

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

ORDER NO. 12 /2017

Dated: 2nd March, 2017

Pursuant to the transfer & posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the following Committees for South District are hereby reconstituted:-

I. VIGILANCE COMMITTEE

- | | |
|--|---------------|
| 1. Mr. Anil Kumar, Addl. District Judge (South) | - Chairperson |
| 2. Ms. Vrinda Kumari, Spl. Judge (PC Act)(CBI) (South) | - Member |
| 3. Dr. Ajay Gulati, Addl. District Judge (South) | - Member |

II. PURCHASE COMMITTEE

- | | |
|--|---------------|
| 1. Ms. Aditi Chaudhary, Addl. Sessions Judge (SFTC)(South) | - Chairperson |
| 2. Ms. Sunena Sharma, Addl. Sessions Judge (South) | - Member |
| 3. Mr. Samar Vishal, Administrative Civil Judge (South) | - Member |
| 4. Mr. Prabhat Bhatti, Asstt. Account Officer (South) | - Member |
| 5. Nominee of Finance Deptt. of GNCTD (as per norms) | - Member |

III. BUDGET ESTIMATES COMMITTEE

- | | |
|--|---------------|
| 1. Ms. Sunena Sharma, Addl. Sessions Judge (South) | - Chairperson |
| 2. Dr. Rakesh Kumar-II, Spl. Judge (PC Act)(CBI) (South) | - Member |
| 3. Mr. Pritam Singh, Addl. District Judge (South) | - Member |
| 4. Mr. Prabhat Bhatti, Asstt. Account Officer (South) | - Member |

IV. SEXUAL HARASSMENT COMMITTEE

- | | |
|--|---------------|
| 1. Ms. Aditi Chaudhary, Addl. Sessions Judge (SFTC)(South) | - Chairperson |
| 2. Dr. Ajay Gulati, Addl. District Judge (South) | - Member |
| 3. Ms. Surya Malik Grover, Chief Metropolitan Magistrate (South) | - Member |
| 4. Mr. Sandeep Garg, Addl. Chief Metropolitan Magistrate (South) | - Member |
| 5. Ms. Prabhdeep Kaur, Metropolitan Magistrate (NI Act) | - Member |

V. STAFF TRAINING

- | | |
|--|---------------|
| 1. Mr. A.K. Jain, Addl. Sessions Judge (South) | - Chairperson |
| 2. Ms. Vrinda Kumari, Spl. Judge (PC Act)(CBI) (South) | - Member |
| 3. Mr. Sandeep Garg, Addl. Chief Metropolitan Magistrate (South) | - Member |
| 4. Mr. Sushant Changotra, Metropolitan Magistrate, (South) | - Member |

**VI. COMMITTEE FOR CENTRALIZED REGISTRY FOR FILING CHALLANS,
CHARGESHEET AND OTHER DOCUMENTS FILED BY THE POLICE**

- | | |
|---|---------------|
| 1. Ms. Surya Malik Grover, Chief Metropolitan Magistrate (South) | - Chairperson |
| 2. Mr. Sandeep Garg, Addl. Chief Metropolitan Magistrate (South) | - Member |
| 3. Mr. Vipin Kharb, Metropolitan Magistrate (South) | - Member |
| 4. Ms. Niti Phutela, Metropolitan Magistrate (Mahila Court) (South) | - Member |

**VII. COMMITTEE FOR TRANSMISSION OF FILES RECEIVED FROM THE HON'BLE
HIGH COURT TO DISTRICT COURT**

- | | |
|---|---------------------|
| 1. Ms. Vrinda Kumari, Spl. Judge (CBI) (South) | - Officer In-Charge |
| 2. Mr. K.D. Sharma, Administrative Officer (Judl.)(Admn.) (South) | - Nodal Officer |
| 3. Mr. Prabhat Bhatti, Asstt. Accounts Officer (South) | - Nodal Officer |

VIII. ARREARS COMMITTEE

- | | |
|--|---------------------|
| 1. Ms. Aditi Choudhary, Addl. Sessions Judge (SFTC)(South) | - Chairperson |
| 2. Principal Judge, Family Court, South District | - Ex-Officio Member |
| 3. Ms. Vineeta Goyal, Addl. District Judge (South) | - Member |
| 4. Mr. Balwant Rai Bansal, Addl. Sessions Judge (South) | - Member |
| 5. Chief Metropolitan Magistrate (South) | - Ex-Officio Member |
| 6. Senior Civil Judge (South) | - Ex-Officio Member |

