

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

Order No 54 dated 20.12.2021

In partial modification of this office order no. 38 dated 03.12.2020, 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. Raj Kumar Chauhan, District Judge (Commercial)-01	
Administration Branch-I	Sh. Raj Kumar Chauhan, District Judge (Commercial)	Sh. Rajesh Kumar Singh, ASJ-06 (POCSO)
Bail & Filing Section.	Sh. Rajesh Kumar Singh, ASJ-06 (POCSO)	Ms. Neelam Singh ADJ-02
Administration Branch-II	Sh. Sandeep Yadav, ASJ-02	Sh. Lalit Kumar, ADJ-04
R&I Branch	Sh. Vipin Kumar Rai, ADJ-06	Ms. Shelly Arora, ADJ-01
Administration Branch-III	Dr. Hardeep Kaur, PO MACT	Sh. Anuj Agarwal, ASJ-05
General Branch	Sh. Sumit Dass, ASJ/Special Judge (NDPS)	Sh. Naresh Kumar Laka, ADJ-03
Litigation Branch	Sh. Naresh Kumar Laka, ADJ-03	Sh. Gaurav Rao, ASJ- 01(POCSO)
Vigilance Branch	Sh. Gaurav Rao, ASJ-01(POCSO)	Ms. Shunali Gupta, ADJ-05
Copying Agency	Ms. Shunali Gupta, ADJ-05	Sh. Sandeep Garg, ASJ/Special Judge (FTC)
Record Room	Sh. Sandeep Garg, ASJ/Special Judge (FTC)	Sh. Jay Thareja, ADJ-07
Judicial Branch	Sh. Jay Thareja, ADJ-07	Sh. Sudhir Kumar Sirohi ASJ (FTSC)(POCSO)
CMM Office	Sh. Arun Kumar Garg, CMM,	
Evening Cell	Sh. Arun Kumar Garg, CMM, Sh. Arvind Bansal, ACMM	
Nazarat Branch, ACJ Office and Store	Sh. Ashish Gupta, 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 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.

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. 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.
6. Sh. Surender Singh Negi, Branch In-Charge, Administration Branch, is hereby authorized to look after the work of process i.e. Service of summons upon Judicial Officers/ Officials.

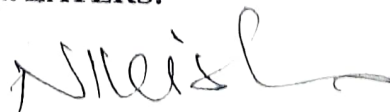

(NEENA BANSAL KRISHNA) 20.3.21

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

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2021/ 4262-4345 New Delhi, Dated: 20/03/2021

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