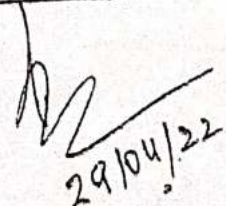


**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, NEW DELHI DISTRICT,  
PATIALA HOUSE COURTS, NEW DELHI**

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	Sh. G.P. Singh, Ld. DJ (Commercial Court)-02 Ms. Anu Aggarwal, Ld. ASJ-07 (Link) Ms. Swati Gupta, Ld. ACJ (Link)	General Branch Branch Incharge : Ms. Sheela Madhusudan
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)-03 Sh. Ajay Kumar Jain, Ld. Spl Judge (NDPS Act) (Link)	Judicial Branch Branch Incharge : Sh. Balbir Sharma
4	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court)-01 Sh. Rajeev Bansal, Ld. Judge Incharge Mediation Centre (Link)	Leave Section Branch Incharge : Ms. Jyoti Gupta
5	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court)-01 Sh. Ashutosh Kumar, Ld. ASJ-01 (Link)	VWDC Ms. Kiran Mongla, Dealing Assistant
6	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court)-01 Sh. Harjyot Singh Bhalla, Ld. ASJ-04 (Link)	Record Room Sessions & Digitization/ Record Room Criminal/Record Room Civil
7	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court)-01 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) Ms. Neha Gupta Singh, Ld. SCJ-cum-RC (Link)	Committee Branch/Monitoring Committee 5-10 year old cases Ms. Dhaneshwari, Dealing Assistant
9	<u>Controlling Officer</u> Sh. Rajeev Bansal, Ld. Judge-In-Charge, Mediation <u>Head of Office</u> Sh. Manish Khurana, Ld. ADJ-03	Accounts Branch/Cash Branch/Fine & Audit Section Sh. Parmod Rawat, AO/DDO Ms. Santosh Sharma, Link DDO
10	Sh. Praveen Singh, Ld. ASJ - 03 Sh. Dharmender Rana, Ld. ASJ-02.	Administration Branch. Branch Incharge : Ms. Jyoti Gupta
11	Sh. Devender Kumar Jangala, Ld. ASJ-05 Ms. Nabeela Wali, Ld. ACMM-I (Link)	Care Taking Branch & Telephone Exch. Sh. Santosh Kumar, Caretaker
12	Sh. Sanjay Khanagwal, Ld. ASJ (SFTC) Nodal Officer (Hindi) Sh. Rajinder Singh, Ld. ASJ-06 - (Link)	Hindi Section Branch Incharge : Ms. Santosh Sharma
13	Sh. Sughanshu Kaushik, ADJ-02 & Waqf Tribunal Ms. Nabeela Wali, Ld. ACMM-01 (Link)	Computer Branch Branch Incharge : Sh. Vipul Bansal
14	Sh. Dharmendra Rana, Ld. ASJ-02 Sh. Ajay Garg, Ld. ADJ-01 (Link)	Copying Agency Branch Incharge : Ms. Manju Rana
15	Sh. Manish Khurana, Ld. ADJ-03 Ms. Neha Gupta Singh, Ld. SCJ-cum-RC (Link)	Pool Car Section Branch Incharge : Ms. Santosh Sharma
16	Sh. Ajay Garg, Ld. ADJ-01 Ms. Komal garg, Ld. MM, Mahila Court-01 (Link)	Library Ms. Neha Sachdeva, Dealing Assistant
17	Sh. Harjyot Singh Bhalla, Ld. ASJ-04 Ms. Anu Aggarwal, Ld. ASJ-07 (Link)	Bail & Filing Section Branch Incharge : Sh. Parsanjit Sahai
18	Sh. Anu Aggarwal, Ld. ASJ-07 Ms. Neha Gupta Singh, Ld. SCJ-cum-RC (Link)	Stationary Branch Branch Incharge : Ms. Santosh Sharma
19	Sh. Rajinder Singh, Ld. ASJ-06 Sh. Satyabrata Panda, Ld. ADJ-04(Link)	R & I Branch, Branch Incharge : Ms. Santosh Sharma RTI Branch, Branch Incharge : Sh. Balbir Sharma
20	Ms. Snigdha Sarvaria, Ld. CMM	CMM Office
21	Ms. Snigdha Sarvaria, Ld. CMM Ms. Nabeela Wali, Ld. ACMM-I (Link)	Evening Cell Branch Incharge : Sh. Ashwani,
22	Ms. Swati Gupta, Ld. ACJ-cum-CCJ-cum ARC	Nazarat Branch Branch Incharge : Sh. Naresh Sharma

  
29/04/22



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.

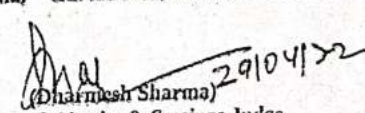
3. In the event of inability to discharge such responsibility (on account of leave, other duties etc.) of the OIC of a Branch/Cell, the OIC of the Branch/ Cell mentioned immediately next in the list shall be suitably informed by the former and the latter shall act as the Link Officer.

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. Sh. Sanjeev Jain, Ld. District Judge, Commercial Court 03 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, Ms. Santosh Snehi Mann, Ld. District Judge, Commercial Court 01, 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. Sudhanshu Kaushik, Ld. ADJ-02 & Wafat Tribunal is hereby authorized to look after the work of service of summons on Judicial Officers / Officials, and the work of Grant of Police Assistance / Aid in Execution Cases. 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.

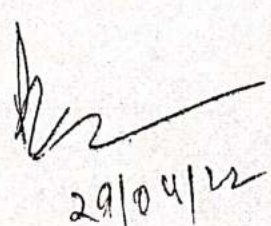
  
(Dharmesh Sharma)  
Principal District & Sessions Judge  
New Delhi District  
Patil House Courts, New Delhi

Dated: 29.04.22.

No. 10255-10353 Admn./D&SJ/NDD/PHC/ND/2022

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.

  
29/04/22  
District & Sessions Judge  
NDD, PHC, New Delhi