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IX. UNDER TRIAL REVIEW COMMITTEE

1. District & Sessions Judge (South)
2. Deputy Commissioner (South)
3. Deputy Commissioner of Police (South)
4. Secretary, District Legal Services Authority (South)

- Chairperson
- Ex-Officio Member
- Ex-Officio Member
- Ex-Officio Member

X. DISTRICT VICTIMS COMPENSATION COMMITTEE

1. Ms. Vineeta Goyal, Addl. District Judge (South)
2. Ms. Anita Hooda, Chief Public Prosecutor (South)
3. Ms. Shreya Arora Mehta, Secretary, DLSA (South)

- Chairperson
- Member
- Convener

XI. CRIMINAL INJURIES COMPENSATION BOARD

1. District & Sessions Judge (South)
2. District Magistrate/Deputy Commissioner South
3. Deputy Commissioner of Police (South)
4. Civil Surgeon or the Chief Medical Officer of South District
5. Secretary, District Legal Services Authority (South)

- Chairperson
- Ex-Officio Member
- Ex-Officio Member
- Ex-Officio Member
- Ex-Officio Member

XII. COMMITTEE TO GET RANDOM INSPECTION DONE TO CHECK WHETHER THE PERSONS ACTING AS OATH COMMISSIONERS AT SAKET COURTS ARE DULY AUTHORIZED OR NOT.

1. Ms. Vrinda Kumari, Spl. Judge (CBI)
2. Ms. Surya Malik Grover, Chief Metropolitan Magistrate (South)
3. Mr. Samar Vishal, Administrative Civil Judge (South)

- Chairperson
- Member
- Member

XIII. COMMITTEE FOR SUGGESTIONS FOR IMPLEMENTATION AND FOLLOW UP ACTION WHEREVER REQUIRED IN VIEW OF THE RESOLUTIONS ADOPTED IN THE CHIEF JUSTICE CONFERENCE HELD ON 22nd AND 23rd APRIL 2016.

1. Officer In-Charge (Arrears Committee)
2. Officer In-Charge (Building Maintenance Committee)
3. Officer In-Charge (Judl.-I)
4. Judge In-Charge (Mediation)
5. Officer In-Charge (Computers)

- Ex-Officio Chairperson
- Ex-Officio Member
- Ex-Officio Member
- Ex-Officio Member
- Ex-Officio Member

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the District & Sessions Judge (South).
2. All decisions taken by each Committee (not chaired by District & Sessions Judge herself) shall be subject to the approval of the District & Sessions Judge (South).
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. Each of such Committees as mentioned in the preceding note shall submit monthly reports of the status of matters pertaining to it to the District & Sessions Judge (South) by the end of the first week of the following month.
5. Whenever required, the Chairperson of the Committee shall co-ordinate with the Chairperson(s) of other Committee(s), so that there is always a proper cohesion.
6. After the decision(s) of a Committee have been approved, consequential action, including issuance of all necessary communication(s)/order(s) and follow-up, shall be undertaken by the Officer In-charge, through the concerned Branch.

Asha Menon
- (Asha Menon) 20.3.17.

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

6956-7041

No. _____/AM/D&SJ(South)/Saket/ND/17 Dated:- 20/03/17

Copy to:-

1. The Registrar General, 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 of South District posted at Saket Courts Complex, New Delhi.
5. All the concerned Officers.
6. 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).
7. The Public Relation Officer, Saket Court Complex, New Delhi.
8. Administrative Officers (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. of South District at Saket Courts Complex, New Delhi.
9. Guard File.

Asha Menon
(Asha Menon) 20.3.17.

