

Accounts Branch, South-East

Name of Branch: Accounts Branch, South-East District, Saket Courts, New Delhi

Work Profile & volume of work being dealt by Accounts Branch

Pay bill Seat:

Preparation of pay bills of Judicial Officers and staff. Release of payment of various Pay Arrears, implement of various orders received from Hon'ble High Court/HQs in time bound manner, to provide due and drawn statement to the officials/officers concerned, Tuition Fees claims, OTA, Hon. Bills, provide data of IT Return, preparation of data for filing of return of office, issuance/transfer of online LPC and hard copy of the same to transferred to other districts. other misc. Bills, Form 16 & Other Misc. work.

In addition to above, preparation of DA Arrear, Bonus Bill, online work on the pay Package & Ors. Maintenance of bill register/budget register/pay-bill ledger of the judicial officer/staff. Increase/decrease of GPF subscription. Monthly detail of disbursement of salary in respect of judicial officer/staff posted/in strength is provided to administration branch for onward transmission to HQ.

To deal with queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. Maintain all the relevant records and registers/ updation of ledgers and all other works as directed by the Ld. DDO/AO time to time. Disposal of RTI pertains to respective Seats.

GPF/CPF Seat:

To check the entitlement/ eligibility of concerned Officers/Officials towards their respective claims of GPF Advance, GPF/CPF withdrawal and accordingly prepare the Note and Draft for obtaining the approval from competent authority as well as sanction and thereafter, prepare the bills for respective claims. Maintenance of GPF/CPF Pass Book and Make entry of GPF/CPF Advance & Withdrawal as the case may be, in Pay bill ledger/GPF/CPF Registers and GPF/CPF Pass Book of the Official concerned.

Timely processing and put up the GPF Final payment case of Judicial Officers/staff on superannuation/Death/compulsory/ Voluntary retirement etc. as the case may be, before the competent authority and to submit the same to GPF Cell/PAO concerned and prepare bills after obtaining the authority of amount of final payment.

To get issued and provide the PRAN No. & Cards to newly recruited Officers/Officials.

To update the PRAN detail of the Officers/Official concerned by way of submission of requisite forms to PAO. Transfer of GPF/CPF Pass books of the

Judicial Officers/Official to concerned district on transfer. All other works as directed by the superior authorities are disposed of in time bound manner

To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.

LTC Seat:

To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims of All India LTC/HT-LTC/HT Conversion by way of obtaining reports from service book and Special Cash Package in lieu of LTC and process the claim accordingly and grant LTC advance/Final payment/adjustment and submit the bill to PAO concerned.

To make necessary entries in the service book of the Officer/official concerned regarding availing of particular LTC for the concerned block. Relevant register and record are also maintained on the LTC seat.

All other works as directed by the superior authorities are disposed of in time bound manner. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.

Contingency Seat:

To check the entitlement of concerned Officers towards their respective claims from their respective service books as well as details received from previous transferee districts and accordingly, prepare the Note and Draft for obtaining the approval from competent authority as well as sanction and thereafter, prepare the bills in respect of Reimbursement/respective claims of all the Judicial Officers towards water charges, Electricity Charges, News Paper & Magazine charges, Telephone bills, Petrol Charges and Allowances i.e. Camp Office, Technical Devices, Brief Case/Office Bags(Staff also}, Home Orderly , Robe Dress, Mobile purchase, Mobile usage bill in respect of Judicial Officers and Mobile usage bills in respect of Process Servers and posting of all the aforesaid reimbursement/payment in the respective record registers.

To provide the detail of disbursed amount against their respective claim on monthly basis. To provide contingency details of Judicial Officers/Officials to respective districts on transfer. Check and prepare the bills of All the Office Bills Electricity, Telephone, Water, outsourced staff and Ors. of Court Complex etc.

Prepare Bills of Office/all branches i.e. Purchases of items from GeM Portal, Stationery, rubber stamps, Child Witnesses support persons bill, Pool car repair & Maintenance & petrol charges of Pool Car etc. Refreshment bills of Office, payment of amount for prize distribution of Hindi competitions.

Prepare the Bills of Domestic Help Allowance in respect of retired

Judicial Officers. To prepare Data for filing return against GST/TDS on monthly and quarterly basis and provide form 16 A/ GST to concerned parties. Maintain Budget and all the relevant records and registers pertaining to aforesaid bills and allowances. In addition to that necessary entries of reimbursement claims are made in the service book record of concerned Officers/Officials. All other works as directed by the superior authorities are disposed of in time bound manner.

Budget Seat:

The Accounts Branch maintain the budget distribution to all concerned branches, prepare monthly basis data pertaining to expenditure as well as remaining budget on account of bills submitted to PAO and reconcile the same with PAO. Prepare Revised Estimate for current financial year & Budget Estimate for next financial year to ascertain the expected expenditure to be incurred during the concerned financial year & send information to other departments on monthly basis. To send the requisition of additional budget to HQ as and when required during the financial year. To prepare Monthly Salary Statement & Quarterly Statement To prepare Final Excess & Saving (twice in a financial year). All other works as directed by the superior authorities are disposed of in time bound manner.

