



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

ORDER

In order to maintain better cleanliness & hygiene in Patiala House Court Complex and for the quick resolution of the complaints related to cleanliness/civil/electric works, the following Branch-Incharge(s)/Reader(s) have been appointed as Nodal Officer(s)/Housekeeping (in addition to duties already assigned to them) for the area mentioned against their names during working hours who shall only ensure the resolution of the complaints regarding cleanliness/civil/electric works of the court(s)/branch(s):-

| S.No. | Name of the Branch Incharge/ Nodal Officer(s)/Housekeeping | Designation | Nodal Officer (Allocated area) |
|-------|---------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------|
| 1. | Sh. Jitender Kumar (8142395665) | Judicial Assistant/ Caretaker | Main Court Building |
| 2. | Ms. Sheela Madhusudanan (9968363270) | Sr.JA Branch Incharge Admin.,Lit.,Vlg.,VWDC] | Annexe Building & Family Court Building |
| 3. | Sh. Raj Kumar Kundoo (9911122804) | Sr. PA Branch Incharge Record Room(Civil & Sessions), Library | Lock-Up Building |
| 4. | Ms. Manju Rana (8447251929) | Sr.JA Branch Incharge (Copying Agency) | Publication Building |

All the Judicial Officers/Officials can directly contact to the following also :-

CPWD(Civil)

| S.No. | Name of the Officer/Official | Contact No. |
|-------|--------------------------------|-------------|
| 1. | Sh. Virender Kumar, Supervisor | 9811409416 |

CPWD(Electrical)

| S.No. | Name of the Officer/Official | Contact No. |
|-------|------------------------------|-------------|
| 1. | Sh. Sunil, Electrician | 9968261842 |

Housekeeping

| S.No. | Name of the Officer/Official | Contact No. |
|-------|---------------------------------|-------------|
| 1. | Sh. Ayub Khan, Safai Karamchari | 9810660257 |
| 2. | Sh. Sunil Saini, Supervisor | 9871184842 |



Note :-

1. All the Judicial Officers/Officials are advised to firstly call the Nodal Officer/Housekeeping for the purpose of resolution of complaint qua Cleanliness, Civil & Electric works, if their complaint is not resolved by the Nodal Officer/Housekeeping, only then the Branch Incharge, Care-taking Branch, Patiala House Courts shall be contacted. In these circumstances, Nodal Officer/Housekeeping shall give the details of efforts made by him/her for the resolution of the complaint to the Branch Incharge, Care-taking Branch, Patiala House Courts
2. All the Judicial Officers/Officials are further advised not to call the Branch Incharge, Care-taking Branch, Patiala House Courts physically for the purposes as stated above except in emergent situation.
3. In the eventuality of transfer of above named Branch Incharge(s) then their successor Incharge(s) shall act as Nodal Officer/Housekeeping (in addition to the duties assigned to him/her).

(Vimal Kumar Yadav)
Principal District & Sessions Judge
New Delhi District,
Patiala House Courts, New Delhi

No. PD&SJ(NDD)/Sectt./111C/2024/ 27690-33369

Dated, Delhi the 4/10/24

Copy forwarded for information & necessary action to :-

1. All the Judicial Officers posted in Patiala House Courts, New Delhi (including Family Courts) with request to circulate the same amongst the staff posted under their control.
2. All the Branch Incharge(s) posted in Patiala House Courts, New Delhi
3. Concerned Officials.
4. The A.O. (J), Patiala House Courts, New Delhi
5. The Record Officer (RTI), Patiala House Courts, New Delhi
6. The Branch In-Charge, Computer Branch for uploading on Web-Site, Patiala House Courts, New Delhi.
7. The Personal Office of the undersigned

(Vimal Kumar Yadav)
Principal District & Sessions Judge
New Delhi District,
Patiala House Courts, New Delhi