

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 01 /2022

Dated:- 07th March, 2022

Pursuant to the directions contained in the Minutes of the meeting of the "Committee to monitor proper implementation of several guidelines laid down by the Hon'ble Supreme Court as well as Hon'ble High Court for dealing with matters pertaining to Sexual Offences and Child Witnesses" held on 03.02.2022, received vide letter No. 156-167/Rules/DHC/2022 dated 24.02.2022 of the Hon'ble High Court, the following Committee for the South District is hereby constituted in suppression of earlier committee constituted on the subject with immediate effect:-

SOUTH DISTRICT COURT VULNERABLE WITNESS DEPOSITION COURTROOMS MONITORING COMMITTEE

- | | |
|---|---------------|
| 1. Principal District & Sessions Judge (South) | - Chairperson |
| 2. Ms. Vinceta Goyal, Addl. Sessions Judge (SFTC)(South)
(Senior most Addl. Sessions Judges) &
(Senior most Presiding over the Court dealing with Rape Cases) | - Member |
| 3. Sh. Amit Bansal, Addl. Sessions Judge-01 (POCSO)
(Senior most Judge Presiding over POSCO Court) | - Member |

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the undersigned.
2. All decisions taken by each Committee (not chaired by Pr. District & Sessions Judge herself) shall be subject to the approval of the District & Sessions Judge (South).
3. All the official communications to the Ld. Pr. District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. Pr. District & Sessions Judge and only by the undersigned.
4. The Committees shall submit quarterly report by the end of the every quarter month.
5. Whenever required, the Chairperson of the Committee shall co-ordinate with the Chairperson(s) of other Committee(s), so that there is always a proper cohesion.
6. After the decision(s) of a Committee have been approved, consequential action, including issuance of all necessary communication(s)/order(s) and follow-up, shall be undertaken by the Officer In-charge, through the concerned Branch.

Praveen Kumar
(Praveen Kumar)

Off. Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 4723-4809 /Pr. D&SJ(South)/Saket/ND/2022

Dated:-07-03-2022

Copy to:-

1. The Registrar General, High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. The Principal Judge (Family Court), South, Saket Court Complex, New Delhi.
5. The Principal Judge (Family Court), South-East, Saket Court Complex, New Delhi.
6. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service of South District posted at Saket Courts Complex, New Delhi and the concerned officials.
7. The Judge Family Court, South-East, Saket Court Complex, New Delhi.
8. The Officer In-Charge (VDWD), Saket Court Complex, New Delhi.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
SAKET COURT COMPLEX, NEW DELHI

ORDER NO. 02 /2022

Dated : 7th March, 2022

Pursuant to the directions contained in the Minutes of the meeting of the "Committee to monitor proper implementation of several guidelines laid down by the Supreme Court as well as High Court of Delhi for dealing with matters pertaining to Sexual Offences and Child Witnesses" held on 03.02.2022, the Court Room No. 15 of Vulnerable Witness Deposition Complex (VWDC) is allocated for the use of South District and Court Room No. 15-A is allocated for the use of South-East District. The Court Room allocated to one district may be used by the other district, wherever so required.



(PRAVEEN KUMAR)

Officiating Principal District & Sessions Judge
South District, Saket Court Complex, New Delhi