Leave Encashment of Judicial Officers & Leave Encashment on LTC:

To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims in respect of Judicial Officers EL encashment and 10 days earned leave encashment on the occasion of LTC and put up the note and draft for approval and sanction before competent authority and prepare bill accordingly. Requisite entries in this regard are also made in the service book of the Officer/official concerned and leaves are deducted in the same. Relevant registers and records are also maintained on the LTC seat.

Short-terms & Long-term Advances i.e. HBA/MCA etc.:

To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims of short/long term advances and put up the note and draft for approval and sanction before competent authority and also obtain the approval from Finance Department, and preparing bills accordingly and make proper entry in the office records/relevant registers as well as pay-bill register.

TA Seat:

Grant of TA advance/reimbursement of final TA bill as per schedule provided by the Hon'ble High Court in respect of Judicial Officers. Judicial staff is also provided TA advance/reimbursement of TA claim on account of official journey as per direction of authority concerned.

To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to

Seats & others Misc. RTI.

Service Book Seat:

Maintaining of Leave account, Recasting of Leave, Entry of sanctioned leave, Pay fixation on promotion and as per various orders time to time, currency of penalty, Special increment matter, Addition/deletion of the name of family members in respect of Judicial Officers and staff also, entry of documents marked by the Administration Branch for necessary entry.

Preparation of annual increment List of staff and judicial officers, entry of increment, entry of penalty order & fixation of pay, compliance of various order related to pay fixation time to time, SOM verification in case of dependency, if required and disposal of all other Misc. work pertain to Seats. Noting/drafting regarding other official letters/correspondence. To resolve the query of officials/officers regarding pay fixation and service book inspection.

To send Service book of the staff/judicial officers to PAO concerned for verification of service. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to respective Seats.

Misc.-

Maintain all the relevant records and registers pertaining to seats and all other works as directed by the Ld. DDO/AO time to time, convenience and also resolve the queries of staff time to time.

**Work Profile & volume of work being dealt with by Fine
& Audit Branch (South-East)**

1. Preparation of refund vouchers.
2. Checking & submitting the daily & monthly fine statement.
3. Maintenance of Fine record & copy Agency Record.
4. Preparation of fine & CA revenue reconciliation statement (monthly).
5. Audit of the Fine Record of the ASJ & CMM, MM Courts (South), CA, Nazarat and R&I Branch for postal stamps etc.

Administration Branch, South-East District

Name of Branch	Work Assigned
Administration Branch	The Administration Branch of South-East District, Saket Courts is located on the 4th Floor in the Administrative Block and deals with all the functions related to the administration of the South East District. In addition to the overall general administration of the Court, the following are primary functions of the Administration Branch: • To deal with all the matters of Postings and Transfers of the Court Staff. • Maintenance and supervision of all the matters of the staff related to Joining, relieving, resignation, permissions, change of address, change of marital status, etc. • To deal with the leave applications and other miscellaneous matters like absentee/unauthorized absence matters in respect of the Court Staff posted at South East District. • Further marking/allocation of various matters received through the R & I Branch.

General Branch, South-East

Name of Branch	Work Assigned
General Branch	The General Branch of South-East District, Saket Courts is located on the 4th Floor in the Administrative Block and deals with the following: • All the Circulars/Orders received from the Hon'ble Supreme Court of India or Hon'ble High Courts are circulated in South-East District through General Branch. • It also deals with the out station summons/notices received and ensures necessary action/compliance in respect of the same. • It also deals with miscellaneous reports and communication with other branches and districts including Headquarters, Hon'ble High Court and Hon'ble Supreme Court. However, such communication is subject to prior approval/permission of Ld. Principal District and Sessions Judge, South-East. • It also deals with preparation of Rubber Stamps for the Courts and Branches of South-East District, Saket Courts. • It also deals with forwarding of monthly statement of CA Branch, Duly filled proforma for I-Card of Staff, etc. to the Headquarters. * It also deals with the grievances pertaining to the Persons with Disabilities employed in South-East District through Grievance Redressal Officer.

Vigilance Branch, South-East

Organizational Structure of Vigilance Branch.

- Officer In-Charge, Judicial Officer (ASJ/DJ)
- Branch In-Charge (Sr. Judicial Assistant)
- Dealing Official (Judicial Assistant/ Junior Judicial Assistant)

Charter of Duties of the Vigilance Branch.

- Sending Vigilance Clearance Report as and when sought.
- Deals with the complaints of Group B, C & D staff.
- Attending hearing in Vigilance Enquiries.
- Ancillary RTI Matters.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer In-Charge.

Litigation Branch, South-East

Organizational Structure of Litigation Branch.

Officer In-Charge, Judicial Officer (ASJ/DJ)

Branch In-Charge (Sr. Judicial Assistant)

Dealing Official (Judicial Assistant/ Junior Judicial Assistant)

Charter of Duties of the Litigation Branch.

- Deal with cases in the Hon'ble Supreme Court, Hon'ble High Court and District Courts and other forums as pertain to the office of District & Sessions Judge, South East District.
- Follow up with these cases i.e calling up the comments from the concerned Branches and forwarding the same to the counsel for the preparation of reply.
- The appointment of Government Counsel giving briefing to the counsel.
- Preparation of bill, professional charges of government counsel.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer In-Charge & Ld. Principal District & Sessions Judge, South East District.

Stationary Branch, South-East

Organizational Structure of Store/Stationary Branch.

