

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH & NORTH-WEST:: ROHINI COURT COMPLEX :: DELHI**

ORDER

In order to maintain better cleanliness & hygiene in Rohini Court Complex and for the quick resolution of the complaints related to cleanliness/civil/ electric works, the following Branch-Incharge(s) of North & North-West District(s) have been appointed as Nodal Officer(s)/Housekeeping (in addition to duties already assigned to them) for Eastern & Western Wing (as per annexures 'A' & 'B') of Main Court Building, Rohini Court Complex during working hours who shall only ensure the resolution of the complaints regarding cleanliness/civil/electric works of the court/branch(s):-

S.No.	Name of the Branch Incharge/ Nodal Officer(s)/Housekeeping	Designation	Floor
1.	Sh. Hira Singh Latwal (9625031221) {Eastern Wing} Sh. Sanjeev Gupta (9810038127) {Western Wing}	Branch Incharge/N (Admn-I, II & III) Branch Incharge/NW (Cash Branch)	Ground
2.	Sh. Sushil Kumar Pal (8826185935) {Eastern Wing} Ms. Rakesh Kumar (9818802528) {Western Wing}	Branch Incharge/NW (Vigilance & Litigation Branch) Branch Incharge/N (Evening Court Cell/CMM Office/Bail Section)	First
3.	Sh. Sanjay Kumar (7011308266) {Eastern Wing} Sh. Sanjay Pal Singh (9911468777) {Western Wing}	Branch Incharge/NW (Facilitation Centre) Branch Incharge/NW (Computer Branch/VWDC)	Second
4.	Sh. Sunil Kumar (7011451047) {Eastern Wing} Ms. Sonu Chugh (7011036067) {Western Wing}	Branch Incharge/NW (Distt. Nazir Branch) Branch Incharge/N (Accounts Branch)	Third
5.	Sh. Sunil Dutt (8700683549) {Eastern Wing} Sh. Sanjay Kumar Syal (9013473754,9811326420) {Western Wing}	Branch Incharge/NW (Admin..Bail Section/Evening Court Cell) Branch Incharge/N (Judl. Branch & Purchase Cell)	Fourth
6.	Sh. L.D. Singhal (9560659789,7678547621) {Eastern Wing} Sh. Ganesh Kumar Mathur (9911151311) {Western Wing}	Branch Incharge/NW (Pool Car Section) Branch Incharge/NW (Judl. Branch, Genl. Branch,Protocol/Stationary)	Fifth

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

PWD(Civil)

S.No.	Name of the Officer/Official	Contact No.
1.	Sh. Santosh Kumar, Supervisor	8447471201
2.	Sh. Kapil, Supervisor	9971325622

PWD(Electrical)

S.No.	Name of the Officer/Official	Contact No.
1.	Sh. Lalit Saini, Electrician	9213372762
2.	Sh. Swadesh, Electrician	8010840436

Housekeeping

S.No.	Name of the Officer/Official	Contact No.
1.	Sh. Sandeep Kumar, JJA	9560365288
2.	Sh. Rakesh Tiwari, Supervisor	8826638302
3.	Sh. Brijesh Bhardwaj, Field Manager	9540705863

Note :-

1. All the Judicial Officers/Officials are advised to firstly call the Nodal Officer/Housekeeping nominated for Eastern & Western Wing of Rohini Court Complex (Main Court Building) 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 Caretaker, Rohini 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 Caretaker, Rohini Courts.
2. All the Judicial Officers/Officials are further advised not to call Caretaker, Rohini 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).
4. Nodal Officer/Housekeeping shall maintain the complaint register on daily basis and the Nodal Officer/Housekeeping nominated for each floor shall also work as link of each other.

(Seema Maini)

Principal District & Sessions Judge
North District, Rohini Courts.

(Vimal Kumar Yadav)

Principal District & Sessions Judge
North-West District, Rohini Courts.

