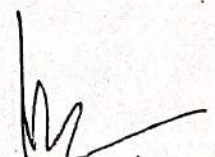


**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE  
PATIALA HOUSE COURT, NEW DELHI DISTRICT, NEW DELHI**

In super-session of all earlier orders of this office, the following Ld. Judicial Officers, in addition to their regular duties are hereby designated as Ld. Officer-In-Charges of the Branches in New Delhi District, as mentioned against their names, with immediate effect :

Sr. No.	Name of the Ld. Judicial Officers / Officer-In-Charges	Branches & Branch Incharges
1	Sh. G.P. Singh, Ld. DJ (Commercial Court-02) Ms. Anu Aggarwal, Ld. ASJ-07 (Link)	General Branch Ms. Sheela Madhusudanan
2	Sh. G.P. Singh, Ld. DJ (Commercial Court-02) Sh. Praveen Singh, Ld. ASJ-03 (Link)	PRO Branch Sh. Munish Choudhri Ms. Pinki Ravikant
3	Sh. Sanjiv Jain, Ld. DJ (Commercial Court-03) Sh. Sudhir Kumar Sirohi, Ld. Spl. Judge (NDPS Act) (Link)	Judicial Branch Sh. Balbir Sharma
4	Sh. Sanjiv Jain, Ld. DJ (Commercial Court-03) Sh. Harjyot Singh Bhalla, Ld. ASJ-04 (Link)	Record Room-Sessions, Civil, Criminal & Digitization Sh. Rajindra Kumar Sh. C.S Rawat Sh. Mohan Singh Soudhey Sh. Ranjeet Singh
5	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court-01) Sh. Rajeev Bansal, Ld. Judge-In-Charge, Mediation Centre (Link)	Leave Section Ms. Jyoti Gupta
6	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court-01) Ms. Chhavi Kapoor, Ld. ASJ-01 (Link)	V.W.D.C. Ms. Neetu, Dealing Assistant Sh. Ajit Singh (for submitting reports reg. construction issues)
7	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court-01) Sh. Dharmender Rana, Ld. ASJ-02 (Link)	Administration Branch Ms. Jyoti Gupta
8	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court-01) Sh. Harjyot Singh Bhalla, Ld. ASJ-04 (Link)	Vigilance Branch / Litigation Ms. Sheela Madhusudanan
9	Controlling Officer Sh. Rajeev Bansal, Ld. Judge-In-Charge, Mediation Centre Head of Office Sh. Dharmender Rana, Ld. ASJ-02 (Link)	Accounts Branch / Cash Branch / Fine & Audit Section Sh. Pramod Rawat, AO/DDO Ms. Kavita Chug, AAO
10	Sh. Devender Kumar Jangala, Ld. ASJ-05 Ms. Neha Gupta Singh, Ld. SCJ-cum-RC (Link)	Pool Car Section Sh. Ashwani
11	Sh. Devender Kumar Jangala, Ld. ASJ-05 Ms. Nabeela Wali, Ld. ACMM-01 (Link)	Caretaking Branch & Telephone Exchange Sh. Ashwani
12	Sh. Sanjay Khanagwal, Ld. ASJ (SFTC)-cum-Nodal Officer Sh. Rajinder Singh, Ld. ASJ-06 (Link)	Hindi Section Sh. Narinder Kumar Sharma
13	Sh. Sudhanshu Kaushik, Ld. ADJ-02 & Wakf Tribunal Ms. Nabeela Wali, Ld. ACMM-01 (Link)	Computer Branch Sh. Vipul Bansal
14	Sh. Dharmender Rana, Ld. ASJ-02 Ms. Vijeta Singh Rawat, Ld. ADJ-01 (Link)	Copying Agency Ms. Manju Rana
15	Sh. Rajinder Singh, Ld. ASJ-06 Sh. Satyabrata Panda, Ld. ADJ-04 (Link)	R&I Branch Ms. Jyoti Gupta RTI Branch Ms. Rama Mehra

