

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (SOUTH)**  
**DISTRICT COURT COMPLEX, SAKET, NEW DELHI**

ORDER NO. 64/2017

Dated:- 07<sup>th</sup> December, 2017

Pursuant to the transfer & posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the following Officer(s) In-Charge are appointed to look after and supervise the work of the Branches indicated against their names, with Administrative Officers (Judl.)/Branch In-Charges deputed to assist them, with effect:-

<u>S.No.</u>	<u>Branch</u>	<u>Connected/Attached/ Branches/Sections/ Cells/ Units etc.</u>	<u>Officer In-Charge</u>	<u>Administrative Officer (Judicial)</u>	<u>Branch In-Charge</u>
1	District & Sessions Judge's Secretariat	—	District & Sessions Judge (South)	—	—
2	Administration-I	—	Mr. Balwant Rai Bansal, Addl. Sessions Judge (S)	Mr. K.D. Sharma	Mr. Satya Pal Arora, Sr. Judl. Asstt.
3	Administration-II	—	Mr. Sameer Bajpai, PO (MACT)(South)	Mr. K.D. Sharma	Mr. Satya Pal Arora, Sr. Judl. Asstt.
4	Administration-III	—	Mr. Balwant Rai Bansal, Addl. Sessions Judge (S)	Mr. K.D. Sharma	Ms. Kamlesh, Judl. Asstt.
5	Vigilance	—	Mr. Rajesh Kumar Singh, Special Judge (NDPS) South	—	Mr. Devender Pal Singh, Sr. Judl. Asstt.
6	Litigation	—	Ms. Savita Rao, Spl. Judge (PC Act), CBI (South)	—	Mr. Devender Pal Singh, Sr. Judl. Asstt.
7	Building Maintenance Committee Cell	—	Mr. Ajay Kumar Kuhar, Addl. Sessions Judge (South-East)	—	Mr. Pramod Saxena, Sr. Judl. Asstt.
8	Space Allotment Cell	—	District & Sessions Judge (South)	—	Mr. Pramod Saxena, Sr. Judl. Asstt.
9	Disaster Management Cell	—	Ms. Vineeta Goyal, Addl. District Judge (South)	—	Mr. Tara Singh Bist, Sr. Judl. Asstt.
10	Security Cell	—	Mr. Sanjiv Jain, Special Judge (PC Act), CBI (South)	—	Mr. Devender Pal Singh, Sr. Judl. Asstt.
11	Library Branch	—	Ms. Illa Rawat, Addl. Sessions Judge (SFTC) (South)	—	Mr. Mahender Singh Rana, Asstt. Librarian-cum-Information Officer
12	Computer Branch	—	Mr. Munish Markan, Addl. District Judge (South)	—	Mr. Ajay P.S. Kulayana, Judl. Asstt.
13	R&I	—	Mr. Ajay Kumar Jain, Addl. Sessions Judge (S)	Mr. K.D. Sharma	Mr. Rati Ram, Judicial Assistant
14	Judicial-I	—	Mr. Sanjiv Jain, Special Judge (PC Act), CBI (South)	—	Mr. Sunil Sharma, Sr. Judl. Asstt.
15	Judicial-II	—	Ms. Vineeta Goyal, Addl. District Judge (South)	—	Mr. Sunil Sharma, Sr. Judl. Asstt.
16	Bail & Filing	—	Mr. Balwant Rai Bansal, Addl. Sessions Judge (S)	—	Ms. Kiran Dogra, Sr. Judl. Asstt.
17	General Branch	—	Ms. Illa Rawat, Addl. Sessions Judge (SFTC) (South)	—	Mr. Tara Singh Bist, Sr. Judl. Asstt.
18	General Administration Branch	—	Mr. Sameer Bajpai, PO (MACT)(South)	—	Mr. Bhim Singh, Judl. Asstt.