Officer In-Charge, Judicial Officer (ACJ)

Branch In-Charge (Sr. Judicial Assistant)

Dealing Official (Judicial Assistant/ Junior Judicial Assistant)

Charter of Duties of the Stationary Branch

- Disbursement of all kinds of stationary.
- Receiving and supply of stationary articles to the Ld. Judicial Officer, Courts and Branches.
- Printing & Issuance of Letter heads and visiting Cards to the Ld. Judicial Officers.
- Distribution of consumable articles to the Ld. Judicial Officers.
- Distribution of Crockery, towels etc. to the Ld. Judicial Officers.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer In-Charge.

Cash Branch, South-East District

Work Profile of the Branch (in brief)	Dealing with Matters
Handling and disbursed of Cash (Road and Diet Money & Imprest Money)	1. Maintenance of Cash Book. 2. Maintenance of Imprest Money Register with Record. 3. Disburse the Road & Diet Money to the witnesses. 4. Issuance of Fine receipt Book to the various courts 5. Issuance of Treasury Receipt-V. 6. Preparation of reconciliation statement(Fine and Copying Agency). 7. Verifying the Monthly statement of the various Courts. 8. Receiving fine from various courts and Copying Agency and Librarian of South District on daily basis. 9. Preparation of RBI Challans.(Cash, Cheques, Postal Order) 10. Handling of Cash of Imprest Money and Road & Diet Money. 11. Attending the Court of Duty JMFC and Lok Adalat duty on Holiday. 12. Preparation of RDM Bills. 13. Issued receipts from various courts and Copying Agency received Fine on daily basis.
Field work, depositing and collecting all bills, cheques and cash from RBI, Parliament Street, PAO-14 and SBI, East Patel Nagar, Delhi	1. Presentation of all Bills received from Accounts Branch in PAO-XIV. (Medical, APB,CB,GPF Bills, LTC etc.) 2. Obtain cheques in respect of bills from PAO-14, Shankar Road. 3. Depositing and Collecting Cash and Cheques received from various courts and General Branch(lawyers Chambers) in RBI

	behalf of DDO on daily basis. 5. Receiving of fine from various court. 6. Record maintain Registers of returned bills from PAO- 14. 7. Attending the court of duty JMFC/Lok adalat on Holiday.
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Functioning of Copying Agency (South-East District)

The Copying Agency Branch perform its duties under the supervision of Administrative Officer (Judicial)/Branch In-charge, Copying Agency, South-East District, headed by Ld. Officer In-charge, Copying Agency, South-East District, Saket Courts Complex.

Branch Incharge

1. Making instructions regarding distribution of work among staff.
2. Maintained marking register of C. A. Applications.
3. Handling of queries of litigants and advocates.
4. Making all correspondence with concerned Branches/Courts.
5. To send the monthly statement to Ld. Principal District & Sessions Judge, South-East.
6. To get the circulars/orders issue after being permitted from Ld. Officer Incharge and approved by Ld. Principal District & Sessions Judge, South-East District.

File fetcher

1. To maintain the C.A. Application register.
2. To send the CA Applications to the concerned court/branch handing over to him/her by the window clerk.
3. To fetch/bring the desired record/file/documents from the Ahlmad/Asstt. Ahlmad/Nazir of the court concerned.
4. To get the file/document marked from Branch In-charge to copyist after make entry in his/her register.
5. To send back the document/files to concerned court/branch after preparation of copy.

Copyist:-

1. To maintain copyist register bearing entries to mark file and copies prepared by herself/himself.
2. To photocopy the files/documents received from the court and get it examined/checked from examiner.
3. To stamp the examined copies and make entries of certified copies in her quota register.
4. To maintain the quota register.
5. To get the clarification done, if any, from the CA Application concerned.

Examiner:-

1. To check the entitlement of the CA Application in accordance with the rule.
2. To tally and check the judicial record/file after being prepared by the copyist as the desired documents sought by CA Application.
3. To make clarification from applicants concerned, if required and prepare the certified copies accordingly.
4. To check, sign and attest the certified copies prepared by the copyist in accordance with the rule.

Window Clerk:-

1. To receipt & issue the CA Application after acknowledge the same as per rules.
2. To maintain the cash register & CA Application register.
3. To handle the queries related to prepare certified copies and also to provide the date for uncertified copies.
4. To sequentialize the prepared certified copies prepared by copyist accordingly.
5. To deliver the certified copies to litigants/advocates concerned and maintain the delivery register.
6. To prepare the monthly statement of pending and disposal CA applications.
7. To deposit the cash to cashier.

Digitization Cell, South-East

Organizational Structure of Digitization Cell

Chairperson

Branch In-Charge (Sr, Judicial Assistant)

Dealing Official (Judicial Assistant, Junior Judicial Assistant)

Charter of Duties of the Digitization Cell

Digitization/Scanning of decided files of all courts/Consigned files of Record Rooms of South East District as per directions given by IT & Digitization Cell(HQs) .

Checking/Verification of data & Digital Signature for upload of data.

Digitization/Scanning of files, Digital signature and upload of files requisitioned by Hon'ble High Court.

Preparation of reports pertaining to Digitized data to IT & Digitization Cell (HQ) for further transmission of reports to Hon'ble High Court.

Correspondence, noting drafting and any other work assigned by the Chairperson, South-East District.

