


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

In super-session of all 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 :

S. No.	Name of the 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 Madhusudan
2	Sh.G.P. Singh, Ld. DJ (Commercial Court)-02 Sh. Praveen Singh, Ld. ASJ-03 (Link)	PRO Branch Sh. Munish Choudhri Ms. Monika
3	Sh. Sanjiv Jain, Ld. DJ (Commercial Court)-03 Sh. Ajay Kumar Jain, Ld. Spl. Judge (NDPS ACT) (Link)	Judicial Branch Sh. Balbir Sharma
4	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court)-01 Sh. Rajeev Bansal, Ld. Judge-In-Charge Mediation Centre (Link)	Leave Section Ms. Jyoti Gupta
5	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court)-01 Sh. Ashutosh Kumar, Ld. ASJ-01 (Link)	VWDC Ms. Kiran Mongia, Dealing Assistant  Sh. Ajeet Singh (for submitting reports reg. construction issues)
6	Ms. Sanjiv Jain, Ld. DJ (Commercial Court)-03 Sh. Harjot Singh Bhalla, Ld. ASJ-04 (Link)	Record Room Sessions, Civil & Criminal & Digitization
7	Ms. Santosh Snehi Mann, Ld. DJ (Commercial Court)-01 Sh. Harjot Singh Bhalla, Ld. ASJ-04 (Link)	Vigilance Branch/Litigation Sh. Chandra Singh Rawat
8	Sh. Ajay Kumar Jain, Ld. Spl. Judge (NDPS Act) Sh. Dharmender Rana, Ld. ASJ-02 (Link)	Monitoring Committee 5-10 year old cases Ms. Dhaneshwari, Dealing Assistant
9	<u>Controlling Officer</u> Sh. Rajeev Bansal, Ld. Judge-In-Charge Mediation Centre <u>Head of Office</u> Sh. Manish Khurana, Ld. ADJ-03 (Link)	Accounts Branch/Cash Branch/Fine & Audit Section Sh. Pramod Rawat, AO/DDO Ms. Kavita Chug, AAO
10	Sh. Praveen Singh, Ld. ASJ-03 Sh. Dharmender Rana, Ld. ASJ-02 (Link)	Administration Branch Ms. Jyoti Gupta
11	Sh. Devender Kumar Jangala, Ld. ASJ-05 Ms. Nabeela Wali, Ld. ACMM-02 (Link)	Caretaking Branch & Telephone Exchange Sh. Ashwani
12	Sh. Sanjay Khanagwal, Ld. ASJ (SFTC), Nodal Officer (Hindi) Sh. Rajinder Singh, Ld. ASJ-06 (Link)	Hindi Section Sh. Narinder Kumar Sharma
13	Sh. Sudhanshu Kaushik, Ld. ADJ-02 & Waqf Tribunal Ms. Nabeela Wali, Ld. ACMM-01 (Link)	Computer Branch Sh. Vipul Bansal

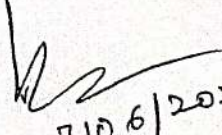
  
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14	Sh. Dharmender Rana, Ld. ASJ-02 Ms. Vijeta Singh Rawat, Ld. ADJ-01 (Link)	Copying Agency Ms. Manju Rana
15	Sh. Manish Khurana, Ld. ADJ-03 Ms. Neha Gupta Singh, Ld. SCJ-cum-RC (Link)	Pool Car Section Sh. Ashwani
16	Ms. Vijeta Singh Rawat, Ld. ADJ-01 Ms. Komal Garg, Ld. MM, Mahila Court-01 (Link)	Library Ms. Rama Mehra
17	Sh. Harjyot Singh Bhalla, Ld. ASJ-04 Ms. Anu Aggarwal, Ld. ASJ-07 (Link)	Bail & Filing Section Sh. Parsanjit Sahai
18	Sh. Anu Aggarwal, Ld. ASJ-07 Ms. Neha Gupta Singh, Ld. SCJ-cum-RC (Link)	Stationery Branch Ms. Rama Mehra
19	Sh. Rajinder Singh, Ld. ASJ-05 Sh. Satyabrata Panda, Ld. ADJ-04 (Link)	R&I Branch Ms. Jyoti Gupta RTI Branch Ms. Rama Mehra
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. Neha Gupta Singh, Ld. SCJ-cum-RC (Link)	Nazarat Branch Sh. Naresh Kumar Sharma

Note :

- The Officer(s) In-Charge shall :
  - 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 Branch Incharge(s).
  - 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(s) to the undersigned, in case of any doubt;
  - co-ordinate with other Officer(s)-In-Charge(s) 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(s) In-Charges.
- In the event of inability to discharge such responsibilities (*on account of leave, other duties etc.*) by the OIC of Branch/Cell, the next available OIC of the Branch/Cell in the list shall be suitably informed by the former and the latter shall act as the Link Officer.
- 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.
- The Officer(s) In-Charges of the Administrative Branches are hereby authorized to regulate and take appropriate decisions, as per rules, on the application(s) for leave of all staff under their

  
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respective control, under intimation to DDO. The leave of AAO shall not be approved without prior intimation to the undersigned.

6. Sh. Sanjiv Jain, Ld. District Judge, Commercial Court-03, is hereby authorized to look after leave applications 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, Ms. Santosh Snehi Mann, Ld. District Judge, Commercial Court-01, shall look after the above mentioned 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. Manish Khurana, 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. 6532-6622 /Admn./Pr.D&SJ/NDD/PHC/2022

Dated : 07/06/2022

Copy forwarded for information to :

1. The Registrar General, Hon'ble High Court of Delhi.
2. The Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Principal District & Sessions Judge (West, East, North-East, Shahdara, South, South-East, South-West, North-West, North, RACC), Delhi/New Delhi.
4. The Principal Judge, Family Court, NDD, New Delhi.
5. The Judge, Family Court, NDD, New Delhi.
6. All the Judicial Officers, NDD, New Delhi.
7. The Superintendent, NDDLISA, NDD, New Delhi.
8. All the branches Incharges, NDD, New Delhi.
9. The Branch Incharge, Computer Branch to upload the same on the website of New Delhi District.
10. PS to the undersigned.
11. The APRO, New Delhi District, NDD, New Delhi.
12. Delaing Assistant, R&I, NDD, New Delhi. to upload on LAYERS.
13. The Caretaker, NDD, New Delhi.

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