

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

Order No 173 dated 17.11.2023

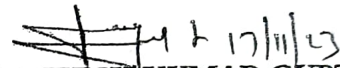
In partial modification of this office order no. 169 dated 20.09.2023, following Judicial Officers are assigned to look after and supervise the work of branches indicated against their names with immediate effect.

Name of the Branch	Name of the Officer Incharge	Name of the Link Officer In-Charge
Leave sanctioning authority of Judicial Officers.	Sh. Lokesh Kumar Sharma, ASJ(FTC)-02	Ms. Surya Malik Grover, ASJ (Special Judge FTC)
Bail & Filing Section.	Sh. Vishal Singh ASJ-05	Sh. Deepak Wason ADJ-05
R&I Branch	Ms. Nirja Bhatia, District Judge (Commercial)-06	Sh. Sachin Sangwan ASJ(FTC)-01,
Administration Branch-I	Sh. Vishal Singh ASJ-05	Sh. Prashant Sharma, ASJ-02
Administration Branch-II	Sh. Prashant Sharma, ASJ-02	Sh. Pooran Chand, ASJ-01(POCSO)
Administration Branch-III	Sh. Pooran Chand, ASJ-01(POCSO)	Sh. Vishal Singh ASJ-05
General Branch /Stationary/Store	Sh. Munish Markan, ADJ-02	Ms. Anu Aggrawal, ASJ-06 (POCSO)
Purchase Cell	Sh. Lovleen ASJ-03	Sh. Sachin Sangwan ASJ(FTC)-01,
Litigation Branch	Sh. Arul Verma, ASJ-04 (Special Judge NDPS)	Ms. Shelly Arora, PO MACT - 02
Vigilance Branch	Sh. Ajay Kumar Jain, District Judge (Commercial)--03	Sh. Deepak Wason ADJ-05
Copying Agency	Sh. Sonu Agnihotri, ADJ-07	Ms. Geetanjali, ASJ (FTC)-03
Record Room	Sh. Rajesh Kumar Singh, District Judge (Commercial) (Digital)-07	Sh. Sachin Sangwan, ASJ(FTC)-01
Judicial Branch	Sh. Dheeraj Mittal, ASJ (SC RC)	Sh. Lovleen ASJ-03
CMM Office	Chief Metropolitan Magistrate	ACMM
Evening Cell	Ms. Shivani Chauhan, CMM, Ms Shriya Agrawal, ACMM	
Store, Nazarat Branch, ACJ Office	Sh. Deepak Vats, 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 Principal District and Session Judge, if in doubt and liaison, when required, with other Officer(s)-in-Charge and Committees.

2. The Branch 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. Lokesh Kumar Sharma, ASJ (FTC)-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 Services as per rules.
6. Ms. Alka Chhabra, Branch In-Charge, Judicial Branch, is hereby authorized to look after the work of process i.e. Service of summons upon Judicial Officers/ Officials. Branch In-Charge, Administration will look after the work of process i.e. Service of summons upon Judicial Officers/ Officials, as link of Branch In-Charge, Judicial Branch, South East District, Saket Courts, New Delhi.


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

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2023/ 14095-193

New Delhi, Dated: 18/11/23

Copy forwarded for information and necessary action to:

1. The Registrar General, High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (HQ), Delhi. Delhi.
3. The Principal District & Sessions Judge (South), Saket Courts, New Delhi.
4. All the Judicial Officers of South-East District, Saket Courts, New Delhi.
5. All Sr. A.O./A.Os. (Judicial)/Branch In-charges of South-East District, Saket Courts Complex, New Delhi.
6. PS to Principal District & Sessions Judge, South-East District, Saket Courts Complex, New Delhi.
7. PRO, South-East District, Saket Courts Complex, New Delhi.
8. R&I Branch, South-East District, for uploading on **LAYERS**
9. For uploading on centralized website through **LAYERS**.


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