

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

In partial modification of this office earlier order No. 508-589/Admn./Pr.D&SJ/NDD/PHC/2022 dated 03.01.2023, 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. District Judge (Commercial Court-02) Ms. Shefali Barnala Tandon, Ld. PO-MACT (Link)	General Branch Ms. Rama Mehra Sh. Ajit Singh
2	Sh. Anurag Sain, Ld. District Judge (Commercial Court-01) Sh. Sudhir Kumar Sirohi, Ld. Spl. Judge (NDPS Act) (Link)	Judicial Branch Sh. Balbir Sharma Sh. Jitender Kumar
3	Sh. Anurag Sain, Ld. District Judge (Commercial Court-01) Sh. Gaurav Rao, Ld. ADJ-03 (Link)	Administration Branch Ms. Sheela Madhusudan Sh. Hari Lal S. Sh. Anik Chaudhary
4	Sh. Anurag Sain, Ld. District Judge (Commercial Court-01) Sh. Sandeep Garg, Ld. Judge-In-Charge, Mediation Centre (Link)	Leave Section (for staff) Sh. Prasanjit Sahai Ms. Bibha
5	Sh. Harjyot Singh Bhalla, Ld. ASJ-04 Ms. Manu Shree, Ld. MM-03 (Link)	Purchase Cell Sh. Hari Lal S. Sh. Anik Chaudhary
6	Sh. Shallender Mallik, Ld. ASJ-03 Ms. Shefali Barnala Tandon, Ld. PO-MACT (Link)	PRO Branch Sh. Munish Choudhri Ms. Pinki Ravikant
7	Sh. Devender Kumar Jangala, Ld. ASJ-05 Ms. Sheetal Chaudhary Pradhan, Ld. SCJ-cum-RC (Link)	Pool Car Section Sh. Ashwani Sh. Manish
8	Sh. Devender Kumar Jangala, Ld. ASJ-05 Sh. Tushar Gupta, Ld. MM-08 (Link)	Caretaking Branch & Telephone Exchange Sh. Ashwani Sh. Santosh Kumar
9	Ms. Vineeta Goyal, Ld. District Judge (Commercial Court)-03 Sh. Harjyot Singh Bhalla, Ld. ASJ-04 (Link)	Vigilance Branch / Litigation Ms. Sheela Madhusudan Ms. Neetu Sharma

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10	<b>Controlling Officer</b> Sh. Sanjay Khanagwal, Ld. ASJ-02  <b>Head of Office</b> Sh. Sandeep Garg, Ld. Judge-In-Charge, Mediation Centre	<b>Accounts Branch / Cash Branch / Fine &amp; Audit Section</b> Sh. Pramod Rawat, AO/DDO Ms. Kavita Chug, AAO
11	Sh. Sanjay Khanagwal, Ld. ASJ-02-cum-Nodal Officer Sh. Rajinder Singh, Ld. ASJ-06 (Link)	<b>Hindi Section</b> Ms. Rama Mehra
12	Sh. Sudhanshu Kaushik, Ld. ADJ-02 & Wakf Tribunal Sh. Satyabrata Panda, Ld. ADJ-04 (Link)	<b>Computer Branch</b> Sh. Vipul Bansal Sh. Praveen Kumar
13	Ms. Vineeta Goyal, Ld. District Judge (Commercial Court)-03 Sh. Harjyot Singh Bhalla, Ld. ASJ-04 (Link)	<b>R&amp;I Branch</b> Sh. Sanjay Kumar Sharma Ms. Kamla  <b>RTI Branch</b> Ms. Rama Mehra Ms. Pinki Ravikant
14	Sh. Harjyot Singh Bhalla, Ld. ASJ-04 Sh. Sudhir Kumar Sirohi, Ld. Spl. Judge (NDPS Act) (Link)	<b>Bail &amp; Filing Section</b> Sh. Parsanjit Sahai Sh. Babar Nawab
15	Ms. Aparna Swami, Ld. ASJ-07 Ms. Chhavi Kapoor, Ld. ASJ-01 (Link)	<b>V.W.D.C.</b> Ms. Sheela Madhusudan Ms. Neetu, Dealing Assistant Sh. Ajit Singh (for submitting reports reg. construction issues)
16	Ms. Vineeta Goyal, Ld. District Judge (Commercial Court)-03 Ms. Sheetal Chaudhary Pradhan, Ld. SCJ-cum-RC (Link)	<b>Stationery Branch</b> Ms. Rama Mehra Sh. Vinod
17	Ms. Vineeta Goyal, Ld. District Judge (Commercial Court)-03 Ms. Komal Garg, Ld. MM, Mahila Court-01 (Link)	<b>Library</b> Sh. C.S. Rawat Ms. Neha Sachdeva
18	Ms. Shefali Barnala Tandon, Ld. PO-MACT Sh. Tushar Gupta, Ld. MM-08 (Link)	<b>Record Room-Sessions, Civil, Criminal &amp; Digitization</b> Sh. Rajindra Kumar Sh. C.S. Rawat Sh. Mohan Singh Soudhey Sh. Ranjeet Singh

