74	Ms. Sarika	JA	-do-	19,20,26,27,31
75	Sh. Lokesh	JJA	-do-	19,20,26,27,31
76	Sh. Surender Kumar	Peon	-do-	17,18,21,22,24,25,28,29
77	Sh. Sujeet Kumar	JA	R & I Branch	24,25,26,27,28,29,31
78	Sh. Suresh Kr.	Peon	-do-	17,18,19,20,21,22,28
79	Sh. Bigyan Kr. Samal	Peon	-do-	17,18,19,20,21,22,29
80	Sh. Sawan Kumar	Peon	-do-	17,18,19,20,21,22,31
81	Sh. Virender Yadav	Peon	-do-	24,25,26,27,28,29,31
82	Sh. Shashi Kant Gupta	JJA	-do-	17,18,19,20,21,22
83	Sh. Amar Chand	Peon	-do-	24,25,26,27
84	Ms.Ganga	Dak Peon	-do-	24,25,26,27,28,29,31
85	Ms. Monika	JJA	e-Sewa Kendra/PRO Br.	24,25,26,27,28,29,31
86	Ms. Suman Sharma	Peon	-do-	17,18,19,20,21,22
87	Sh. Harkesh Meena	JJA	CMM Office/ Evening Cell	17,18,21,22,26,27,31
88	Sh. Mukesh Kumar	JJA	-do-	19,20,24,25,28,29,31
89	Sh. Sushil Kumar	JA	-do-	17,18,21,22,26,27
90	Sh. Neeraj Kumar	JA	-do-	19,20,24,25,28,29
91	Sh. Baski Nath Chaudhary	Peon	-do-	17.08.2020 to 31.08.2020
92	Sh. Kuldeep Singh	JJA	VWDC	17,20,22,24,25,26
93	Ms. Laxmi	Group-C	-do-	18,19,21,27,28,29,31
94	Sh. Abhinav	Peon	Admn. Br.	17,18,19,20,21,22

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. The Concerned Branch In-charges/Readers wherein the above said officials are posted are hereby directed to forward this order to the above said officials for its necessary compliance.

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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.

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

No. 9455-9524/D&SJ/NDD/2020 Dated: 16.08.2020

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 (Judicial)/Branch Incharge/DDO, PHC, ND
4. PS to the undersigned.
5. Officials concerned.
6. Website Committee (Hindi & English), THC, with the request to upload the same on the website of the Court.
7. The District System Administrator, NDD to upload the same on the website of this District immediately.
8. The dealing Assistant, R&I Section, NDD to upload on LAYERS.
9. The Caretaker, New Delhi District, PHC, New Delhi.

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

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