

# 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 Officers / Officials are hereby designated as Officer Incharges, Administrative Officers (Judl.) and Branch Incharges of Branches in New Delhi District, as mentioned against their names, in addition to the work already assigned to them, with immediate effect:-

S. NO.	NAME OF BRANCH	OFFICER INCHARGE	LINK OFFICER INCHARGE	Sr. A.O (J./ A.O (J.) & ACCTS. OFFICER	BRANCH INCHARGE OR SR. MOST DEALING ASST.
1	PERSONAL OFFICE OF THE LD. DISTT. & SESSIONS JUDGE, NDD	DISTT. & SESSIONS JUDGE	SH. O.P. SAINI, SPL. JUDGE (CBI-04)		SH. PAWAN KR. AGGARWAL, PS, 8929959309, EXT: 409
2	ADMINISTRATION (I)/ LEAVE SECTION (I)	SH. ANURAG SAINI, SPL JUDGE (CBI-06)	SH. SANDEEP GARG, ADJ-01	MS. MADHU GUPTA, 9899889919, EXT: 320	SH. BACHAN SINGH, SJA, 8860296607, EXT : 320
3	ADMINISTRATION (II)/ LEAVE SECTION (II)	SH. SANDEEP GARG, ADJ-01	SH. SATISH KR. ARORA ASJ-02 (FTC)		
4	ADMINISTRATION (III)/ LEAVE SECTION (III)	SH. SATISH KR. ARORA ASJ-02 (FTC)	SH. ANURAG SAINI, SPL JUDGE (CBI-06)		
5	JUDICIAL BRANCH	SH. PRAVEEN KUMAR, ADJ-05	SH. ARUN BHARDWAJ, SPL. JUDGE, CBI-05		
6	STATIONERY BRANCH	SH. LAL SINGH, SPL JUDGE (CBI-02)	SH. DHEERAJ MOR, JSCC/ASCI/GJ		
7	R&I SECTION	SH. SATISH KR. ARORA ASJ-02 (FTC)	MS. TWINKLE WADHWA, ADJ-03		
8	VIGILANCE / LITIGATION	SH. ARVIND KUMAR, SPL JUDGE (CBI-01)	SH. SANDEEP GARG, ADJ-01		
9	COMMITTEE BRANCH /Monitoring Comm. of 5-10 year old cases	SH. RAJEEV BANSAL, JUDGE IN-CHARGE MEDIATION CENTRE	SH. ARVIND KUMAR, SPL. JUDGE CBI-01		
10	BAIL & FILING SECTION	SH. M.K. NAGPAL, PO, MACT	SH. CHANDRA SHEKHAR, ADJ-04		
11	FACILITATION CENTRE/P.R.O. OFFICE	DISTT. & SESSIONS JUDGE	SH. ARUN BHARDWAJ, SPL. JUDGE, CBI-05		
12	NAZARAT BRANCH	SH. ATUL KRISHNA AGRAWAL ACJ-cum-CCJ-cum-ARC			SH. PRADEEP SINGH, SJA, 9818030609, EXT : 411
13	ACCOUNTS BRANCH	HEAD OF OFFICE SH. SUDESH KUMAR SPL. JUDGE, NDPS	CONTROLLING OFFICER SH. ANURAG SAINI, SPL JUDGE (CBI-06)	SH. PRAMOD RAWAT, Accts. Officer-cum-DDO 9953766535	SH. BACHAN SINGH, SJA, 8860296607, EXT : 371
14	CASH BRANCH				SH. BACHAN SINGH, SJA, 8860296607, EXT : 419
15	FINE & AUDIT SECTION				SH. N.P. SINGH, SJA, 9818131956, EXT : 316 (assisted by Ms. DHANESHWARI, JA, 9560193165)
16	RECORD ROOM (SESSIONS) & DIGITIZATION	SH. CHANDRA SHEKHAR ADJ-04	SH. RAM LAL MEENA, ADJ-02 & WAKF TRIBUNAL	MS. SAVITA KUMARI 9818464529 EXT: 323	SH. PRATAP SINGH, SJA, 9990203905 EXT : 372
17	RECORD ROOM (CRL.)				SH. MUNISH CHOUDHRI APRO, 9968093712, EXT : 328
18	RECORD ROOM (CIVIL)				SH. NARESH KUMAR, CIVIL NAZIR/ INCHARGE, 9911942148, EXT : 333
19	LIBRARY	MS. TWINKLE WADHWA, ADJ-03	MS. AMBIKA SINGH, MM-02		EXT : 324/338
20	GENERAL BRANCH	MS. ANU GROVER BALIGA, ASJ (FTC)	SH. SUDESH KUMAR, SPECIAL JUDGE (NDPS ACT)		SH. M.R.M. MENON, SJA 9891987752, EXT : 370