No. 4810-4989 /PDJ(S)/Genl./Saket/ND/22

Dated 07-3-2022

Copy forwarded for information & necessary action to:-

1. The Registrar General, Hon'ble High of Delhi, New Delhi
2. The Principal District & Session Judge (HQs), Tis Hazari, Delhi
3. P.S. of Principal District & Sessions Judge (South), Saket Court Complex, New Delhi
4. P.S. of Principal District & Sessions Judge (South-East), Saket Court Complex, New Delhi
5. All the Officers of Delhi Higher Judicial Service & Delhi Judicial Service posted in South & South-East District, Saket Court Complex, New Delhi
6. The Chief Prosecutor, South and South-East District, Saket Court Complex, New Delhi
7. The Secretary Bar Association, Tis Hazari/Patiala House/Saket/Karkardooma/Rohini and Dwarka Courts, Delhi/New Delhi
8. The Deputy Commissioner of Police (South), Hauz Khas, New Delhi
9. The Deputy Commissioner of Police (South-East), Sarita Vihar, New Delhi
10. The Officer-in-Charge, Computer Branch, District Court Complex Saket, New Delhi with a request to get the order uploaded on the relevant website(s) of Delhi District Court.
11. The Assistant Account Officers/ PRO/Branch In-Charges of all Branches/Sections/Cell/Units etc., South & South-East District, Saket Court Complex, N.D.
12. The Telephone Operator, District Court Complex Saket, New Delhi.
13. All the Notice Boards of District Court Complex Saket, New Delhi through Caretaker.
14. For uploading on LAYERS
15. Guard File.



(PRAVEEN KUMAR)

Officiating Principal District & Sessions Judge
South District, Saket Court Complex, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 03 /2022

Dated:- 24th March, 2022

In partial modification of the earlier orders on the subject, the E-Tendering Committee for the District Court Complex Saket, South District, New Delhi is hereby re-named as **Out-Sourced Manpower Recruitment and Management Committee** with immediate effect:-

OUT-SOURCED MANPOWER RECRUITMENT AND MANAGEMENT COMMITTEE

- | | |
|--|---------------|
| 1. Sh. Prem Kumar Barthwal, District Judge (Commercial)(South) | - Chairperson |
| 2. Sh. Sandeep Garg, Addl. Sessions Judge (SFIC) (South-East) | - Member |
| 3. Ms. Charu Gupta, Chief Metropolitan Magistrate (South) | - Member |
| 4. Ms. Manika, Addl. Chief Metropolitan Magistrate, (South) | - Member |
| 5. Sh. Rohit Gulia, Administrative Civil Judge (South) | - Member |

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the District & Sessions Judge (South).
2. All decisions taken by each Committee (not chaired by District & Sessions Judge herself) shall be subject to the approval of the District & Sessions Judge (South).
3. All the official communications to the District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. District & Sessions Judge and only by the undersigned.
4. Each of such Committees as mentioned in the preceding note shall submit monthly reports of the status of matters pertaining to it to the District & Sessions Judge (South) by the end of the first week of the following month.
5. Whenever required, the Chairperson of the Committee shall co-ordinate with the Chairperson(s) of other Committee(s), so that there is always a proper cohesion.
6. After the decision(s) of a Committee have been approved, consequential action, including issuance of all necessary communication(s)/order(s) and follow-up, shall be undertaken by the Officer In-charge, through the concerned Branch.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 5965-6144 /Pr. D&SJ(South)/Saket/ND/2022

Dated:- 24.03.2022

Copy to:-

1. The Registrar General, High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. The Principal Judge (Family Court), South, Saket Court Complex, New Delhi.
5. The Principal Judge (Family Court), South-East, Saket Court Complex, New Delhi.
6. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service posted at Saket Courts Complex, New Delhi and the concerned officials.
7. The Judge Family Court, South-East, Saket Court Complex, New Delhi.
8. All the concerned Officers.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 04/2022

Dated:- 25th March, 2022

Pursuant to the Transfer & Posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the Committee for dealing with concerns of Members of the Bar at the District Level is hereby reconstituted with immediate effect as under:-

1. The Principal District & Sessions Judge (South) - Chairperson
2. Sh. Rohit Gulia, Administrative Civil Judge (South) - Convener
3. Sh. Vinod Sharma, President, Saket Bar Association - Member
4. Sh. Vipin Chaudhary, Hony. Secretary, Saket Bar Association - Member
5. Sh. Rakesh Sherawat, Nominated Member by the Bar Council of Delhi

The scope of work of the above mentioned Committee for dealing with concerns of Members of the Bar at the District Level are as follows:-

- (i). To make recommendation for smooth functioning of the Court(s);
- (ii). To facilitate amicable resolution of the problems faced by the Members of the Bar in respect of functioning of the South District - limited to procedural and logistical matters but excluding complaints about the conduct of any Judge;
- (iii). To facilitate amicable resolution of issues concerning the Police; and
- (iv). Make appropriate recommendation to the Hon'ble BMCC of the High Court.