  
21/08/22



16	Sh. Harjyot Singh Bhalla, Ld. ASJ-04 Ms. Anu Aggarwal, Ld. ASJ-07 (Link)	Bail & Filing Section Sh. Parsanjit Sahai
17	Ms. Anu Aggarwal, Ld. ASJ-07 Ms. Neha Gupta Singh, Ld. SCJ-cum-RC (Link)	Stationery Branch Ms. Rama Mehra
18	Ms. Vijeta Singh Rawat, Ld. ADJ-01 Ms. Komal Garg, Ld. MM (Mahila Court-01) (Link)	Library Ms. Rama Mehra
19	Ms. Snigdha Sarvaria, Ld. CMM	CMM Office Sh. Sushil
20	Ms. Snigdha Sarvaria, Ld. CMM Ms. Nabeela Wali, Ld. ACMM-01 (Link)	Evening Cell Sh. Ashwani
21	Ms. Swati Gupta, Ld. ACJ-cum-CCJ-cum-ARC Ms. Neha Gupta Singh, Ld. SCJ-cum-RC (Link)	Nazarat Branch Sh. Naresh Kumar Sharma

Notes :

- The Officer-In-Charges shall :
  - be responsible for regularly supervising the work of the Branches (*and connected Branches / Sections*) under their control on daily basis, *inter alia*, by providing necessary guidance/directions to the Branch Incharges.
  - take all necessary decisions, using proper discretion in the matters of routine nature, keeping in mind the best interest of the institution and shall refer the matters to the undersigned, in case of any doubt/clarification;
  - co-ordinate with other Officer-In-Charges and Committees, wherever required.
- The Branch Incharges and all subordinate staff shall work under the control and supervision of the concerned Officer-In-Charges. They will be answerable to and report on daily basis to the respective Officer-In-Charges.
- In the event of inability to discharge such responsibilities (*on account of leave, other exigencies etc.*) by the Ld. OIC of Branch/Cell, the next available Ld.OIC of the Branch/Section in the list shall be suitably informed by the former and the latter shall act as the Link Officer.
- Each Branch/Section shall have the work allocated amongst the staff subject-wise, with arrangement for Link Assistant (*on account of absence of regular dealing hand*), for which the Ld.OICs shall issue formal orders, in consultation with and under intimation to the undersigned.
- The Officer-In-Charges of the Administrative Branches are hereby authorized to regulate and take appropriate decisions, as per rules, on the applications for leave of all staff under their respective control, under intimation to the DDO. The leave of AAO shall not be approved without prior intimation to the undersigned.
- Sh. Sanjiv Jain, Ld. District Judge (Commercial Court-03), is hereby authorized to look after the leave applications including Earned Leaves and Medical Leaves of the Officers of DHJS (*except his own leave and that of Officers senior to him*) & DJS, New Delhi District, with immediate effect. In case of his non-availability or absence on account of leave or otherwise, Ms. Santosh Snehi Mann, Ld. District Judge (Commercial Court-01), shall look after the said work. However, correspondence with the Hon'ble High Court of Delhi, New Delhi shall be done only through the undersigned.
- Sh. Sudhanshu Kaushik, Ld. ADJ-02 & Wakf 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 leave or otherwise, Sh. Gaurav Rao, Ld. ADJ-03, shall look after the above mentioned work.

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



No. 983/-9918 /Admn./Pr.D&SJ/NDD/PHC/2022

Dated: 21/2/22

Copy forwarded for kind information to:

1. The Registrar General, Hon'ble High Court of Delhi.
2. The Ld. Principal District & Sessions Judge (HQs), The Hazari Courts, Delhi.
3. The Ld. Principal District & Sessions Judges (West, East, North-East, Shahdara, South, South-East, South-West, North-West, North, RACC), Delhi/New Delhi.
4. The Ld. Principal Judge & Judge, Family Court, NDD, New Delhi.
5. All the Ld. Judicial Officers, NDD, New Delhi & Ld. MMJs (NI Act), RACC.
6. The Superintendent, NDDL SA, NDD, New Delhi.
7. All the Branches Incharges, NDD, New Delhi.
8. The Branch Incharge, Computer Branch to upload the same on the website of this District.
9. PS/Reader to the undersigned.
10. The DDO, NDD, New Delhi.
11. The Dealing Assistant, R&I, NDD, New Delhi, to upload on LAYERS.
12. The Incharge, Caretaking, NDD, New Delhi.

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