Judicial Branch, South-East District

Brief description of the jobs performed

- To maintain the record of Monthly Statement with regard to work done by the Judicial Officers of Delhi Higher Judicial Service & Delhi Judicial Service (Civil Judges only). After checking/compilation of monthly statement, the compiled chart of monthly statement is sent to the High Court of Delhi and duplicate copy of monthly statement is sent to the District & Sessions Judge (H.Q.).
- To maintain Monthly information in respect of W.P.(C) No. 10689/2017 titled as Ajay Verma Vs. Govt. of NCT of Delhi & Ors.
- To maintain the record of Quarterly Statement with regard to work done by the Judicial Officers of Delhi Higher Judicial Service & Delhi Judicial Service. After scanning/checking of quarterly statement, the scanned quarterly statement is sent to the High Court of Delhi through E-mail.
- To maintain the record of the following quarterly statement of the Judicial Officers of Delhi Higher Judicial Service & Delhi Judicial Service.
- Under Trial Prisoners (UTPs).
- Speedy Trial of Gang Rape Cases.
- Interim Award (only from the courts of PO-MACT).
- Writ petition (Crl.) No. 310 of 2005 titled “Bhim Singh Versus Union of India & Ors.” pending before the Hon’ble Supreme Court of India. (Accused is/are entitled of benefit U/s 436A Cr.P.C.).
- Compliance report of the directions given in judgment dated 10.09.2014 delivered by Hon’ble Mr. Justice J.R. Midha in Crl. M.C. 4485 of 2013 titled “Manjit Singh Vs. State” –submission of quarterly report.
- To give reply of all the correspondence pertaining to the pendency of cases from the court of the Officers of Delhi Higher Judicial Service & Delhi Judicial Service sought from the Supreme Court, High Court of Delhi, District & Sessions Judge (H.Q.) and Lok Sabha/Rajya Sabha etc.
- To Maintain Leave Registers of Judicial Officers and leave applications.

- Receiving of daily leave intimation of Judicial Officers and sending it to the Website Committee of Tis Hazari Courts for uploading the same on the official website of the District Courts.
- To maintain the record of Monthly Statement with regard to work done by the Judicial Officers of Delhi Judicial Service (Metropolitan Magistrates only). After checking/compilation of monthly statement, the compiled chart of monthly statement is sent to the High Court of Delhi and duplicate copy of monthly statement is sent to the District & Sessions Judge (H.Q.).
- To maintain the record of Quarterly Statement with regard to work done by the Judicial Officers of Delhi Judicial Service (Metropolitan Magistrates only). After scanning/checking of quarterly statement, the scanned quarterly statement is sent to the High Court of Delhi through E-mail.
- Sending of Judicial Record/Trial Court Record/ Lower Court Record to Hon'ble Supreme Court and High court and other subordinate courts for sending the requisition of TCR/Order/Judicial File.
- To circulate the Circulars, Orders, Notifications and Judgment of Hon'ble Supreme Court of India and Hon'ble High Court of Delhi.
- Forwarding of correspondence to Hon'ble High Court of Delhi and Hon'ble Supreme Court of India received from all the Courts of South East District, D&SJ (HQ) and other Districts.
- Work related to Monthly, Quarterly, Half yearly and Yearly statement & Misc. Correspondence of all judicial officer of Saket Courts Complex as link of the above official.
- To follow up regarding non receipt of required information from Officials/Ahlmad/Reader.

Receipt & Issuing Branch, South-East

Receipt & Issuing Branch	High Court Dak Receipt Seat	Receive of Judicial Record/dak (Orders from Hon'ble High Court and sent to concerned Courts/Judicial Branch
	Misc. Dak Seat	Receipt and dispatch of all Leave Sanction orders of Judicial Officers and officials of South East District, Saket Courts.
		All misc. dak – Receiving and distribution of Postal letters from all districts and other states and Dak from South East district and from other offices from all over India.
	Jail Dak Seat	Receipt Dak from Jail to be sent to all concerned Courts of South East District and Dispatch of Jail Dak i.e. Release Warrants/ Production Warrants/Notices etc. received from all Courts to Jail.
	Email	Circulation of Office Orders, circulars through E-mail to Courts/officials.
	Internal Branch Seat	Receipt of all dak to be sent to All Courts, Accounts and other Branches (except Admn.), South East District.
	Circular Dispatch Seat	Dispatch of Circulars and orders issued by the O/o Ld Principal District & Sessions Judge (South East) Saket Courts and from other Districts to all concerned Courts/Committees/Branches
	External Dispatch Seat	Dispatch of all external Judicial Record/Dak (Hon'ble Supreme Court, different courts and other agencies quarter concerned).
		Dispatch of Sanction orders to GNCT/AGCR and other agencies quarter concerned).
		Dispatch of Robkars to other District courts of

		Delhi.
	High Court Seat for Dispatch of Judicial Records	Dispatch of Dak and Judicial records to Hon'ble High Court.
	Postal Dispatch Seat	Dak to be dispatched by Post in and outside Delhi and same be maintained in the Postal Ticket Register.
	Internal Branch Seat	Receipt of all dak to be sent to Admin. Branch, South East District.
	Sanction orders	Receipt and dispatch of all Accounts Sanction orders of Judicial officers and officials of South East District, Saket Courts.
	Receipt Tis Hazari Dak Seat	Receipt and distribution of dak in SED from Tis Hazari Courts, Delhi

Computer Branch, South & SOUTH-EAST District **Saket Court Complex, New Delhi**

Profile of Branch

Computer Branch is located at Room no. 305, Admin Block, Saket Courts Complex. Computer Branch provides Computer Systems, Printers, Scanners, Thin Client Machines and other IT infrastructure to Courts and Branches functioning in both South and South-East District, Saket Courts, New Delhi. Besides this, Computer Branch maintains CIS Server and Official Websites of both South and South-East District.