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19	Ms. Vineeta Goyal, Ld. District Judge (Commercial Court)-03 Ms. Sheetal Chaudhary Pradhan, Ld. SCJ-cum-RC (Link)	Copying Agency Ms. Manju Rana Ms. Richa Kumar
20	Ms. Snigdha Sarvaria, Ld. CMM	CMM Office Sh. Sanjay Kumar Sharma Sh. Sushil
21	Ms. Snigdha Sarvaria, Ld. CMM Ms. Swati Sharma, Ld. ACMM-II (Link)	Evening Cell Sh. Ashwani
22	Ms. Swati Gupta, Ld. ACJ-cum-CCJ-cum-ARC Ms. Tarunpreet Kaur, Ld.MM-05 (Link)	Nazarat Branch Sh. Naresh Kr. Sharma

**Notes :**

- The Ld. 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 Ld. Officer-In-Charges and Committees, wherever required.
- The Branch Incharges and all subordinate staff shall work under the control and supervision of the concerned Ld. Officer-In-Charges. They will be answerable to and report on daily basis to the respective Ld. 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 Ld.Officer-In-Charge(s) of the Leave Section 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. Gurvinder Pal Singh, Ld. District Judge (Commercial Court-02), 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 the 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, Sh. Sandeep Garg, Ld. Judge-In-Charge, Mediation Centre, shall look after the said work. However, correspondence with the Hon'ble High Court of Delhi shall be done only through the undersigned.
- Sh. Anurag Sain, Ld. District Judge (Commercial Court-01), is hereby authorized to look after the work of service of summons on the 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. Sandeep Garg, Ld. Judge-In-Charge, Mediation Centre, shall look after the above mentioned work.

*[Signature]*  
07/02/23

8. The Incharge, Administration shall also look after the work as Incharge Facilitation Centre, New Delhi District, Patiala House Courts, New Delhi.

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

No. 4301-4380 /Admn./Pr.D&SJ/NDD/PHC/2023

Dated : 07/2/23

Copy forwarded for kind information to :

1. The Worthy Registrar General, Hon'ble High Court of Delhi, ND.
2. The Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Ld. Principal Judge & Judge, Family Court, NDD, PHC, ND.
4. All the Ld. Judicial Officers, NDD, PHC, ND & six Ld. MMs (NI Act), RACC.
5. PS/Reader to the undersigned.
6. The DDO, NDD, PHC, ND.
7. All the Branch Incharges, NDD, PHC, ND.
8. The Branch Incharge, Computer Br. to upload the same on the website of this District.
9. The Dealing Assistant, R&I, NDD, PHC, ND, to upload on LAYERS.

[Principal District & Sessions Judge]  
New Delhi District, Patiala House Courts, ND.