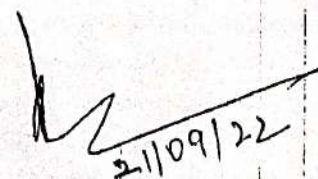


**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
PATIALA HOUSE COURT, NEW DELHI DISTRICT, NEW DELHI**

In super-session of all earlier orders issued by 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. Rama Mehra Sh. Ajit Singh
2	Sh. G.P. Singh, Ld. DJ (Commercial Court-02) Sh. Shailender Malik, 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 Sh. Jitender Kumar
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	Sh. Sanjiv Jain, Ld. DJ (Commercial Court-03) Sh. Harjyot Singh Bhalla, Ld. ASJ-04 (Link)	Purchase Cell Sh. Hari Lal S
6	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court-01) Sh. Rajeev Bansal, Ld. Judge-In-Charge, Mediation Centre (Link)	Leave Section Sh. Prasanjit Sahai Ms. Bibha
7	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court-01) Ms. Chhavi Kapoor, Ld. ASJ-01 (Link)	V.W.D.C. Ms. Sheela Madhusudanan Ms. Neetu, Dealing Assistant Sh. Ajit Singh (for submitting reports reg. construction issues)


21/09/22

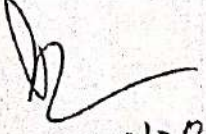
8	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court-01) Sh. Sanjay Khanagwal, Ld. ASJ-02 (Link)	Administration Branch Ms. Sheela Madhusudanan Sh. Hari Lal S (Dealing Assistant)
9	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court-01) Sh. Harjyot Singh Bhalla, Ld. ASJ-04 (Link)	Vigilance Branch/Litigation Ms. Sheela Madhusudanan Ms. Neetu Sharma
10	<u>Controlling Officer</u> Sh. Rajeev Bansal, Ld. Judge-In-Charge, Mediation Centre <u>Head of Office</u> Sh. Sanjay Khanagwal, Ld. ASJ-02	Accounts Branch/Cash Branch/Fine & Audit Section Sh. Pramod Rawat, AO/DDO Ms. Kavita Chug, AAO
11	Sh. Devender Kumar Jangala, Ld. ASJ-05 Ms. Sheetal Chaudhary Pradhan, Ld. SCJ-cum-RC (Link)	Pool Car Section Sh. Ashwani Sh. Manish
12	Sh. Devender Kumar Jangala, Ld. ASJ-05 Ms. Nabeela Wali, Ld. ACMM-02 (Link)	Caretaking Branch & Telephone Exchange Sh. Ashwani Sh. Santosh Kumar
13	Sh. Sanjay Khanagwal, Ld. ASJ-02-cum-Nodal Officer Sh. Rajinder Singh, Ld. ASJ-06 (Link)	Hindi Section Sh. Narinder Kumar Sharma
14	Sh. Sudhanshu Kaushik, Ld. ADJ-02 & Waqf Tribunal Ms. Nabeela Wali, Ld. ACMM-01 (Link)	Computer Branch Sh. Vipul Bansal Sh. Parven Kumar
15	Sh. Rajinder Singh, Ld. ASJ-05 Sh. Satyabrata Panda, Ld. ADJ-04 (Link)	R&I Branch Sh. Narender Kumar Sharma RTI Branch Ms. Rama Mehra
16	Sh. Harjyot Singh Bhalla, Ld. ASJ-04 Ms. Anu Aggarwal, Ld. ASJ-07 (Link)	Bail & Filing Section Sh. Parsanjit Sahai Sh. Narinder Kumar Sharma

[Signature]
21/09/2022

17	Ms. Anu Aggarwal, Ld. ASJ-07 Ms. Sheetal Chaudhary Pradhan, Ld. SCJ-cum-RC (Link)	Stationery Branch Ms. Rama Mehra Sh. Vinod
18	Ms. Vijeta Singh Rawat, Ld. ADJ-01 Ms. Komal Garg, Ld. MM, Mahila Court-01 (Link)	Library Sh. C.S. Rawat Ms. Neha Sachdeva
19	Sh. Sudhir Kumar Sirohi, Ld. Spl. Judge (NDPS Act) Ms. Vijeta Singh Rawat, Ld. ADJ-01 (Link)	Copying Agency Ms. Manju Rana Ms. Richa Kumar
20	Ms. Snigdha Sarvaria, Ld. CMM	CMM Office Sh. Sushil
21	Ms. Snigdha Sarvaria, Ld. CMM Ms. Nabeela Wali, Ld. ACMM-01 (Link)	Evening Cell Sh. Ashwani
22	Ms. Swati Gupta, Ld. ACJ-cum-CCJ-cum-ARC Ms. Sheetal Chaudhary Pradhan, Ld. SCJ-cum-RC (Link)	Nazarat Branch Sh. Naresh Kumar Sharma

Note :

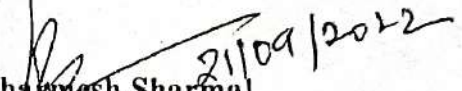
1. The Officer-In-Charges shall :
 - (a) be responsible for regularly supervising the work of the Branches *(and connected Branches / Sections)* under their control on daily basis, *inter alia*, by providing necessary guidance/directions to the Branch Incharges.
 - (b) take all necessary decisions, using 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;
 - (c) co-ordinate with other Officer-In-Charges and Committees, wherever required.
2. 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.
3. 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 later shall act as the Link Officer.
4. 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.
5. 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.


21/09/2022

6. 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.

7. 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.

8. Ms. Neha Sachdeva, JA presently posted at Library Branch, PHC shall also assist the Branch Incharge Vigilance & Litigation, PHC, NDD as and when her services are required.

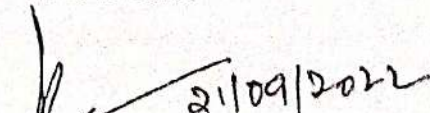

[Dharmesh Sharma]

Principal District & Sessions Judge, NDD
Patiala House Court, New Delhi.

No. 10969-11058 /Admn./Pr.D&SJ/NDD/PHC/2022 Dated : 21/9/22

Copy forwarded for kind information to :

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


[Dharmesh Sharma]

Principal District & Sessions Judge, NDD
Patiala House Court, New Delhi.