No. PD&SJ(NW)/Sectt./RC/2023/ 35316-455

Dated, Delhi the 18/10/2023

Copy forwarded for information & necessary action to :-

1. All the Judicial Officers posted within the domain of North & North-West District, Rohini Courts with the request to circulate it amongst the staff posted in their control.
2. All the Branch Incharge(s) posted in North & North-West District, Rohini Courts,
3. Concerned Officials.
4. The Record Officer (RTI/NW), Rohini Courts, Delhi.
5. The Branch In-Charge, Computer Branch for uploading on Web-Site, Rohini Courts, Delhi.
6. The Personal Office of the undersigned(s).
7. Branch Incharge, Facilitation Centre, Rohini Courts.
8. The Caretaker, Rohini Courts.

(Seema Maini)

Principal District & Sessions Judge
North District, Rohini Courts.

(Vimal Kumar Yadav)

Principal District & Sessions Judge
North-West District, Rohini Courts.

ANNEXURE :- "A"

EASTERN WING			
Sl. No.	FLOORS	COURTS	BRANCHES & OTHER INSTITUTION
1	Ground	1. Family Court No. 3 2. Family Court No. 4 3. Court No. 6 4. Family Court No. 7 5. Family Court No. 8	1. Room No. 1 :- Cash Branch, R&I Branch (Porta Cabin), 2. Room No. 2 :- Children Room (Family Courts) 3. Room No. 5 :- Facilitation Centre, Family Courts 4. Room No. 9 :- Children Room (Family Courts)
2	First	Court No. 101 to 109	-
3	Second	Court No. 201 to 208	Canteen (2 nd Floor)-
4	Third	1. Court No. 301 & 302 2. Court No. 304 to 309 & 320	Copying Agency :- Room No. 303
5	Fourth	1. Court No. 401 2. Court No. 404	1. Room No.400 :- Administration / Computer / General Administration Branch / RTI Cell 2. Porta Cabin No. A :- Accounts Branch (NW) 3. Porta Cabin No. B :- PS Office (North-West), Litigation & Vigilance (NW) & Digitization Branch 4. Room No. 402 :- Room for Record Room (4 th Floor) 5. Room No. 405 :- DLSA (North-West & North) (4 th Floor)
6	Fifth	1. Porta Cabin No. F :- Digital Court of North District (NI Act)	1. Porta Cabin No. E :- Judicial Branch (NW) & General Branch 2. Room No. 502 :- Pool Car Section

[Signature]
3401394

[Signature]
10/10/23
Branch Incharge
Care Taking Branch (NW & N)
देवा रेख शाखा (उत्तर पश्चिम एवं उत्तर)
Rohini Courts, Delhi
रोहिणी न्यायालय दिल्ली

ANNEXURE :- "B"

WESTERN WING			
Sl. No.	FLOORS	COURTS	BRANCHES & OTHER INSTITUTION
1	Ground	1. Court No. 12 & 13 2. VWDC (NW & North) 3. Court No. 18 & 19	1. CA Delivery Counter 2. CMM Office 3. Bail Matter (Porta Cabin)
2	First	1. Court No. 110 to 118	-
3	Second	1. Court No. 210 to 218	-
4	Third	1. Room No. 310 - Work Stations for Digital (NI Act Courts) 2. Court No. 310A to 312 3. Court No. 314 4. VWDC in Room No. 315 5. Court No.316 to 319	1. Room No. 313 :- Administration Branch-III 2. Nazarat Branch
5	Fourth	1. Court No. 406 & 407 2. Court No. 409 & 410	1. Room No. 408 - Mediation Centre 2. Porta Cabin No. C :- Administration Branch / Purchase / Judicial / Vigilance / RTI / Hindi Section of North District 3. Porta Cabin No. D : Accounts Branch (North)
6	Fifth		1. Room No.501 – Judicial Officer's Library. 2. Porta Cabin No. G :- Record Room 3. Judge's Lounge 4. Porta Cabin No. H :- Care Taking Branch 5. Conference Hall

Branch Incharge

Care Taking Branch (NW & N)

देख रेख शाखा (उत्तर परिसर एवं उत्तर)

10/10/23