21	COPYING AGENCY	SH. ANIL ANTIL, ASJ-04 (PILOT COURT)	MS. TWINKLE WADHWA, ADJ-03		SH. M.R.M. MENON, SJA 9891987752, EXT : 370 (assisted by MS. DEEPIKA MADAN, JJA, 9958660668, EXT : 311)
22	COMPUTER BRANCH	SH. ARUN BHARDWAJ, SPL. JUDGE (CBI-05)	SH. SUMEET ANAND, MM-07		MS. VEENA SATEWAL, SJA, 9971265944, EXT : 321
23	POOL CAR SECTION	SH. ANIL ANTIL, ASJ-04 (PILOT COURT)	SH. SUMEET ANAND, MM-07		SH. RAMESH SAINI, SJA, 9873951996, EXT : 321
24	RTI BRANCH/RTI TRANSPARENCY OFFICER	MS. ANU GROVER BALIGA, ASJ (FTC)	SH. RAM LAL MEENA, ADJ-02 & WAKF TRIBUNAL		SH. ANIL KR. RAI, SJA, 9654909100, EXT : 321
25	RTI FIRST APPELLATE AUTHORITY	SH. PRAVEEN KUMAR, ADJ-05	SH. SATISH KR. ARORA ASJ-02 (FTC)		SH. N.P. SINGH, SJA, 9818131956, EXT : 316 (assisted by Sh. VINOD KR., JA 7838287003)
26	CMM OFFICE	SH. DEEPAK SHERAWAT, CMM			MS. SHEELA MADHUSUDHAN, 9968363270, EXT: 326
27	EVENING CELL	SH. DEEPAK SHERAWAT, CMM			MS. MANJU RANA, SJA, 8447251929, EXT : 358
28	CARE TAKING BRANCH & TELEPHONE EXCHANGE	SH. SANDEEP GARG, ADJ-01			SH. C.M.S. BISHT, SJA, 8860273159, EXT : 373/390 (assisted by Sh. SUKHBIR SINGH, JJA 9891536986)
29	HINDI SECTION	MS. NAMRITA AGGARWAL, SCI-cum-RC (NODAL OFFICER-HINDI)		MS. MADHU GUPTA, 9899889919, EXT: 320	SH. SATPAL ARORA, SJA, 9891591110, EXT : 380
					SH. N.P. SINGH, SJA, 9818131956, EXT : 319 (assisted by Ms. NISHA SHARMA, JJA, 9999439214)
					SH. MUKESH KUMAR, JJA, 9968724302, EXT : 309
					SH. SATPAL ARORA, SJA, 9891591110, EXT : 351
					SH. BAL KRISHAN VATS, SJA 9868941118 (SH. BHUPESH KR. GUPTA CARE TAKER, 8586998944) EXT : 325/306
					SH. BACHAN SINGH, SJA, 8860296607, EXT : 419



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. Praveen Kumar, ADJ-05 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. Arun Bhardwaj, Spl. Judge (PC Act), CBI-05, 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.

  
(Poonam A. Bamba)  
District & Sessions Judge  
New Delhi District  
Patiala House Courts, New Delhi

No. 4907 - 4982 /Committee/D&SJ/NDD/2019

Dated : 22/02/19

**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 Principal Judge, Family Court, New Delhi District, New Delhi.
4. The Judge Incharge, Mediation Centre, New Delhi District, PHC, ND.
5. All the Judicial Officers, New Delhi District, New Delhi.
6. All the Members concerned.
7. All the Administrative Officers (Judicial), NDD, PHC, ND.
8. The Superintendent, NDDL SA, New Delhi District, PHC.
9. All the Branch Incharges New Delhi District, PHC, ND.
10. The P.S. to the undersigned.
11. The APRO, New Delhi District, PHC, ND.
12. Website Committee (Hindi & English), THC, Delhi.
13. The District System Administrator, NDD to upload the same on the website of this District.
14. The Care Taker, Care Taking Branch, NDD to display on notice board.
15. The Dealing Assistant R&I Section, NDD to upload on LAYERS.

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