The Structure and hierarchy of Computer Branch is as under:-

Pr. District & Sessions Judge, South District



Officer In-charge (Computer Branch)



Nodal Officer (Computer Branch)



Branch In-charge (Computer Branch)

Work Profile of Computer Branch is as under:-

Branch Incharge seat:-

- Placing of files of various matters marked/related to Computer Branch for approval/resolution before concerned authorities.
- Supervision of notings / Letters / Circulars / Minutes of Meetings on the directions of Ld. Officer In-charge (Computer), Nodal Officer (Computer), Nodal Officer (District Website)
- To liaison with Headquarters to get/provide the requisite information / reports through e-mails or via other modes of communication.

- To liaison with Service Managers of AMC/ Warranty Companies and other competent authorities for smooth functioning of Computerization Work in all courts of South and South-East District.
- Supervision of Engineers in resolution of complaints related to Computer System / Printer/ VC etc. by the Resident Engineers deputed by AMC vendors.
- To supervise the overall functioning of Computer Branch and Server Room. Immediately marking of the matters received through Dak, e-mail etc. and to ensure timely disposal of the matters.
- Compliance of the directions of Minutes of Meeting of Centralized Computer Committee, Tis Hazari Courts (HQ), Computer Committee, Hon'ble High Court of Delhi, Honble e-Committee, Supreme Court of India and District Court Computer Committee, Saket Court.
- To supervise and ensure smooth functioning of the Computer Store by issue necessary directions to store clerk to maintain inward/outward record of computers & other peripherals, issuance thereof, provide future requirements of articles in the store to provide to the courts/branches for their smooth functioning.

Digital Signature Certificate creation seat:-

- Preparation of Digital Signature Certificates for all Ld. Judicial Officers staff officials posted at South and South-East District.
- Preparation of Digital Signature Certificates of staff officials posted at South and South-East District.
- To coordinate with Ld. Judicial Officers and staff officials for removal of objection in document uploading and video verification and with vendor for preparation of Digital Signature Certificates
- Maintain record of issuance of and expiry of Digital Signature Certificates of Ld. Judicial Officers of South and South-East District and send advance intimation to concerned Purchase Cell for creation of Digital Signature Certificates.

Noting and drafting seat

- Preparation of Noting / Letters / Circulars / Minutes of Meetings based on the communications received from Hon'ble High Court of Delhi, Ld. Principal District & Sessions Judge (HQs) and Ld. Chairman (IT &

Digitization), Delhi District Courts through the concerned district Ld. Principal District & Sessions Judge.

- Preparation of Noting / Letters / Circulars on the directions of Ld. Principal District & Sessions Judge South and South-East District, Ld. Officer In-Charge (Computer) and Ld. Nodal Officer (Computer).

Management of Website of South and South-East District seat

- Uploading of important Circulars, Notices, Notifications, Tenders, Recruitment notices for information of public concerned.
- Upload of leaves of Ld. Judicial Officers for information of Advocate / Litigants.
- Updating / uploading of Video Conferencing links and information of Readers for the convenience of Lawyers / Litigants.
- Consequent to the transfer / posting order of Hon'ble High Court of Delhi to update list of judges and their photographs on the official Website of South and South-East District.
- To upload photographs of various functions organized at Saket Courts Complex in the media gallery of official Website of South and South-East District.
- Updating of Bail Roster, Duty Roster and Link Rosters on the official Website of South and South-East District.
- Creation of new Links / Tabs for displaying specific information as per the directions of higher authorities.
- Updating of information under various Tabs available on the official Website of South and South-East District.

Justice Clock

- Maintenance of Justice clock regarding switch on & off on daily basis.
- Updating /Modification of Software and information to be displayed on Justice Clock.

Creation of Emails from NIC

- Creation of Email IDs of Judicial Officers on *aij.gov.in* domain

Dak, Email and files management seat

- Receive/ Dispatch of the daily dak.
- Distribution of Dak amongst the concerned office/officials.
- Maintain record of Minutes of Meetings of all Committees.
- Circulation of all office Circular/Orders amongst officials/concerned offices and keep record thereof.
- Regularly checking of e-mails and preparation of Replies / forward the same to the concerned authorities/officials with the directions of Branch Incharge.
- Management of all the Files of Computer Branch, Saket Courts Complex, New Delhi
- Tagging of all the Notings / Letters / Circulars / Minutes of Meeting in the concerned files.

Local Area Network (LAN) & Lease Line (1GBPS) Management

- To ensure proper functioning of Local Area Network of Saket courts (i.e. Manageable Switches, Un-manageable Switches, all the Lan Nodes and other LAN devices).
- To co-ordinate with Engineers in resolution of complaints related to LAN by the Resident Engineer deputed by AMC Vendor.
- To ensure smooth functioning of 1 GBPS leased line at Saket Courts Complex.
- Assigned complaint related to 1 GBPS leased line to NIC / MTNL and coordinate with their office for immediate resolution of complaints.

