

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

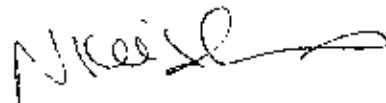
ORDER No. 312/2019 dated: 9.12.2019

Consequent upon posting and transfer order and in super-session of earlier Order No. 312 dated 26.11.2019, it is ordered that following Judicial Officers are appointed to look after and supervise the work of branches indicated against their names with effect from 10.12.2019,

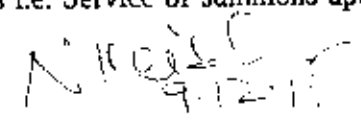
Sr. No.	Name and designation of the Judicial Officer	Name of the Branch
1	Sh. Raj Kumar Chauhan, District Judge (Commercial)	Leave sanctioning authority of Judicial Officers. Administration Branch-I
2	Sh. Gulshan Kumar, ASJ-03	Judicial Branch
3	Sh. Vipin Kumar Rai, ADJ-06	R&I Branch
4	Sh. Sandeep Yadav, ASJ-02	Administration Branch-II
5	Dr. Hardeep Kaur, PO MACT	Administration Branch-III
	Sh. Naresh Kumar Laka, ADJ-03	General Branch
6	Sh. Gaurav Rao, ASJ-01(POCSO)	Vigilance Branch
7	Sh. Sudhanshu Kaushik, ASJ-07 (POCSO)	Litigation Branch
8	Ms. Surya Malik Grover, ADJ-01	Bail & Filing Section.
9	Ms. Neelam Singh, ADJ-02	Record Room
10	Sh. Sanjay Sharma-II, ADJ-05	Copying Agency
12	Ms. Gurmohina Kaur, CMM,	CMM Office
13	Ms. Gurmohina Kaur, CMM, Ms. Vijeta Singh Rawat, ACMM	Evening Cell
14	Sh. Arvind Bansal, ACJ/CCJ/ARC	Nazarat Branch, ACJ Office and Store

**Notes:**

- 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.
- The Sr. Administrative Officer (Judl.)/Branch(es) 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.
- 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.



4. 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.
5. 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.
6. Sh. Raj Kumar Chauhan, District Judge (Commercial), 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.
7. Sh. Amar Singh Mewati, Branch In-Charge, Judicial Branch, is hereby authorized to look after the work of process i.e. Service of summons upon Judicial Officers/ Officials.

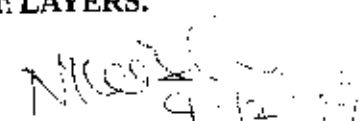
  
(NEENA BANSAL KRISHNA)  
District & Sessions Judge (South-East)  
Saket Court Complex, New Delhi

21885-2962

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2019/\_\_\_\_\_ New Delhi, Dated: 09/12/19

**Copy forwarded for information and necessary action to:**

1. The Registrar General, High Court of Delhi, New Delhi.
2. The District & Sessions Judge (IIQ), 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**.

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