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

OFFICE ORDER

In continuation to Office Order No.12907-12982/D&SJ/NDD/2020 dated 30.09.2020, the following Officials posted in the New Delhi District, Patiala House Courts, New Delhi, are hereby directed to report for duty on the dates as mentioned against their names :-

Sr. No.	Name of the Official	Designation	Branch in which Deputed	Dates of Duty (w.e.f. 02.11.2020 to 28.11.2020)
1	Ms. Jyoti Gupta	In-charge	Admn. Branch	02.11.2020 to 28.11.2020
2	Sh. Hari Lal. S.	JA	-do-	23,24,25,26,27,28
3	Sh.Chandi Prashad	Peon	-do-	02.11.2020 to 28.11.2020
4	Ms. Sonia Verma	JJA	Leave Section	2,3,,4,5,6,7,17,18,19,20,21
5	Ms. Neetu	JJA	-do-	9,10,11,12,23,24,25,26,27,28
6	Ms. Seema	Peon	-do-	2,4,6,9,11,17,19,21,24,26,28
7	Ms. Dhaneshwari	JA	RTI/Vigilance/ Litigation	5,6,7,10,12,19,20,21,26,27,28
8	Sh. Sumer Chand	JA	-do-	2,3,4,9,10,11,17,18,23,24,25
9	Ms. Nisha Sharma	JJA	-do-	2,4,6,9,11,17,19,21,24,26,28
10	Ms. Pavitri Devi	Peon	-do-	2,4,6,10,12,18,20,23,25,27
11	Ms. Sheela Madhusudan	In-charge	General Branch	02.11.2020 to 28.11.2020
12	Sh. Ajit Singh	JJA	-do-	02.11.2020 to 28.11.2020
13	Ms. Rama Mehra	JA	-do-	02.11.2020 to 28.11.2020
14	Sh. Vinay Kumar	Peon	-do-	02.11.2020 to 28.11.2020
15	Sh. Ajay Soni	Sr. JA	Accounts Branch	2,3,4,5,6,7,9,10,11,12,17,18,19, 20,21,24,26,28
16	Sh. Deepak Mathur	JA	-do-	2,3,4,5,6,7,9,10,11,12,17,18,19, 20,21,24,26,28
17	Ms. Rekha	JJA	-do-	2,3,4,5,6,7,9,10,11,12,17,18,19, 20,21,24,26,28
18	Ms. Deepika	JJA	-do-	2,3,4,5,6,7,9,10,11,12,17,18,19, 20,23,25,27
19	Ms. Sunita Yadav	JJA	-do-	2,3,4,5,6,7,9,10,11,12,1718,19. 20,23,25,27
20	Sh. Rakesh	JJA	-do-	2,3,4,5,6,7,9,10,11,12,17,18,19, 20,21,24,26,28
21	Sh. Vinay	JJA	-do-	2,3,4,5,6,7,9,10,11,12,17,18,19, 20,23,25,27
22	Ms. Jyoti	JJA	-do-	2,3,4,5,6,7,9,10,11,12,17,18,19, 20,23,25,27
23	Sh. Pradeep	Peon	-do-	2,3,4,5,6,7,9,10,11,12,17,18,19, 20,21,24,26,28
24	Ms. Ekta	Peon	-do-	2,3,4,5,6,7,9,10,11,12,17,18,19, 20,23,25,27
25	Ms. Manju Rana	In-charge	Copying Agency	2,4,5,7,9,11,12,18,19,21,23, 24,25,28

