

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

**ORDER No. 225/2017**

*JD. 28/11*

In partial modification of earlier order number 218/2017 dated 20.09.2017, 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. 08.11.2017.

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. Raj Kumar Chauhan PO MACT-02,	Administration Branch II and Judicial Branch
3	Sh. Gulshan Kumar, ASJ-03	R&I Branch
4	Sh. Naresh Kumar Laka, 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	Ms. Neera Bharihoke, ASJ-06,	Administration Branch - III, and Vigilance Branch.
8	Ms. Neelofer Abida Perveen, ADJ-04	General Branch
9	Sh. Sonu Agnihotri, ADJ-02	Record Room
10	Sh. Manish Khurana, CMM	CMM Office
11	Sh. Manish Khurana, CMM, Sh. Anubhav Jain, MM-02	Evening Cell
12	Sh. Vikrant Vaid, ACJ/CCJ/ARC	Nazarat & ACJ Office
13	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 control and supervision of the the concerned Officers In-Charge. They'll be answerable and report, 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

1985/Comp/Skt.  
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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.

07.11.17  
(GIRISH KATHPALIA)  
District & Sessions Judge (South-East)  
Saket Court Complex, New Delhi

26451-26518

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2017/\_\_\_\_\_ New Delhi, Dated: 07.11.17

**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.

07.11.17  
District & Sessions Judge (South-East)  
Saket Court Complex, New Delhi