

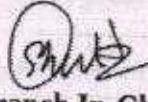
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT ROHINI COURTS, DELHI

No.FI(1)/Cir/Admn.(N/W)/RC/2023/ 10556-10593

Date: 05/04/2023

Copy forwarded for information and necessary action to:-

1. All the Branch In-charge(s), North-West District, Rohini Courts, Delhi are requested to submit the requisite information in soft copy (only in word format) attached herewith to the Administration Branch-I&II (NW) till 06.04.2023 positively.
2. The PS to Ld. Principal District & Sessions Judge (NW), Rohini Court, Delhi.
3. The Dealing Officials, Layers Seat for uploading on the Layers Portal.
4. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
5. The Record Officer, North-West District, Rohini Courts, Delhi.
6. The Dealing clerk in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.


(Branch In-Charge)
Administration Branch- I & II
North-West District
Rohini Courts, Delhi

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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

No. 25571-83 Misc. Seat/Admn.II/HQs/2023

Dated, Delhi 03 APR 2023

To,
✓ The Branch In-Charges
Administration Branches
All the Districts in Delhi/New Delhi. *N/W*

Sub: Work profile of each branch, work/job done by individual officials posted in the branches.

Ref: Minutes Dated 24-03-2023 of Committee for optimization of Branches, Cells, Seats and Staff.

Sir/Madam,

The undersigned is directed by the Ld. Chairperson of the Committee to call upon all the Branch In-Charges of concerned Administration Branches in all the Judicial Districts in Delhi/New Delhi to furnish the details/ data with respect to work profile of each branch, work/job done by individual officials posted in the branches and Compiled data as per specimen proforma enclosed be sent within a period of 10 days from the receipt of this letter via return mail admn2ct.ddc@gov.in (in Word/Excel File format only), for placing the same before the ibid Committee in a time bound manner.

Encls:- As above.

[Signature]
Branch Incharge
Administration Branch-II (C)
Tis Hazari Courts, Delhi
[Signature]

OPTIMIZATION OF BRANCHES & STAFF : DELHI DISTRICT COURTS

(SPECIMEN PROFORMA)

Name of the District: Central District, THG, Delhi.

Name of the Branch	Work Profile of the Branch (in brief)	Name of the Seat	No. of Officials Deployed along with designation		Dealing with Matters
XYZ Branch	Dealing with all the matters pertaining to SJAs, JAs, JJAs & DEOs	'A' Seat	SJA	—	Complaints of/against staff, All Miscellaneous matters like handing over / taking over charge, suspension, vigilance, etc.....
			JA	01	
			JJA	—	
		'B' Seat	SJA	—	To deal with
			JA	03	
			JJA	02	
		'C' Seat	SJA	—	To deal with
			JA	01	
			JJA	03	
ABC Branch	Dealing with all the matters pertaining to	'A' Seat	SJA	01	To deal with
			JA	01	
			JJA	—	
		'B' Seat	SJA	—	To deal with
			JA	03	
			JJA	02	
		'C' Seat	SJA	—	To deal with
			JA	01	
			JJA	03	

* Details may also be provided with respect to the dealing staff belonging to other cadres such as Librarian, DEO Grade 'A', DEO Grade 'B' etc. as applicable.

**OPTIMIZATION OF BRANCHES & STAFF
DELHI DISTRICT COURTS**

Name of the District:

Name of the Branch	Work Profile of the Branch (in brief)	Name of the Seat	No. of Officials Deployed along with designation	Dealing with Matters
			SJA	
			JA	
			JJA	
			DEO	