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

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

ORDER NO. 11/2017

Dated: 20th March, 2017

Pursuant to the transfer & posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the following Committees for the District Court Complex Saket, New Delhi are hereby reconstituted:-

I. E-TENDERING COMMITTEE

- | | |
|---|---------------|
| 1. Mr. Sanjiv Jain, Addl. Sessions Judge (SFTC) (South-East) | - Chairperson |
| 2. Ms. Aditi Choudhary, Addl. Sessions Judge (SFTC)(South) | - Member |
| 3. Mr. Sandeep Yadav, Addl. District Judge (South-East) | - Member |
| 4. Mr. Sandeep Garg, Addl. Chief Metropolitan Magistrate, (South) | - Member |
| 5. Mr. Samar Vishal, Administrative Civil Judge (South) | - Member |

II. SAKET STUDY CIRCLE

- | | |
|---|-----------------|
| 1. Ms. Vrinda Kumari, Spl. Judge (CBI)(South) | - Nodal Officer |
| 2. Mr. Sushant Changotra, Metropolitan Magistrate, (South) | - Member |
| 3. Ms. Saloni Singh, Metropolitan Magistrate, (South) | - Member |
| 4. Mr. Shriya Agrawal, Civil Judge (South-East) | - Member |
| 5. Mr. Mohit Sharma, Metropolitan Magistrate (Traffic)(South) | - Member |

III. BUILDING MAINTENANCE COMMITTEE (BMC)

- | | |
|--|---------------|
| 1. Ms. Madhu Jain, PO (MACT) (South-East) | - Chairperson |
| 2. Mr. Sanjiv Jain, Addl. Sessions Judge (SFTC) (South-East) | - Member |
| 3. Ms. Vineeta Goyal, Addl. District Judge (South) | - Member |
| 4. Mr. Sandeep Yadav, Addl. District Judge (South-East) | - Member |
| 5. Mr. Anil Kumar, Addl. District Judge (South) | - Member |
| 6. Mr. Samar Vishal, Administrative Civil Judge (South) | - Member |
| 7. Mr. Harjyot Singh Bhalla, Administrative Civil Judge (South-East) | - Member |

SUB-COMMITTEES OF BUILDING MAINTENANCE COMMITTEE

(a.) HOUSEKEEPING (CLEANLINESS/SANITATION ETC.)

- | | |
|--|---------------|
| 1. Mr. Sanjiv Jain, Addl. Sessions Judge (SFTC) (South-East) | - Chairperson |
| 2. Mr. Lalit Kumar, Addl. District Judge (South-East) | - Member |
| 3. Mr. Pooran Chand, Addl. District Judge (South-East) | - Member |
| 4. Mr. Samar Vishal, Administrative Civil Judge (South) | - Member |
| 5. Mr. Harjyot Singh Bhalla, Administrative Civil Judge (South-East) | - Member |

(b.) RESIDENTIAL COMPLEX (AT SAKET)

- | | |
|--|---------------|
| 1. Ms. Madhu Jain, PO (MACT) (South-East) | - Chairperson |
| 2. Mr. Pritam Singh, ADJ (South) | - Member |
| 3. Mr. Pooran Chand, Addl. District Judge (South-East) | - Member |
| 4. Mr. Sandeep Garg, Addl. Chief Metropolitan Magistrate (South) | - Member |
| 5. Mr. Samar Vishal, Administrative Civil Judge (South) | - Member |
| 6. Mr. Harjyot Singh Bhalla, Administrative Civil Judge (South-East) | - Member |

(c.) SPACE ALLOTMENT

- | | |
|--|---------------|
| 1. Ms. Madhu Jain, PO (MACT) (South-East) | - Chairperson |
| 2. Mr. Sanjiv Jain, Addl. Sessions Judge (SFTC) (South-East) | - Member |
| 3. Dr. Aditi Choudhary, Addl. Sessions Judge (SFTC)(South) - | - Member |
| 4. Dr. Neera Bharthoke, Addl. District Judge (South) | - Member |
| 5. Mr. Anil Kumar, Addl. District Judge (South) | - Member |
| 6. Mr. Pooran Chand, Addl. District Judge (South-East) | - Member |

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20.3.17.