Complaint Management seat

- Maintain the Complaint Register pertaining to computer systems, Printers, Scanner, Thin Client Systems, LAN issue and other technical complaints in Saket Court Complex, New Delhi.
- To Co-ordinate with Engineers in resolution of complaints related to Computer System / Printer by the Resident Engineer deputed by AMC vendors.
- Tracking the status of such complaints.
- Preparation of quarterly report of AMC vendors/companies.

Stock Management seat

- Maintain the inventory of approx 1000 nos. Of Computer System 400 nos. of Printer, 150 nos. of Scanners, 226nos. of Thin client systems and other related peripherals.
- Maintain the inventory of Windows OS, Antivirus, Adobe Acrobat professional and other softwares.
- Maintain the inventory of Printer Cartridges
- Issuance /Distribution of cartridge, computer systems, Server, Printer and UPS etc. to the courts and branches in South District and South-East District as per requirement.
- Preparation of Indent as per requirement of Computer and consumable peripherals or any other articles consumable or non-consumable for South District and South-East District in coordination with Computer Branch (HQs).
- Updating of Computer Systems and Printers on LAYERS.
- Handling of matter of AMC of Computer Systems, UPS, Batteries etc. installed in South District and South East District.
- Prepare stock or Inventory of the hardware which are liable to put to be for condemnation.
- Preparation of Budget on the basis of annual requirements.
- Handling of matters relating to audit of Stock.

CIS Server Management seat

- Year Initialization of Servers.
- National Codes of each case type
- Mapping of Masters
- Creation of New Courts
- Creation of New Judges
- Joining / Relieving of Judges
- Modification of Cases
- Deletion of Cases
- Transfer of Cases (Individual, Bulk & Establishment)
- Taken on Board
- User Creation in Database
- Role assignment to users
- Deletion of Ordersheets / Judgments wrongly updated on CIS or e-Courts portal.
- Daily Server backup of CIS Software.
- Maintenance and updation of servers.
- Consuming of Challans (NBT etc.) on daily basis.
- Running of Slon commands on daily basis.

- Taking of CIS Backup on daily basis.
- Removing double entry errors.
- Running of SMS Script on daily basis.
- Uploading of Daily Orders / Judgments on eCourts Website on daily basis.
- Management for officers training (noting /correspondences / approval / schedule of batches/circulars) and technical assistance to Master Trainers in Training programme of learned Judicial Officers.
- Creation of Lok Adalats, Addition of Lok Adalat Member, Adding of panels, retrieving of Lok Adalat reports and closing of Lok adalats. Technical support to court officials and DLSA Officials to assign the cases to panel, settlement of cases and disposal of cases.
- Execution of Scripts commands to run the Server and update the data on NJDG in morning and evening including SMS script.
- Handling of telephonic queries/complaints raised by the Readers, Personal Assistants, Ahlmads, Nazirs, Bail & Filing Branch related to server and CIS software.
- **NSTEP Project**
- Handling of complaints/issues regarding generation of processes through NSTEP.
- Impart training / support to Court staff and Nazarat Branch Officials regarding NSTEP implementation and working.

E-Filing Project

- To short out / resolve queries of advocates regarding e-Filing login creation.
- To provide report (as and when desired) by Hon'ble High Court of Delhi & Department of Justice regarding how many cases e-Filed etc.
- ICJS (Interoperable Criminal Justice System) Project.
- Mapping of Police Stations
- Handling of Digital Court Project (138 NI Act Cases)
- Attend the queries of advocate regarding 138 NI Act Cases.
- Attend the queries of dealing official (filing counter) regarding 138 NI Act Cases.
- Attend the queries of Reader-cum-Ahlmad posted in Digital Courts.
- Imparting Training to Staff
- Imparting Training programmes of advocates and litigants as per the directions of Delhi Judicial Academy and higher authorities.

In addition to aforesaid work Computer Branch is also assigned the work of following committees:-

District Court Computer Committee:-

- Preparation of Minutes of Meeting
- Arrangement / Scheduling of Meeting Committee
- Communication with different departments for necessary compliance of the Minutes of Meeting.

Committee to Monitor / Observe the Reason of Delay of cases Pending for more than 2 Years:-

- Arrangement / Scheduling of Meeting of Committee
- Collection of reports of **Reason of Delay of cases Pending for more than 2 Years** from all the courts of South-East District.
- Compilation of such reports and sending it to Hon'ble High Court of Delhi.

Fortnightly compliance report of Video Conferencing.

- Collection of **Fortnightly compliance report of Video Conferencing** from all the courts of South and South-East District.
- Compilation of all the reports received from Courts of South-East District and sending it to Hon'ble High Court of Delhi.

Accessibility Committee, South-East District

- Arrangement / Scheduling of Meeting of Committee
- Preparation of Minutes of Meeting
- Communication with higher authorities and different departments for necessary compliance of the Minutes of Meeting.
- Implementation of various directions regarding Accessibility Committee, South-East received from higher authorities.

