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

ORDER

Consequent upon recent transfer/posting orders of Ld. Judicial Officers and in partial modification of this office's earlier order No. 30761-30850/Admn./Pr.D&SJ/NDD/PHC/2024 dated 04.11.2024, I hereby authorize the following Judicial Officers posted in New Delhi District, Patiala House Courts, New Delhi as 'Officer Incharge(s) / Link Officer Incharge(s) of the branch(s) as mentioned against their names with immediate effect:-

S.No	Name of the Branch	Officer-Incharge	Link Officer-Incharge
1.	**General Branch**	**Sh. Vidya Prakash** District Judge(Commercial Court-02)	**Sh. Ajay Kumar Jain** PO/MACT
2.	**Judicial Branch & Leave Sanctioning Authority for Judicial Officers**	**Ms Hemani Malhotra** District Judge (Commercial Court -03)	**Sh. Ajay Kumar Jain** PO/MACT
3.	**Copying Agency**	**Sh. Dharmender Rana** DJ-01	**Sh. Atul Ahlawat** Spl. Judge/NDPS
4.	**Administration Branch-I, II & III and Leave Sanctioning Authority for Staff**	**Sh. Pulastaya Pramachala** District Judge(Commercial Court-01)	**Ms. Kiran Gupta** ASJ-04
5.	**PRO Branch**	**Sh. Devender Kumar Garg** Judge, Family Court	**Sh. Satyabrata Panda** DJ-04
6.	**Purchase Cell**	**Ms. Aparna Swami** ASJ-07	**Sh. Chanderjit Singh** ASJ-03
7.	**Care Taking Branch & Telephone Exchange**	**Ms. Aparna Swami** ASJ-07	**The Administrative Civil Judge**
8.	**Pool Car Section**	**Sh. Dharmender Rana** DJ-01	**Sh. Satyabrata Panda** DJ-04
9.	**Vigilance & Litigation Branch**	**Sh. Pitamber Dutt** Principal Judge/FC	**Sh. Satyabrata Panda** DJ-04
10.	**Controlling Officer (Accounts Branch Cash Branch Fine & Audit Branch)**	**Ms Hemani Malhotra** District Judge (Commercial Court -03)	**Sh.Saurabh Partap Singh Laler** ASJ-05
11.	**Head of Office (Accounts Branch Cash Branch Fine & Audit Branch)**	**Sh. Balwant Rai Bansal** DJ-05	**Sh. Dharmender Rana** DJ-01
12.	**Hindi Section**	**Ms. Kiran Gupta** ASJ-06	**Ms. Meenu Kaushik** DJ-03
13.	**Computer Branch Digitization Cell E-Sewa Kendra/ Facilitation Centre**	**Sh.Saurabh Partap Singh Laler** ASJ-05	**Ms. Neha** ASJ-06
14.	**R&I Branch & RTI Branch**	**Ms. Neha** ASJ-06	**Ms. Deepti Devesh** ASJ/SFTC
15.	**Bail & Filing Section**	**Ms. Hardeep Kaur** ASJ-02	**Sh. Atul Ahlawat** Spl. Judge/NDPS
16.	**Vulnerable Witness Deposition Complex**	**Sh. Saurabh Partap Singh Laler** ASJ-05	**Ms. Deepti Devesh** ASJ/SFTC
17.	**Stationary Branch**	**Sh. Atul Ahlawat** Spl. Judge (NDPS)	**Sh. Harvinder Singh Johal** DJ-02 + WAKF Tribunal
18.	**Library Branch & Protocol Branch**	**Ms. Meenu Kaushik** DJ-03	**Sh. Harvinder Singh Johal** DJ-02 + WAKF Tribunal
19.	**Record Room (Civil, Criminal & Sessions)**	**Sh. Balwant Rai Bansal** DJ-05	**Sh. Dharmender Rana** DJ-01

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20.	**CJM Office & Evening Cell**	**Ms. Shriya Agrawal** CJM	**Sh. Pranav Joshi** ACJM-01
21.	**Nazarat Branch**	**Sh. Ashwani Panwar** Administrative Civil Judge,	**Sh. Animesh Kumar** JMFC-02
22.	**Public Information Officer**	**Drawing & Disbursing Officer**	**Branch Incharge/RTI**
23.	**Grievances Redressal Officer U/s 23 of the Rights of Persons with Disabilities Act, 2023**	**The Administrative Civil Judge**	**The JSCC /ASCJ/GJ**
24.	**Nodal Officer for Prevention of Smoking in Patiala House Court Complex**	**Branch Incharge/Caretaking Branch**	**All Branch Incharge(s)** shall also act as Nodal Officer for respective branch(s).
25.	**Nodal Officer for carrying out random Inspection regarding working of Oath Commissioners.**	**The Addl. Chief Judicial Magistrate-I**	**The Addl. Chief Judicial Magistrate-II**
26.	**Nodal Officer for Computer Branch**	**Sh. Pranav Joshi** ACJM-01	**Sh. Vinod Joshi** JSCC/ASCJ/GJ

Note :-

1. As and when any Officer In-charge happens to be on leave or not available for any reason, the Link Officer In-charge shall look after the work of the concerned branch.
2. The work of Facilitation Centre shall be looked after by Incharge, Administration Branch till further orders.
3. The Officer-Incharge Judicial Branch is hereby authorized to look after the work of service of summons of the Judicial Officers/Officials and the work of Grant of Police Assistance/Aid in execution cases. In case of his/her non-availability, Link Officer-Incharge shall look after the said work.
4. Any Correspondence with the Hon'ble High Court of Delhi shall be done by the undersigned(s).

03.06.2025

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

No. 15316-15415/Admn./Pr.D&SJ/NDD/PHC/2025 Dated, Delhi the 03/6/2025

Copy forwarded for information & necessary action to :-

1. Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. Ld. Principal District & Sessions Judge (HQs.), Tis Hazari Courts, Delhi.
3. All the Judicial Officer(s) concerned.
4. The Secretary, DLSA, Patiala House Courts, New Delhi.
5. The A.O.(J) Patiala House Courts, New Delhi.
6. The Officers/Officials Concerned.
7. The Personal Office of the undersigned.
8. The Record Officer, Patiala House Courts, New Delhi.
9. The Branch In-Charge, Computer Branch for uploading on Web-Site of Patiala House Courts, New Delhi.
10. All Branch In-Charge(s), Patiala House Courts, New Delhi.
11. The Branch Incharge, R& I Branch, Patiala House Courts, New Delhi for uploading on **LAYERS**.

03.06.2025

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