

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

ORDER

Pursuant to posting/transfer orders of High Court of Delhi and in super-session of all earlier orders of this office, 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:

Sr. No.	Name of the Judicial Officers / Officer-In-Charges	Branches & Branch Incharges
1	Sh. Sanjeev Aggarwal, District Judge (Commercial Court-02) Ms. Shefali Barnala Tandon, PO-MACT (Link)	General Branch Ms. Rama Mehra
2	Sh. Anurag Sain, District Judge (Commercial Court-01) Sh. Sudhir Kumar Sirohi, Spl. Judge (NDPS Act) (Link)	Judicial Branch Sh. Balbir Sharma Sh. Jitender Kumar
3	Sh. Anurag Sain, District Judge (Commercial Court-01) Sh. Gaurav Rao, ADJ-03 (Link)	Administration Branch Ms. Sheela Madhusudanan Sh. Hari Lal S. Sh. Anik Chaudhary
4	Sh. Gaurav Rao, ADJ-03 Sh. Sandeep Garg, Judge-In-Charge, Mediation Centre (Link)	Leave Section (for staff) Sh. Prasanjit Sahai Ms. Bibha
5	Ms. Aparna Swami, ASJ-07 Ms. Isha Singh, MM-03 (Link)	Purchase Cell Sh. Ram Chander Sh. Babar Nawab
6	Sh. Sachin Gupta, ASJ-03 Sh. Paras Dalal, MM-04 (Link)	PRO Branch Ms. Pinki Ravikant
7	Sh. Devender Kumar Jangala, ASJ-05 Sh. Satyabrata Panda, ADJ-04 (Link)	Pool Car Section Sh. Ashwani Sh. Manish
8	Sh. Devender Kumar Jangala, ASJ-05 Sh. Vinod Joshi, MM-08 (Link)	Caretaking Branch & Telephone Exchange Sh. Ashwani Sh. Santosh Kumar

9	Ms. Vineeta Goyal, District Judge (Commercial Court)-03 Ms. Kiran Gupta, ASJ-04 (Link)	Vigilance Branch / Litigation Ms. Sheela Madhusudanan Ms. Neetu Sharma
10	<u>Controlling Officer</u> Sh. Tarun Yogesh, ASJ-06 <u>Head of Office</u> Sh. Sandeep Garg, Judge-In-Charge, Mediation Centre	Accounts Branch / Cash Branch / Fine & Audit Section Sh. Rajkumar Kundoo, AO/DDO
11	Ms. Kiran Gupta, ASJ-04 Sh. Tarun Yogesh, ASJ-06 (Link)	Hindi Section Ms. Rama Mehra
12	Sh. Sudhanshu Kaushik, ADJ-02 & Wakf Tribunal Sh. Satyabrata Panda, ADJ-04 (Link)	Computer Branch Sh. Vipul Bansal Sh. Praveen Kumar
13	Ms. Vijeta Singh Rawat, ADJ-01 Sh. Pawan Kumar, ASJ (SFTC) (Link)	R&I Branch Sh. Sanjay Kumar Sharma Sh. Shashikant
14	Ms. Hardeep Kaur, ASJ-02 Sh. Sudhir Kumar Sirohi, Spl. Judge (NDPS Act) (Link)	RTI Branch Ms. Rama Mehra Ms. Pinki Ravikant
15	Ms. Aparna Swami, ASJ-07 Ms. Chhavi Kapoor, ASJ-01 (Link)	Bail & Filing Section Sh. Parsanjit Sahai Sh. Brijesh Gupta Sh. Jitender Dutt
16	Sh. Pawan Kumar, ASJ (SFTC) Sh. Sachin Gupta, ASJ-03 (Link)	V.W.D.C. Ms. Sheela Madhusudanan Ms. Neetu
17	Ms. Vineeta Goyal, District Judge (Commercial Court)-03 Ms. Komal Garg, MM, Mahila Court-01 (Link)	Stationery Branch Ms. Rama Mehra Sh. Hari Lal S.
18	Ms. Shefali Barnala Tandon, PO-MACT Sh. Vinod Joshi, MM-08 (Link)	Library Sh. C.S. Rawat Ms. Neha Sachdeva
		Record Room-Sessions, Civil, Criminal & Digitization

13/11/23

		Sh. C.S. Rawat Sh. Ranjeet Singh
19	Ms. Vineeta Goyal, District Judge (Commercial Court)-03	Copying Agency
	Ms. Vijeta Singh Rawat, ADJ-01 (Link)	Ms. Manju Rana Ms. Richa Kumar
20	Ms. Snigdha Sarvaria, CMM	CMM Office
		Sh. Sanjay Kumar Sharma Sh. Sushil
21	Ms. Snigdha Sarvaria, CMM	Evening Cell
	Ms. Swati Sharma, ACMM-11 (Link)	Sh. Ashwani
22	Ms. Swati Gupta, ACJ-cum-CCJ-cum-ARC	Nazarat Branch
	Ms. Anamika, MM-06 (Link)	Sh. Naresh Kr. Sharma
23	Sh. Sudhanshu Kaushik, ADJ-02 & Wakf Tribunal	E-Sewa Kendra
	Ms. Snigdha Sarvaria, CMM (Link)	Sh. Satish Kumar Ms. Pinki Ravikant

Notes :

- The 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 Officer-In-Charges 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-In-Charges.
- In the event of inability to discharge such responsibilities (*on account of leave, other exigencies, etc.*) by the OIC of Branch/Cell, the next available 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 OICs shall issue formal orders, in consultation with and under intimation to the undersigned.
- The 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 AO (J)/DDO/AAO shall not be approved without prior intimation to the undersigned.


13/9/23

6. Sh. Sanjeev Aggarwal, 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*) & DJS, New Delhi District, with immediate effect. In case of his non-availability or absence on account of leave or otherwise, Sh. Sandeep Garg, 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.
7. Sh. Anurag Sain, 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, Judge-In-Charge, Mediation Centre, shall look after the above mentioned work.
8. The Incharge, Administration shall also look after the work as Incharge, Facilitation Centre, New Delhi District, Patiala House Courts, New Delhi.

(Sanjay Garg-I)

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

No. 25847-20926 /Admn./Pr.D&SJ/NDD/PHC/2023

Dated : 13.9.23

Copy forwarded for kind information to:

1. The Worthy Registrar General, Hon'ble High Court of Delhi, ND.
2. The Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Principal Judge & Judge, Family Court, NDD, PHC, ND.
4. All the Judicial Officers, NDD, PHC, ND & six 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, New Delhi