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(d) ENERGY CONSERVATION COMMITTEE

1. Mr. Sandeep Yadav, Addl. District Judge (South-East) - Chairperson
2. Mr. Munish Markan, Chief Metropolitan Magistrate (South-East) - Member
3. Ms. Chetna Singh, Metropolitan Magistrate (Mahila Court)(South-East)- Member
4. Mr. Samar Vishal, Administrative Civil Judge (South) - Member
5. Mr. Harjyot Singh Bhalla, Administrative Civil Judge (South-East) - Member

(e) COMMITTEE FOR SEMINAR HALL

1. Mr. Sandeep Yadav, Addl. District Judge (South-East) - Chairperson
2. Mr. Anil Antil, Addl. District Judge (South-East) - Member
3. Mr. Samar Vishal, Administrative Civil Judge (South) - Member
4. Mr. Harjyot Singh Bhalla, Administrative Civil Judge (South-East) - Member

(f) COMMITTEE FOR CHILD/VULNERABLE WITNESS COURT ROOM

1. Dr. Aditi Choudhary, Addl. Sessions Judge (SFTC)(South) - Chairperson
2. Mr. Balwant Rai Bansal, Addl. Sessions Judge (South) - Member
3. Mr. Samar Vishal, Administrative Civil Judge (South) - Member
4. Mr. Harjyot Singh Bhalla, Administrative Civil Judge (South-East) - Member

IV. SECURITY COMMITTEE

1. Mr. Sanjiv Jain, Addl. Sessions Judge (SFTC) (South-East) - Chairperson
2. Mr. Sandeep Yadav, Addl. District Judge (South-East) - Member
3. Mr. Anil Kumar, Addl. District Judge (South) - Member
4. Mr. Munish Markan, Chief Metropolitan Magistrate (South-East) - Member
5. Ms. Surya Malik Grover, Chief Metropolitan Magistrate (South) - Member

V. COMMITTEE FOR DISASTER MANAGEMENT

1. Ms. Aditi Choudhary, Addl. Sessions Judge (SFTC) (South) - Chairperson
2. Mr. Lokesh Kumar Sharma, Addl. Sessions Judge (South-East) - Member
3. Mr. Pooran Chand, Addl. District Judge (South-East) - Member
4. Chief Metropolitan Magistrate (South) - Ex-Officio Member
5. Chief Metropolitan Magistrate (South-East) - Ex-Officio Member

VI. ENVIRONMENT & HORTICULTURE COMMITTEE

1. Ms. Madhu Jain, PO (MACT) (South-East) - Chairperson
2. Mr. Sameer Bajpai, PO (MACT)(South) - Member
(Nodal officer for Hon'ble High Court)
3. Ms. Neelofer Abida Parveen, Addl. District Judge (South-East) - Member
4. Mr. Samar Vishal, Administrative Civil Judge (South) - Member
5. Mr. Harjyot Singh Bhalla, Administrative Civil Judge (South-East) - Member

VII. CONDEMNATION BOARD

1. Mr. Sameer Bajpai, PO (MACT)(South) - Chairperson
2. Mr. Rakesh Kumar-II, Spl. Judge (PC Act)(CBI) (South) - Member
3. Mr. Gaurav Gupta, Metropolitan Magistrate (South) - Member

VIII. LIBRARY COMMITTEE

1. Ms. Aditi Choudhary, Addl. Sessions Judge (SFTC)(South) - Chairperson
2. Mr. Arun Bhardwaj, PO, MACT (South-East) - Member
3. Mr. Sandeep Garg, Addl. Chief Metropolitan Magistrate (South) - Member
4. Mr. Shriya Agrawal, Civil Judge (South-East) - Member

IX. DISTRICT COURT COMPUTER COMMITTEE

1. Ms. Aditi Choudhary, Addl. Sessions Judge (SFTC) (South) - Chairperson
2. Mr. Sandeep Yadav, Addl. District Judge (South-East) - Member
(Nodal Officer for Central Computer Committee)
3. Mr. Sandeep Garg, Addl. Chief Metropolitan Magistrate (South) - Member
(Nodal Officer for Saket Court Complex)
4. Mr. Pritam Singh, District System Administrator/JJA (South) - Member
5. Mr. Manoj Kumar, District System Administrator/JJA (South-East) - Member

