

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SE)
SAKET COURTS COMPLEX, NEW DELHI

Order No 98 dated 05.05.2022

In partial modification of this office order no. 92 dated 22.03.2022, following Judicial Officers are assigned to look after and supervise the work of branches indicated against their names with immediate effect.

| Name of the Branch | Name of the Officer Incharge | Name of the Link Officer In-Charge |
|---|--|---|
| Leave sanctioning authority of Judicial Officers. | Sh. Lalit Kumar, ADJ-04 | Ms. Neelam Singh, ASJ-06 (POCSO) |
| Administration Branch-I | Sh. Munish Markan, ADJ-02 | Sh. Prashant Sharma, ASJ-02 |
| Bail & Filing Section. | Ms. Neelam Singh ASJ-06 (POCSO) | Sh. Sonu Agnihotri, ASJ-03 |
| Administration Branch-II | Sh. Prashant Sharma, ASJ-02 | Sh. Munish Markan, ADJ-02 |
| R&I Branch | Sh. Sudhir Kumar Sirohi, ASJ (FTSC)(POCSO) | Ms. Shelly Arora, ADJ-01 |
| Administration Branch-III | Sh. N. K. Kashyap, PO MACT | Sh. Prashant Sharma, ASJ-02 |
| General Branch | Sh. Arul Varma, ASJ/Special Judge (NDPS) | Ms. Chetna Singh, ADJ-06 |
| Litigation Branch | Ms. Shelly Arora, ADJ-01 | Sh. Gaurav Rao, ASJ-01(POCSO) |
| Vigilance Branch | Sh. Gaurav Rao, ASJ-01(POCSO) | Ms. Geetanjali, ADJ-05 |
| Copying Agency | Ms. Geetanjali, ADJ-05 | Sh. Sandeep Garg, ASJ/Special Judge (FTC) |
| Record Room | Sh. Sandeep Garg, ASJ/Special Judge (FTC) | Sh. Anuj Agrawal, ASJ-05 |
| Judicial Branch | Sh. Jay Thareja, ADJ-07 | Sh. Sudhir Kumar Sirohi ASJ (FTSC)(POCSO) |
| CMM Office | Ms. Shivani Chauhan, CMM, | |
| Evening Cell | Ms. Shivani Chauhan, CMM, Ms Sonam Singh, ACMM | |
| Nazarat Branch, ACJ Office and Store | Sh. Deepak Vats, ACJ/CCJ/ARC | |

Notes:

1. The Officer(s)-in-Charge shall be responsible for regularly supervising the work of the Branches (and connected Branches & Sections) under their control on daily basis, inter alia, whenever required by providing necessary guidance/directions to the Administrative Officer (Judl.) or Branch In-charge to take all necessary decisions, using proper discretion in matters of routine nature, keeping in mind the best interest of the institution and refer the matter to the District Judge, if in doubt and liaison, when required, with other Officer(s)-in-Charge and Committees.
2. The Branch In-Charge and all subordinate staff shall work under the control and supervision of the the concerned Officers In-Charge. They'll be answerable and report, on daily basis, to the respective Officer(s)-in-Charge.

3. Each Branch/Cell shall have work allocated amongst the staff subject-wise, with arrangement for link Assistant (on account of absences of regular dealing hand), for which the OICs shall issue formal orders, in consultation with and under intimation to the undersigned.
4. The Officer(s)-in-Charge of the Administration Branches are hereby authorized to regulate and take appropriate decisions, as per rules, on the applications for leave of all members of categories of staff under their respective control.
5. Sh. Lalit Kumar, ADJ-04, is hereby authorized to regulate and take appropriate decisions, on applications for leave of the officers of Delhi Higher Judicial Services and Delhi Judicial Service as per rules.
6. Sh. Sunil Samyal, Branch In-Charge, Judicial Branch, is hereby authorized to look after the work of process i.e. Service of summons upon Judicial Officers/ Officials. Branch In-Charge, Administration will look after the work of process i.e. Service of summons upon Judicial Officers/ Officials, as link of Branch In-Charge, Judicial Branch, South East District, Saket Courts, New Delhi.


 (SANTAY GARG-1)
 Principal District & Sessions Judge (South-East)
 Saket Court Complex, New Delhi

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2022/ 8612-3673 New Delhi, Dated: 05/05/2022

Copy forwarded for information and necessary action to:

1. The Registrar General, High Court of Delhi, New Delhi.
2. The District & Sessions Judge (HQ), Delhi, Delhi.
3. The District & Sessions Judge (South), Saket Courts Complex, New Delhi.
4. All the Judicial Officers of South-East District, Saket Courts Complex, New Delhi.
5. All Sr. A.O./A.Os. (Judicial)/Branch Incharge of South-East District, Saket Courts Complex, New Delhi.
6. PS to District & Sessions Judge, South-East District, Saket Courts Complex, New Delhi.
7. PRO, South-East District, Saket Courts Complex, New Delhi.
8. For uploading on **LAYERS**
9. For uploading on centralized website through **LAYERS**.


 Principal District & Sessions Judge (South-East)
 Saket Court Complex, New Delhi