

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

ORDER No. 212/2017

dt. 26/9/17

In partial modification of earlier order number 212/2017 dated 06.09.2017, it is ordered that following judicial officers are appointed to look after and supervise the work of branches indicated against their names w.e.f. 06.09.2017.

P. 20.

S.No.	Name & Designation of the Judicial Officers	Name of the Branch
1	Sh. Ajay Kumar Kuhar, ASJ-02	Administration Branch I, Leave sanctioning authority of Judicial Officers.
2	Sh. Sanjiv Jain, ASJ Special Fast Track Courts,	Administration Branch II and Vigilance Branch
3	Sh. Gulshan Kumar, ASJ-03	R&I Branch
4	Sh. Mohinder Virat, ADJ-03	Bail & Filing Section.
5	Sh. Rajeev Bansal, PO MACT-01	Copying Agency
6	Sh. Prem Kumar Barthwal, ASJ-01	Accounts Branch & Cash Branch
7	Sh. Gurvinder Pal Singh, ADJ-01,	Judicial Branch
8	Ms. Neelofar Abida Perveen, ADJ-04	General Branch
9	Sh. Pooran Chand, ADJ-06.	Administration Branch III
10	Sh. Sonu Agnihotri, ADJ-02	Record Room
11	Sh. Manish Khurana, CMM	CMM Office
12	Sh. Manish Khurana, CMM, Sh. Anubhav Jain, MM-02	Evening Cell
13	Sh. Vikrant Vaid, ACJ/CCJ/ARC	Nazarat & ACJ Office
14	Sh. Vikrant Vaid, ACJ/CCJ/ARC	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;
 - 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 Administrative Officer (Judl.) Branch(es) In-Charge and all subordinate staff shall work under the control and supervision of the the concened 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, except in case of the AAO, and A.O.(Judicial), under intimation to DDO.
6. Sh. Ajay Kumar Kuhar, ASJ-02, 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, under intimation of DDO.
7. Sh. Jaidev Kulesh, A.O.(Judicial) is hereby authorized to look after the work of process i.e. Service of summons upon Judicial Officers/ Officials.

(GIRISH KATHPALIA)

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

23780-23846

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2017/_____ New Delhi, Dated: 20/09/17

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 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. The Website Committee, Tis Hazari Courts, Delhi.

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

21/9/17
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