X. COMMITTEE FOR DIGITIZATION OF COURT RECORDS

- | | |
|---|---------------|
| 1. Ms. Madhu Jain, PO (MACT) (South-East) | - Chairperson |
| 2. Mr. Gulshan Kumar, Addl. Sessions Judge (South-East) | - Member |
| 3. Mr. Bhupesh Kumar, Spl. Judge (PC Act)(CBI) | - Member |
| 4. Mr. Sandeep Yadav, Addl. District Judge (South-East) | - Member |
| 5. Mr. Pritam Singh, Addl. District Judge (South) | - Member |

XI. COMMITTEE FOR MANAGING OF STRESS ROOM & MEDICAL UNIT

- | | |
|--|---------------|
| 1. Ms. Neelam Singh, Spl. Judge (Electricity)(South) | - Chairperson |
| 2. Mr. Balwant Rai Bansal, Addl. Sessions Judge (South) | - Member |
| 3. Mr. Sushant Changotha, Metropolitan Magistrate, (South) | - Member |

XII. HOSPITALITY & PROTOCOL COMMITTEE

- | | |
|---|---------------|
| 1. Ms. Vineeta Goyal, Addl. District Judge (South) | - Chairperson |
| 2. Mr. Sandeep Yadav, Addl. District Judge (South-East) | - Member |
| 3. Ms. Pooja Talwar, JSCC-Addl. Sr. Civil Judge (South) | - Member |
| 4. Mr. Samar Vishal, Administrative Civil Judge (South) | - Member |
| 5. Mr. Harjot Singh Bhalha, Administrative Civil Judge (South-East) | - Member |
| 6. Mr. Shriya Agrawal, Civil Judge (South-East) | - Member |

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the District & Sessions Judge (South).
2. All decisions taken by each Committee (not chaired by District & Sessions Judge herself) shall be subject to the approval of the District & Sessions Judge (South).
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. Each of such Committees as mentioned in the preceding note shall submit monthly reports of the status of matters pertaining to it to the District & Sessions Judge (South) by the end of the first week of the following month.
5. Whenever required, the Chairperson of the Committee shall co-ordinate with the Chairperson(s) of other Committee(s), so that there is always a proper cohesion.
6. After the decision(s) of a Committee have been approved, consequential action, including issuance of all necessary communication(s)/order(s) and follow-up, shall be undertaken by the Officer In-charge, through the concerned Branch.

Asha Menon
(Asha Menon) 20.3.17

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

7203-7363
No. /AM/D&SJ(South)/Saket/ND/17

Dated:- 20/03/17

Copy to:-

1. The Registrar General, 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 and the concerned officials.
5. All the concerned Officers.
6. 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.
7. The Public Relation Officer, Saket Court Complex, New Delhi.
8. Administrative Officers (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. at Saket Courts Complex, New Delhi.
9. Guard File.

Asha Menon
(Asha Menon) 20.3.17

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

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

ORDER NO. 14/2017

Dated: 20 March, 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:-

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
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.
	Administration-II	—	Mr. Sameer Bajpai, PO (MACT)(South)	Mr. K.D. Sharma	Mr. Satya Pal Arora, Sr. Judl. Asstt.
	Administration-III	—	Ms. Vrinda Kumari, Spl. Judge (CBI)(South)	Mr. K.D. Sharma	Ms. Kamlesh, Judl. Asstt.
3	Vigilance	—	Mr. Anil Kumar, Addl. District Judge (South)	—	Mr. Devender Pal Singh, Sr. Judl. Asstt.
4	Litigation	—	Mr. Bhupesh Kumar, Spl. Judge (CBI)(South)	—	Mr. Devender Pal Singh, Sr. Judl. Asstt.
5	Building Maintenance Committee	—	Ms. Madhu Jain, PO (MACT) (South-East)	Mr. Vinod Kumar Thukral	Mr. Pramod Saxena, Sr. Judl. Asstt.
6	Space Allotment Committee	—	Ms. Madhu Jain, PO (MACT) (South-East)	Mr. Vinod Kumar Thukral	Mr. Pramod Saxena, Sr. Judl. Asstt.
7	Disaster Management Cell	—	Ms. Aditi Chaudhary, Addl. Sessions Judge (SPTC)(South)	Mr. Vinod Kumar Thukral	Mr. Tara Singh Bist, Sr. Judl. Asstt.
8	Security Cell	—	Mr. Sanjiv Jain, Addl. Sessions Judge (SPTC) (South-East)	—	Mr. Devender Pal Singh, Sr. Judl. Asstt.
9	Library Branch	—	Ms. Aditi Chaudhary, Addl. Sessions Judge (SPTC)(South)	—	Mr. Mahender Singh Rana, Asstt. Librarian-cum-Information Officer
10	Computer Branch	—	Mr. Sandeep Yadav, Addl. District Judge (South-East)	—	Mr. Ajay P.S. Kulayana, Judl. Asstt.
11	R&C	—	Ms. Aditi Chaudhary, Addl. Sessions Judge (SPTC)(South)	Mr. K.D. Sharma	Mr. Rati Ram, Judicial Assistant
12	Judicial-I	—	Ms. Aditi Chaudhary, Addl. Sessions Judge (SPTC)(South)	—	Mr. Sunil Sharma, Sr. Judl. Asstt.
13	Judicial-II	—	Ms. Vineeta Goyal, Addl. District Judge (South)	—	Mr. Sunil Sharma, Sr. Judl. Asstt.
14	Roll & Filing	—	Mr. Balwant Rai Bansal, Addl. Sessions Judge (S)	—	Ms. Kiran Dogra, Sr. Judl. Asstt.
15	General Branch	—	Ms. Neelam Singh, Addl. Sessions Judge (Electricity)(South)	Mr. Vinod Kumar Thukral	Mr. Tara Singh Bist, Sr. Judl. Asstt.
16	General Administration Branch	—	Mr. Sameer Bajpai, PO (MACT)(South)	Mr. Vinod Kumar Thukral	—

