## OFFICE OF THE 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 from **04.12.2019** :

| *S.No.* | *Name of the Judicial Officer* | *Officer Incharge* |
|---|---|---|
| 1 | Sh. Rajeev Bansal, Judge Incharge, Mediation<br>Sh. Sandeep Garg, ADJ-01 **(Link)** | Administration Branch (I)/<br>Leave Section (I) |
| 2 | Sh. Sandeep Garg, ADJ-01<br>Sh. Ajay Kumar Jain, Spl. Judge(NDPS Act) **(Link)** | Administration Branch (II)/<br>Leave Section (II) |
| 3 | Ms. Ravinder Bedi, ADJ-04<br>Sh. Anil Antil, ASJ-04 **(Link)** | Administration Branch (III)/<br>Leave Section (III) |
| 4 | Sh. M.K. Nagpal, PO-MACT<br>Sh. Ajay Kumar Jain, Spl. Judge, NDPS **(Link)** | Judicial Branch |
| 5 | Sh. R.L. Meena, Ld. ADJ-02 & Wakf Tri.<br>Sh. Dheeraj Mor, JSCC/ASCJ/GJ **(Link)** | Stationery Branch |
| 6 | Sh. Ajay Kumar Jain, Spl. Judge (NDPS Act)<br>Ms. Twinkle Wadhwa, ADJ-03 **(Link)** | R&I Branch |
| 7 | Sh. Anil Antil, ASJ-04<br>Sh. Sandeep Garg, ADJ-01 **(Link)** | Vigilance Branch/Litigation |
| 8 | Sh. Rajeev Bansal, Judge-In-Charge, Mediation<br>Sh. Anil Antil, ASJ-04 **(Link)** | Committee Branch/Monitoring Committee<br>5-10 year old cases |
| 9 | Sh. Sandeep Garg, ADJ-01<br>Ms. Twinkle Wadhwa, ADJ-03 **(Link)** | Bail & Filing Section |
| 10 | District & Sessions Judge<br>Sh. Rakesh Syal, Ld. ASJ-03 **(Link)** | Facilitation Centre/PRO Office |
| 11 | Sh. Dheeraj Mittal, ACJ-cum-CCJ-cum ARC | Nazarat Branch |
| 12 | Controlling Officer<br>Sh. Rajeev Bansal, Judge-In-Charge, Mediation<br><br>Head of Office<br>Sh. Anil Antil, ASJ-04 | Accounts Branch/<br>Cash Branch/<br>Fine & Audit Section |
| 13 | Sh. Ram Lal Meena, ADJ-02 & Wakf Tribunal<br>Ms. Twinkle Wadhwa, ADJ-03 **(Link)** | Record Room Sessions & Digitization/<br>Record Room Criminal/Record Room Civil |
| 14 | Ms. Twinkle Wadhwa, ADJ-03<br>Ms. Ankita Lal, MM-02 **(Link)** | Library |
| 15 | Sh. Rakesh Syal, Ld. ASJ-03<br>Sh. Ajay Kumar Jain, Spl. Judge (NDPS Act) **(Link)** | General Branch |
| 16 | Sh. Satish Kr. Arora, ASJ-02(FTC)<br>Sh. Dheeraj Mor, SCJ-CUM-RC **(Link)** | Copying Agency |
| 17 | Sh. Rajeev Bansal, Judge-In-Charge, Mediation<br>Sh. Dheeraj Mor, SCJ-CUM-RC **(Link)** | Computer Branch |
| 18 | Sh. Satish Kr. Arora, ASJ-02(FTC)<br>Sh. Sumeet Anand, MM-07 **(Link)** | Pool Car Section |
| 19 | Sh. Ajay Kumar Jain, Spl. Judge (NDPS Act)<br>Sh. Ram Lal Meena, ADJ-02 & Wakf Tribunal **(Link)** | RTI Branch |
| 20 | Sh. Purshottam Pathak, CMM | CMM Office |
| 21 | Sh. Purshottam Pathak, CMM | Evening Cell |
| 22 | Sh. Sandeep Garg, ADJ-01<br>Sh. Dheeraj Mor, SCJ-CUM-RC **(Link)** | Care Taking Branch & Telephone Exch. |
| 23 | Sh. Sudhir Kumar Sirohi, ACMM-02<br>Nodal Officer (Hindi) | Hindi Section |

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**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 Officers 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 of District & Session Judge, NDD

6. **Sh. M.K. Nagpal, PO-MACT** is hereby authorized to look after leave application including Earned Leave and Medical Leave 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 his absence on account of leave or otherwise, **Sh. Rajeev Bansal, Judge Incharge, Mediation,** 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. Ram Lal Meena, ADJ-02** is hereby authorized to look after the work of service of summons on Judicial Officers / Officials.

**(Yashwant Kumar)**
**District & Sessions Judge**
New Delhi District
Patiala House Courts, New Delhi

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No. 13893-13972 Admn./D&SJ/NDD/PHC/ND/2019 Dated : 04 / 12 / 2019

Copy forwarded for information to :

1. The Registrar General, Hon'ble High Court of Delhi
2. The District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Ld. District & Sessions Judge *(West, East, North-East, Shahdara, South, South- East, South-West, North-West, North)* 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. All the Administrative Officers (Judicial), NDD, PHC, ND.
9. The Superintendent, NDDLSA, New Delhi District, PHC.
10. Administrative Officer (Judl.)/Administrative Officer (Judl.)/Branch Incharges, New Delhi District, PHC, ND.
11. Website Committee (Hindi & English), THC, with a request to upload the same on the website of the Courts.
12. The P.S. to the undersigned.
13. The APRO, New Delhi District, PHC, ND.
14. Dealing Assistant, R&I, NDD to upload on LAYERS.
15. The Caretaker, New Delhi District, PHC, ND.

District & Sessions Judge
New Delhi District
Patiala House Courts, New Delhi

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