26	Sh. Raj Kishore	JA	-do-	2,4,5,7,9,11,12,18,19,21,23, 25,27,28
27	Sh. Lalit Kumar	Peon	-do-	2,4,5,7,9,11,12,18,19,21,23, 25,27,28
28	Ms. Kusum Malhotra	JA	-do-	2,3,6,7,9,10,12,17,19,20,23, 24,25,26
29	Sh. Babar Nawab	JJA	-do-	2,3,5,6,9,10,12,17,19,20,23, 24,26,27
30	Ms. Manju Rawat	Peon	-do-	2,3,5,6,9,10,12,17,19,20,23, 24,26,27
31	Ms. Shalu Kapoor	JA	-do-	2,3,5,6,7,9,11,12,17,18,19,21, 24,28
32	Ms. Suman Bisht	JJA	-do-	3,4,6,7,9,10,12,18,19,21,23,25, 26,28
33	Ms. Madhavi Sharma	Peon	-do-	3,4,6,7,10,11,17,18,20,21,24,25, 27,28
34	Ms. Rajni	JJA	-do-	2,3,4,6,7,10,11,17,18,20,21,24, 25,27
35	Ms. Pushpa Giri	JA	-do-	3,4,5,7,9,11,12,18,19,21,23,25, 26,28
36	Ms. Meena Thapa	JA	-do-	2,4,5,7,9,10,11,12,17,18,20, 21,23,24,26
37	Ms. Chanchal	JA	Mediation Centre	17,21,23,27,28
38	Ms. Bhawana	JJA	-do-	2,7,12,27,28
39	Sh. Parsanjit Sahai	In-charge	Bail & Filing	2,3,4,9,10,17,18,21,23,24,25,28
40	Sh. Inder	Peon	-do-	2,3,4,9,10,17,18,21,23,24,25,28
41	Sh. Rahul	JJA	-do-	2,5,6,7,11,12,19,20,21,23,26,27, 28
42	Ms. Taruna	JJA	-do-	2,5,6,7,11,12,19,20,21,23,26,27, 28
43	Ms. Santosh Sharma	In-charge	Library	3,5,7,17,19,21,27
44	Ms. Neha Sachdev	JJA	-do-	9,10,11,12,23,24,25
45	Sh. Harbir	Book Binder	-do-	2,3,4,6,17,18,20,26,28
46	Sh. Vinod Kumar	JA	Stationary Br.	2,3,4,9,10,17,18,19,20,21,26,27, 28
47	Sh. Amar Chand	Peon	-do-	4,5,6,7,11,12,17,18,23,24,25
48	Sh. Vipul Bansal	In-charge	Computer Branch	02.11.2020 to 28.11.2020
49	Sh. Praveen Kumar	JJA	-do-	02.11.2020 to 28.11.2020
50	Sh. Sukhbir Singh	JJA	-do-	02.11.2020 to 28.11.2020
51	Sh. Bharat Thakur	JA	-do-	02.11.2020 to 28.11.2020
52	Sh. Ass Mohd	Peon	-do-	02.11.2020 to 28.11.2020
53	Sh. Balbir Sharma	In-charge	Judicial Branch	2,3,4,5,6,7,9,10,12,17,18,20,21, 23,24,27,28
54	Sh. Jitender Kumar	JA	-do-	2,3,4,5,6,7,9,10,11,18,19,20,23, 24,25,26
55	Sh. Sachin	Peon	-do-	2,3,4,5,6,7,9,11,12,17,18,19,23, 26,27,28
56	Sh. Chandra Singh Rawat	In-charge	Record Room (Civil)	2,3,4,6,7,9,10,12,17,18,20,21, 22,23,26,27,28
57	Sh. Anil Kumar Rai	Sr.JA	-do-	2,3,4,5,7,9,10,11,17,18,19,21, 23,24,25,27,28
58	Ms. Seema Bhandari	JA	-do-	2,3,4,5,6,9,10,11,17,18,19,23, 24,25,26,28
59	Sh. Ranjeet Singh	In-charge	Digitization	02.11.2020 to 28.11.2020