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1 of 3

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at 2:59 PM

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
19	Purchase Cell	—	Ms. Aditi Chaudhary, Addl. Sessions Judge (SFTC)(South)	Mr. Vinod Kumar Thukral	Mr. Prabhat Bhatti (Asstt. Accounts Officer)
20	Environment & (Horticulture Cell)	(i) Stationery (ii) Facilitation Centre (iii) Telephone Exchange (iv) PRO	Ms. Madhu Jain, PO (MACT) (South-East)	Mr. Vinod Kumar Thukral	Mr. Prabhat Bhatti (Asstt. Accounts Officer)
21	Caretaking	Housekeeping (Cleanliness/Sanitation etc.) Cell	Mr. Sanjiv Jain, Addl. Sessions Judge (SFTC) (South-East) [assisted by OIC (Genl.) & ACJ]	Mr. K.D. Sharma	Mr. Hemant Sharma, Caretaker
22	Accounts Branch	(i) Pine & Audit (ii) Cash	Ms. Sunena Sharma, Addl. Sessions Judge (South)	Mr. Prabhat Bhatti (Asstt. Accounts Officer)	Ms. Sneh 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	Ms. Asham Dhawan, Sr. Judl. Asstt.
25	Record Room (Sessions)	(i) Record Room (Civil) (ii) Record Room (Criminal)	Mr. Pritam Singh, Addl. District Judge (South) (South)	Mr. J.P. Gupta	Mr. Itish Yadav Judl. Asstt.
26	Pool Car Section	—	Mr. Ajay Kumar Jain, Addl. Sessions Judge (S)	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. Surya Malik Grover, CMM (South) (Mr. Sandeep Garg, ACMM will be link)	—	Ms. Kiran Dogra, Sr. Judl. Asstt.
29	Evening Court Cell	—	Ms. Surya Malik Grover, CMM (South) (Mr. Sandeep Garg, ACMM will be link)	—	Mr. Sunil Sharma, Sr. Judl. Asstt.
30	Office of AC) (South)	Nazarat Branch	Mr. Samar Vishal, Administrative Civil Judge (South)	—	Mr. Gajender Bhardwaj, Civil Nazir
31	Video Conferencing	—	Mr. Sandeep Garg, ACMM (South)	—	Mr. Ajay P.S. Kulayana, Judl. Asstt.
32	Vulnerable Witness Deposition Complex	—	Ms. Aditi Chaudhary, 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:

- All the correspondence with the Hon'ble High Court shall be made only by the District & Sessions Judge (South).
- 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; and
 - 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) 20.3.17

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

1042 - 7202

/AM/D&S(South)/Saket/ND/2017

Dated:- 20/03/17

- 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) 20.3.17

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