Compliance Report in respect of uploading of orders and judgments on CIS by Judicial Officers after signing them by using the digital signatures.

- Sending monthly compliance Report of uploading of orders and judgments on CIS by Judicial Officers after signing them by using the digital signatures received through Judicial Branch (South).

Record Room South East District

Record Room South East District, Delhi are bifurcated under the three category i.e. (a) Record Room (Sessions) (b) Record Room (Civil) (c) Record Room (Criminal). These Record Rooms preserves the consigned records such as Judicial decided files and miscellaneous registers of the South East Districts Branches and courts. All three record rooms works in accordance to the norms incorporated in the Delhi High Court Rules & Orders. Vol. IV, Chapter 16.

The basic work profile of the Record Rooms are as under :-

1. Consignment of files and other miscellaneous records :-

Consignment work requires the checking of paging and maintenance of the records and giving a particular number to each record or files which are to be consigned and that number is called goshwara number of the file.

2. Procurement of consigned files and other miscellaneous records :-

The consigned files and other miscellaneous record are provided to the different institution as per their requirement which are such as Hon'ble Supreme Court, Hon'ble High Court, Trial and Lower Courts, Tribunals, Commissions, Copying Agency, etc. These consigned records also can be procured for inspection as per rules.

3. Miscellaneous Works:-

These Record Rooms also deal with Public enquiries, replies circulars, information under RTI Act etc and to performs all these works efficiently and to keep the track of the works, different registers are maintained by the Record Rooms such as goshwara register, inspection register, files sending register, copying agency registers etc.

Structure of the Record Room South East Districts

Principal District & Sessions Judge (SED) (Head of the Department)

Officer In Charge, Record Room, South East Districts

Branch In Charge, Record Room, South East Districts

Mauza Clerks

(Officials deputed for the consignment, weeding out, procurement, scanning, maintaining and up keeping of related registers and digitization of the files and other records.)

Nazarat Branch, South-East

1. Incharge: To look after all the administrative work of Nazarat Branch, South-East District, Saket Courts, Delhi and work of all seats of Nazir/Civil Nazir.
2. Civil Nazir/Naib Nazir: As the notices/summons received from the courts and the same are marked to the Process Servers beat wise and delivery report is submitted by Process Servers forwarded the same to the concerned Courts and information thereon kept in record.
3. Bailiffs: When Warrants marked by Ld. ACJ to the Bailiff's he/they visit the spot and execute the same as per directions of concerned Courts and file their reports to the concerned Courts through Civil Nazir.
4. Process Servers: When Notices/Summons marked by the Civil Nazirs/Nazir's they visit the Spot and file their report as per law to the concerned Courts through Concerned Beats Civil Nazir's/Naib Nazir's.

Note:

- 1) It may be noted that no JA/JJA has been provided by administration branch, to Nazarat Branch, for entry of summons and other computer related miscellaneous works. Hence, process servers are entering the summons and doing computer related miscellaneous works.
- 2) It may be noted that no Peon/Dak Peon has been provided by administration branch, to Nazarat Branch, for the distribution of the Dak/Summons/Warrants to the various court rooms of the court. Hence, process server is distributing the Dak/Summons/Warrants to the various court rooms of the court.

Office of the Chief Judicial Magistrate, South-East

Organizational Structure of CJM Office, SED

- * Officer In-Charge, (Ld. CJM/SED)
- * Branch-in-charge
- * Dealing Official (JA/JJA)

Duties of CJM Office cum Filing , SED

1.) Looking up the work arise from Ld. C.J.M - Office

Preparing of : -

- i) Link Roster for Magisterial Courts.
 - ii) Month-wise Duty Rosters for Metropolitan Magistrate.
 - iii) Receiving of Pendency Reports or “Statistical monthly or quaterly Reports” from All Metropolitan Magistrates (South East).
 - iv) Issuing of Circulars Orders & Letters time to time as directed by the Learned C.J.M.
 - v) Disposal of letters received from Hon’ble Supreme Court of India or Hon’ble High Court of Delhi and Learned C.J.M Delhi.
 - vi) Disposal of DAK received from Magisterial Courts day to day.
- Any Other Information which as required by the Learned Chief Judicial Magistrate, Delhi Or by the Additional Chief Judicial Magistrate South East.
- Etc.
- vii) Modification in the Duty Roaster / Link Roaster every month for Magisterial Courts.
 - viii) Transferred Cases
 - ix) Soliciting the R.T.I. Queries pertaining to this office from time to time
 - x) Judges Leaves

2. Handling Filing Counter/Window :-

1.) FRESH COMPLAINT CASES through eFiling: -

U/s : 156 (3) & 200 Cr. P.C (175(3), 223 BNSS)

U/s : 138 N I Act.

U/s : 12 D.V. Act

Other Criminal Complaints Under IPC. Etc

2.) Misc. Applications (Bail, Superdari etc.)

3.) Police File (Charge Sheet)

Purchase Cell, South-East District

WORK PROFILE OF PURCHASE CELL, SOUTH-EAST DISTRICT:-

1. Receiving of Dak/proposals regarding purchase of various items/stationary from the concerned branches of South District and put up before the purchase committee.
2. Preparation of Minutes of Purchase Committee.
3. Placing orders on GeM portal and inform to the concerned branches.
4. Receiving the satisfactory reports of the goods/items and generate CRAC on GeM and sending bill to the concerned branches for payment.
5. Update payment details on GeM portal and close the bills.
6. Maintain the registers of purchase and update entries regarding gem portal.