60	Ms. Veena Satewal	In-charge	Record Room (Sessions)	5,6,7,9,10,11,17,18,23,24,25
61	Ms. Shilpi Jain	JJA	-do-	2,3,4,11,12,19,20,21,26,27,28
62	Sh. Prem Ram	Peon	-do-	4,5,6,10,11,18,19,24,25,27,28
63	Sh. Sunil Kumar Vats	In-charge	Record Room (Criminal)	2,3,4,5,7,9,10,11,17,18,19,21, 23,24,25,27,28
64	Sh. Mukesh	JA	-do-	2,3,4,5,6,9,10,11,17,18,20,21, 23,24,25,26,28
65	Sh. Sahil Rastogi	JJA	-do-	2,3,4,6,7,9,10,12,17,18,20,21, 23,24,26,27,28
66	Sh. Satpal Arora	In-charge	Pool Car	4,5,12,17,18,23,24
67	Sh. Dayal Singh	JA	-do-	19,20,21,25,26,27,28
68	Sh. Ashwani Kumar	JA	-do-	2,3,5,6,7,9,10,11,12,20,23,26,28
69	Sh. Nitin Kumar	Peon	-do-	2,3,5,6,7,9,10,11,12,20,23,26,28
70	Sh. M.R. Menon	In-charge	Cash/Fine & Audit	2,4,6,9,11,17,19,21,24,25,28
71	Ms. Sarika	JA	-do-	3,5,7,10,12,18,20,232,25,27
72	Sh. Lokesh	JJA	-do-	3,5, 7,10,12,18,20,23,26,27
73	Sh. Surender Kumar	Peon	-do-	2,4,6,9,11,17,19,21,24,25,28
74	Sh. Sujeet Kumar	JA	R & I Branch	2,3,4,5,6,7
75	Sh. Bigyan Kr. Samal	Peon	-do-	2,3,4,5,6,7,9,10,11,12
76	Sh. Virender Yadav	Peon	-do-	2,3,4,5,6,7,9,10,11,12
77	Ms. Ganga	Peon	-do-	2,3,4,5,6,7,9,10,11,12
78	Sh. Shashi Kant Gupta	JJA	-do-	9,10,11,12,17,18,19,20,21,23, 24,25,26,27,28
79	Sh. Suresh Kr.	Peon	-do-	17,18,19,20,21,23,24,25,26,27, 28
80	Sh. Sawan Kumar	Peon	-do-	17,18,19,20,21,23,24,25,26,27, 28
81	Ms. Monika	JJA	e-Sewa Kendra/PRO Br.	9,10,11,12,23,24,25,26,27,28
82	Ms. Suman Sharma	Peon	-do-	2,3,4,5,6,7,17,18,19,20,21
83	Sh. Harkesh Meena	JJA	CMM Office/ Evening Cell	02.11.2020 to 28.11.2020
84	Sh. Mukesh Kumar	JJA	-do-	02.11.2020 to 28.11.2020
85	Sh. Sushil Kumar	JA	-do-	02.11.2020 to 28.11.2020
86	Sh. Neeraj Kumar	JA	-do-	02.11.2020 to 28.11.2020
87	Sh. Baski Nath Chaudhary	Peon	-do-	02.11.2020 to 28.11.2020
88	Sh. Kuldeep Singh	JJA	VWDC	2,4,6,7,20,21,23,24,27,28
89	Ms. Laxmi	Group-C	-do-	3,5,9,10,11,12,17,18,19,20,25, 26

2. The concerned Branch In-charges are directed to ensure that the seating norms in their respective branches are made in such a way that social distancing norms are adhered to. All the reporting the official are also directed to follow social distancing norms, wear mask at all time and to regularly use sanitizers during their present in the Court Complex and during commute as well.

3. All the Readers/Ahlmads (as the case may be) posted in NDD., are directed to ensure the strict compliance of circular no. 15436-15476/Admn./PHC/NDD/2020 dated 28.10.2020. (Since this office is not in a position to provide substitute Stenographers in the event of non reporting of regular Stenographers posted therein). Request for steno would be entertained only when both stenos are not available.

4. The Caretaker, NDD is hereby directed to ensure that sufficient number of mask and sanitizers are made available to the reporting officials.

5. The Concerned Branch In-charges/Readers wherein the above said officials are posted are hereby directed to forward this order to the above said officials for its necessary compliance.

6. All concerned shall ensure adherence to the Standard Operating Procedure (SOP) dated 28.08.2020 for resumption of Physical hearing.

7. All above said officials and all those officials who are not required for to report for duty on any given day would not leave the station under any circumstances. **They would always be available on call and would be deemed to be on duty in case of any urgency, District & Sessions Judge may call upon them to report back for duty immediately.**

8. Non-compliance of the above directions shall be viewed seriously.

(Dinesh Kumar Sharma)
Principal District & Sessions Judge
New Delhi District
Patiala House Court, New Delhi

No. 15545–15595/D&SJ/NDD/2020 Dated: 29/10/2020

Copy forwarded for information & necessary action to:
1. The Ld. Principal District & Sessions Judge, HQ, Tis Hazari Courts, Delhi
2. All the Judicial Officers, New Delhi District, Patiala House, New Delhi
3. The Administrative Officer (J), New Delhi District, Patiala House, New Delhi
4. The Concerned Branch Incharge, NDD, PHC, ND wherein the above said officials are posted are hereby directed to forward this order to the above said officials for its necessary compliance.
5. The DDO, New Delhi District, Patiala House Court, New Delhi
6. PS to the undersigned.
7. Website Committee (Hindi & English), THC, with the request to upload the same on the website of the Court.
8. The District System Administrator, NDD to upload the same on the website of this District immediately.
9. The dealing Assistant, R&I Section, NDD to upload on LAYERS.
10. The Caretaker, New Delhi District, PHC, New Delhi.

(Principal District & Sessions Judge)
New Delhi District
Patiala House Court, New Delhi