

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, NEW DELHI DISTRICT,
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 Officers(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 solution 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)	Junior Judicial Assistant Caretaking Branch / BMC	Main Court Building
2.	Ms. Sheela Madusudanan (9968363270)	Sr. JA Branch Incharge Admin. Lit. Vig. VWDC	Annexe Building & Family Court Building
3.	Sh. C.S.Rawat (9868784625)	Sr. JA Branch Incharge Record Room (Civil & Session)	Lock -up Building
4.	Ms. Manju Rana (8447251929)	Sr. JA Branch Incharge (Copying Agency)	Publication Building

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

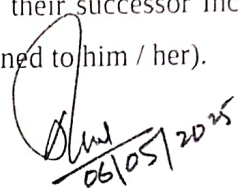
Housekeeping

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


06/09/2025

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, Caretaking Branch, Patiala House Courts.
2. All the Judicial Officers / Officials are further advised not to call the Branch Incharge, Caretaking 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).

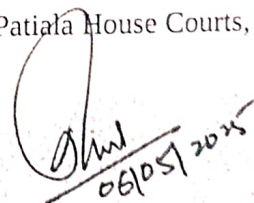

(Virender Kumar Bansal)
Principal District & Sessions Judge,
New Delhi District
Patiala House Court, New Delhi

No. PD&SJ(NDD)/Sectt./PHC/2025/ 12109-12192

Dated, Delhi the 06/05/25

Copy forwarded for information & necessary action :-

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 Hosue 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.


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