RTI Branch, South-East

Charter Of Duties of the RTI Branch.

- To Receive Applications under RTI Act Online & Offline and register them.
- Process the application and seek/obtain the comments/information sought in the Application from the concerned Branch, Court and Official.
- Prepare the Reply and communicate expeditiously in time, the information sought for.

Appropriate reply to the applicant or take necessary action in accordance with Law/Rules.

- To Receive Appeal and register them.
- Assist the Appellate Authority on appeals being filed.
- Compliance with direction of Appellate Authority.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer In- charge.

हिन्दी शाखा

1.	सरकारी कार्यालय कामकाज में हिंदी को बढ़ावा देने संबंधित कार्यों के परिपत्रों को समय-समय पर परिचालित करवाना।
2.	विविध हिंदी प्रतियोगिताओं का आयोजन करवाना तथा पुरस्कार वितरण समारोह का आयोजन हेतु।
3.	तीस हजारी न्यायालय व आदरणीय उच्च-न्यायालय में हिंदी काव्य-सम्मेलनों का आयोजन हेतु।
4.	वरिष्ठ निजी सहायकों तथा निजी सहायकों को समय-समय पर हिंदी टंकण प्रशिक्षण प्रदान करवाना तथा प्रमाण-पत्रों को प्रतिभागियों में वितरित करना।
5.	राजभाषा हिंदी के दैनिक कार्यों का परीक्षण करना।
6.	केन्द्रीय हिंदी कार्यान्वयन समिति की बैठकों में नोडल अधिकारियों व कर्मचारियों की उपस्थिति तथा दिशा-निर्देशों का पालन करना।
7.	दिल्ली सरकार, कला, संस्कृति एवं भाषा विभाग, दिल्ली सरकार द्वारा हिंदी कार्यशालाओं का आयोजन करवाना।
8.	त्रैमासिक प्रपत्र प्रोफार्मा के संबंध में, समस्त शाखाओं से त्रैमासिक रिपोर्ट मंगवाना तथा संलग्नित करना तथा उसकी रिपोर्ट तीस हजारी न्यायालय भेजना।
9.	सरकारी कामकाज में राजभाषा हिंदी को बढ़ाने, इसका प्रचार-प्रसार व हिंदी कार्य के प्रति रुचि पैदा करने के लिए कला, संस्कृति एवं भाषा विभाग, दिल्ली सरकार द्वारा विविध हिंदी प्रतियोगिताओं में भाग लेने के इच्छुक कर्मचारियों के नाम भिजवाने की कार्यवाही हेतु।
10.	जिला न्यायालय, दिल्ली की पत्रिका "अभिव्यक्ति" के प्रकाशन व मुद्रण के संबंध में न्यायिक अधिकारियों से उनकी लिखित सामग्री, फोटोग्राफ आदि एकत्रित करना।
11.	स्वतंत्रता दिवस व हिंदी कार्य दिवस के उपलक्ष्य पर हिंदी में बैनर व पोस्टर आदि बनवाने के लिए आवश्यक कार्यवाही करना।

BAIL & FILING BRANCH, SOUTH-EAST

1. Providing General Information
2. Receipt, scrutiny and sorting of bail applications according to the bail roster.
3. Entry, allocation and scrutiny of bail applications of court matters and registration of roster bail applications.
4. Receipt, binding and entry of bail applications and wapsi register for sending decided bail applications to the courts of concerned Ld. JMs' Ist class according to the police stations and respective jurisdiction.
5. Delivery of attested copies of bail orders to Advocates/Litigants.
6. Receipt and despatch of applications for certified copies of bail applications/orders.
7. Receipts of civil cases through E-portal.
8. Scrutiny, verification of cases and after verification accept the matters for listing if filed as per the order/directions/rules framed by the Hon'ble High Court of Delhi under E-Filing Rules and in case of any descrepancy, rejecting the cases for re-filing of cases as per rules.
9. Randon allocation of cases as per the category and jurisdiction of cases to the establishments of both Ld. Principal District and Sessions Judge, South East and Ld. Senior Civil Judge, South East.
10. Scrutiny and approval of crl. appeals/crl. revisions/crl. Transfer petitions. Allocations of such revisions/appeal/transfer petition in crl. Cases after marking by the Ld. Principal District and

Sessions Judge to the courts, marked by the Ld. Principal Distt. And Sessions Judge.

11. Locking of E court Fee.
12. Receipt, scrutiny and entry of caveat applications and get them signed by the Ld. Principal District and Sessions Judge.
13. Scrutiny of caveat register of both establishments of Ld. Principal District and Sessions Judge, South East and Senior Civil Judge, South East District daily in the evening to ascertain whether any caveat has been received or not in the cases, to be listed on the next day. In case, any caveat is found to be filed in a particular cases, sending the same to the court wherein the case has been allocatted.
14. Maintaining of record of bails. Civil suits, session committal cases, caveats, revisions, appeals and enquiries raised by the Ld. Courts from time to time.

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF
THE PUBLIC INFORMATION OFFICER**

[Section 4(1)(b)(xvi)]

Name	Sh. Anil Kumar Rai
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