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<u>S.No.</u>	<u>Branch</u>	<u>Connected/Attached/ Branches/Sections/ Cells/ Units etc.</u>	<u>Officer In-Charge</u>	<u>Administrative Officer (Judicial)</u>	<u>Branch In-Charge</u>
19	Purchase Cell	—	Ms. Sunena Sharma, Addl. Sessions Judge (South)	—	Mr. Prabhat Bhatti (Asstt. Accounts Officer)
20	Environment & (Horticulture Cell)	(i) Stationery (ii) Facilitation Centre (iii) Telephone Exchange (iv) PRO	Ms. Savita Rao, Spl. Judge (PC Act), CBI (South)	—	Mr. Prabhat Bhatti (Asstt. Accounts Officer)
21	Caretaking	Housekeeping (Cleanliness/Sanitation etc.) Cell	Mr. Sanjiv Jain, Special Judge (PC Act), CBI (South) [assisted by OIC (Genl.) & ACJ]	Mr. K.D. Sharma	Mr. Rakesh Kumar, Caretaker
22	Accounts Branch	(i) Fine & Audit (ii) Cash	Ms. Sunena Sharma, Addl. Sessions Judge (South)	Mr. Prabhat Bhatti (Asstt. Accounts Officer)	Ms. Sneha Lata, Sr. Judicial Assistant
23	Hospitality and Protocol Branch	—	Ms. Vineeta Goyal, Addl. District Judge (South)	—	Mr. Devender Pal Singh, Sr. Judl. Asstt.
24	Copying Agency (Civil/Sessions)	Copying Agency (Criminal)	Ms. Vineeta Goyal, Addl. District Judge (South)	Mr. J.P. Gupta	Mr. Rajender Kumar Sr. Judl. Asstt.
25	Record Room (Sessions)	(i) Record Room (Civil) (ii) Record Room (Criminal)	Mr. Balwant Rai Bansal, Addl. Sessions Judge (S)	Mr. J.P. Gupta	Ms. Rajni Chatwal, Sr. Judicial Asstt. (Civil & Sessions) Ms. Narbada Rawat, Sr. Judicial Asstt. (Criminal)
26	Pool Car Section	—	Mr. Rajesh Kumar Singh, Special Judge (NDPS) South	Mr. J.P. Gupta	Mr. Devender Pal Singh, Sr. Judl. Asstt.
27	RTI Branch	Office of PIO	Mr. Ajay Kumar Jain, Addl. Sessions Judge (S)	—	Mr. Devender Pal Singh, Sr. Judl. Asstt.
28	Office of CMM (South)	—	Ms. Pooja Talwar, CMM (South) (Mr. Sandeep Garg, ACMM will be link)	—	Ms. Kiran Dogra, Sr. Judl. Asstt.
29	Evening Court Cell	—	Ms. Pooja Talwar, CMM (South) (Mr. Sandeep Garg, ACMM will be link)	—	Mr. Sunil Sharma, Sr. Judl. Asstt.
30	Nazarat Branch	—	Mr. Atul Krishna Agrawal, Administrative Civil Judge (South)	—	Mr. Giriraj Singh, District Nazair
31	Video Conferencing	—	Mr. Sandeep Garg, ACMM (South)	—	Mr. Ajay P.S. Kulayana, Judl. Asstt.
32	Vulnerable Witness Deposition Complex	—	Ms. Illa Rawat, Addl. Sessions Judge (SFTC) (South)	—	Mr. Sukhranjan Mistri
33	Nodal Officer (South & South-East District(s) Website)	—	Ms. Neelam Singh, Addl. Sessions Judge (Electricity)(South)	—	Mr. Ajay P.S. Kulayana, Judl. Asstt.
34	Nodal Officer (Computers) (South District)	—	Mr. Sandeep Garg, ACMM (South)(South)	—	Mr. Ajay P.S. Kulayana, Judl. Asstt.

**Notes:-**

1. All the correspondence with the Hon'ble High Court shall be made only by the District & Sessions Judge (South).
2. The Officer(s)-in-Charge shall:-

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- (a) 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; and
- (b) 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 & Sessions Judge (South), if in doubt.
3. All the official communications to the District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. District & Sessions Judge and only under instructions of the undersigned.
  4. Every Branch shall provide all necessary assistance to the concerned Officer In-Charge and Chairman of each Committee, as and when required.
  5. The Administrative Officer (Judl.), Branch(es) In-Charge and all subordinate staff shall be answerable and report, on daily basis, to the respective Officer(s) In-Charge.
  6. In the event of inability to discharge such responsibility (on account of leave, other duties, etc.) of the OIC of a Branch/Cell, the OIC of the Branch/Cell mentioned immediately below in the list shall be suitably informed by the former and the latter shall act as the link officer.
  7. The above-mentioned officials shall work under the control and supervision of concerned officers In-charge and report to them on regular basis.
  8. In case any of the aforesaid officials is on leave or not available due to any reason, his/her work shall be looked after by the official mentioned immediately below him/her. In case the official mentioned immediately below is also not available, the work of the official shall be looked after by the official next below available in the above table. For such purposes of the last mentioned official, the official at Sl. No.2 shall be deemed to be the "next below".
  9. Each Branch/Cell shall have work allocated amongst the staff subject-wise, with arrangement for link Assistant (on account of absence of regular dealing hand), for which the OIC(s) shall issue formal orders, in consultation with and under intimation to the undersigned.
  10. Each Branch/Cell shall allocate the task of diary/dispatch of the dak to one specified Clerk, who shall maintain (and keep updated) a record showing letters/PUCs received/sent by the Branch/Cell and the official/officer to whom the same has been allocated.
  11. Each Administrative Officer (Judl.)/Branch In-charge/Clerk shall maintain (and keep updated) a diary showing letters/PUCs received chronologically and action taken thereupon. Such diaries of the dealing assistant shall be regularly checked by the Branch In-Charge and Administrative Officer (Judl.) to ensure there is no unnecessary delay in requisite action.
  12. 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, and the leave of the Administrative Officer(s)(Judl.) and the Asstt. Account Officer shall be regulated by the Officer In-Charge (Admn.-I) and he/she is also empowered to take appropriate decisions, as per rules, on the applications for leave under the intimation to the DDO (South)
  13. The Officer In-Charge of Judicial Branch-I is hereby authorized to regulate and take appropriate decisions, as per rules, on applications for leave of all kinds in case of officers of Delhi Judicial Service and for casual/compensatory leave in case of officers of Delhi High Judicial Service, under intimation to DDO.

*Asha Menon*  
(Asha Menon) 7-12-17

District & Sessions Judge (South)  
District Courts Complex, Saket, New Delhi

27425-27575  
No. /AM/D&SJ(South)/Saket/ND/2017

Dated:- 8/12/2017

Copy to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service posted at Saket Courts Complex, New Delhi.
5. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. [www.ecourts.gov.in/south & south-east delhi](http://www.ecourts.gov.in/south&south-eastdelhi).
6. The Public Relation Officer, Saket Court Complex, New Delhi.
7. The Administrative Officer(s) (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. at Saket Courts Complex, New Delhi.
8. Guard File.

*Asha Menon*  
(Asha Menon) 7-12-17

District & Sessions Judge (South)  
District Courts Complex, Saket, New Delhi