

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. Vidya Prakash, District Judge (Commercial Court-02) Ms. Sunena Sharma, 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. Shirish Aggarwal, ADJ-03 (Link)	Administration Branch Ms. Sheela Madhusudanan Sh. Anik Chaudhary
4	Ms. Kiran Gupta, ASJ-04 Sh. Sandeep Garg, Judge-In-Charge, Mediation Centre (Link)	Leave Section (for staff) Sh. Prem Pal Ms. Bibha
5	Ms. Aparna Swami, ASJ-07 Ms. Isha Singh, MM-03 (Link)	Purchase Cell Sh. Ram Chander Sh. Manoj Kumar
6	Sh. Chander Jit Singh, ASJ-03 Ms. Padma Landol, MM-04 (Link)	PRO Branch Ms. Pinki Ravikant Sh. Munish Choudhary
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. Rahul Jain, MM-08 (Link)	Caretaking Branch & Telephone Exchange Sh. Ashwani Sh. Jitender Kumar
9	Ms. Sukhvinder Kaur, Principal Judge, Family Court Ms. Kiran Gupta, ASJ-04 (Link)	Vigilance Branch / Litigation Ms. Sheela Madhusudanan Ms. Neetu Sharma

- 10 **Controlling Officer**
Sh. Sumit Dass, ADJ-02 & Wakf Tribunal
- Head of Office**
Sh. Sandeep Garg, Judge-In-Charge, Mediation Centre
- 11 **Ms. Kiran Gupta, ASJ-04**
Sh. Shirish Aggarwal, ADJ-03 (Link)
- 12 **Sh. Sudhanshu Kaushik, ASJ-06**
Sh. Satyabrata Panda, ADJ-04 (Link)
- 13 **Ms. Vijeta Singh Rawat, ADJ-01**
Sh. Pawan Kumar, ASJ (SFTC) (Link)
- 14 **Ms. Hardeep Kaur, ASJ-02**
Sh. Sudhir Kumar Sirohi, Spl. Judge (NDPS Act) (Link)
- 15 **Ms. Aparna Swami, ASJ-07**
Ms. Chhavi Kapoor, ASJ-01 (Link)
- 16 **Sh. Pawan Kumar, ASJ (SFTC)**
Sh. Chander Jit Singh, ASJ-03 (Link)
- 17 **Ms. Vijeta Singh Rawat, ADJ-01**
Ms. Komal Garg, MM, Mahila Court-01 (Link)
- 18 **Ms. Sunena Sharma, PO-MACT**
Sh. Rahul Jain, MM-08 (Link)
- 19 **Ms. Vinceta Goyal, District Judge (Commercial Court)-03**
Ms. Vijeta Singh Rawat, ADJ-01 (Link)

**Accounts Branch / Cash
Branch / Fine & Audit
Section**

Sh. Rajkumar Kundoo,
AO/DDO

Hindi Section

Ms. Rama Mehra
Ms. Bibha

Computer Branch

Sh. Vipul Bansal
Sh. Praveen Kumar

R&I Branch

Sh. Sanjay Kumar Sharma
Sh. Shashikant
Sh. Neeraj Kumar

RTI Branch

Ms. Rama Mehra
Ms. Pinki Ravikant

Bail & Filing Section

Sh. Prem Pal
Sh. Kaushal Kishore
Sh. Babar Nawab

V.W.D.C.

Ms. Sheela Madhusudan
Ms. Nectu

Stationery Branch

Ms. Rama Mehra
Sh. Manoj Kumar

Library

Sh. Raj Kumar Kundoo
Ms. Neha Sachdeva

**Record Room-Sessions,
Civil, Criminal &
Digitization**

Sh. Raj Kumar Kundoo
Sh. Ranjeet Singh

Copying Agency

Ms. Manju Rana
Ms. Richa Kumar


18/11/23

20 Ms. Nabeela Wali, CMM

CMM Office
Sh. Sanjay Kumar Sharma
Sh. Sushil

21 Ms. Nabeela Wali, CMM
Ms. Neha Priya, ACMM-II (Link)

Evening Cell
Sh. Ashwani

22 Sh. Siddhant Sihag, ACJ-cum-CCJ-cum-ARC
Ms. Anamika, MM-06 (Link)

Nazarat Branch
Sh. Naresh Kr. Sharma

23 Sh. Sudhanshu Kaushik, ASJ-06
Ms. Nabeela Wali, CMM (Link)

E-Sewa Kendra
Sh. Satish Kumar
Ms. Pinki Ravikant

Notes :

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 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.
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 OICs shall issue formal orders, in consultation with and under intimation to the undersigned.
5. 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.
6. Sh. Pradeep Prakash, District Judge (Commercial Court 02), is hereby authorized to look after the leave applications including Earned Leaves and Medical Leaves of the Officers of DIJS (*except the officers of DIJS, 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)

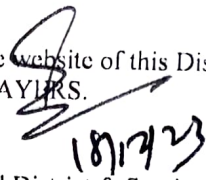
Principal District & Sessions Judge
New Delhi District, Patiala House Courts, New Delhi.

No. 37669-37748 /Admn./Pr.D&SJ/NDD/PHC/2023

Dated : 18/12/23

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 MM's (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