All correspondence with the Hon'ble High Court or other Authorities shall be done only through the undersigned. All the official communications to the District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. District & Sessions Judge and only under instructions of the undersigned.

(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 6145-6157 /Committee for concerns of the Bar/GB/SD/Saket/ND/2022, New Delhi, Dated:- 25.3.22
Copy to:-

1. The Registrar General, High Court of Delhi, New Delhi with the request that this may kindly be brought to the notice of Hon'ble Building Maintenance & Construction Committee (Saket Court Complex), New Delhi.
2. The District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. The concerned Members of the Committee, as constituted above.
5. The Hony. Secretary, Bar Council of Delhi.
6. The Hony. Secretary, Saket Bar Association, Saket Court, New Delhi.
7. The Public Relation Officer, Saket Court Complex, New Delhi.
8. The Website Committee, Tis Hazari Court, Delhi with a request to upload the same on the website of Delhi District Court and District Court Saket, New Delhi.
9. The Secretary attached to the undersigned.

(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 05/2022

Dated:- 25th March, 2022

Pursuant to the transfer & posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the Lawyers' Chambers Allotment Committee be read as under with immediate effect:-

- | | |
|--|----------------------------|
| i). Principal District & Sessions Judge (South) | - Chairperson |
| ii). Principal District & Sessions Judge (South-East) | - Co-Chairperson |
| iii). Sh. Vinay Kumar Khanna, District Judge (Commercial)(South) | - Member/Officer In-Charge |
| iv). Administrative Civil Judge (South) | - Member Secretary |
| v). Administrative Civil Judge (South-East) | - Member |
| vi). President, Saket Bar Association | - Member |
| vii). Hony. Secretary, Saket Bar Association | - Member |

All correspondence with the Hon'ble High Court or other authorities shall be done only through the undersigned. All the official communications to the District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. District & Sessions Judge and only under instructions of the undersigned.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. LCA Cell/SD/Saket/2022/ 6158-6187

New Delhi,

Dated:- 25-03-2022

Copy to:-

1. The Registrar General, High Court of Delhi, New Delhi with the request that this may kindly be brought to the notice of Hon'ble Building Maintenance & Construction Committee (Saket Court Complex), New Delhi.
2. All the Ld. Principal District & Sessions Judge(s) Delhi/New Delhi
3. The Principal Secretary (Law, Justice & Legislative Affairs), 8th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
4. The Chairman, Building Maintenance Committee, Saket Court Complex, New Delhi.
5. The Members of the Committee as constituted above.
6. The Secretaries of all the Bar Association, Delhi/New Delhi with a request to arrange to have this order published on the Notice Boards for information to all concerned.
7. The Public Relation Officer, Saket Court Complex, New Delhi.
8. The Public Relation Officer, New Delhi District, Patiala House Court, New Delhi
9. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. www.ecourts.gov.in/south & [south-east delhi](http://www.ecourts.gov.in/south-east-delhi).
10. The Secretary attached to the undersigned.
11. For uploading on LAYERS.
12. For uploading on Centralized Website through LAYERS.
13. Guard File.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 06/2022

Dated:- 31st March, 2022

In partial modification of the earlier orders on the subject, the following Committees for the District Court Complex Saket, New Delhi are hereby reconstituted w.e.f. 01.04.2022:-

I. BUILDING MAINTENANCE COMMITTEE (BMC)

1. Sh. Raj Kumar Chauhan, District Judge (Commercial) (South-East) - Chairperson
2. Sh. Vinay Kumar Khanna, District Judge (Commercial) (South) - Co-Chairperson
3. Sh. Atul Kumar Garg, PO, MACT (South) - Member
4. Ms. Vineeta Goyal, Addl. Sessions Judge (SFIC)(South) - Member
5. Sh. Lalit Kumar, Addl. District Judge (South-East) - Member
6. Sh. Sandeep Garg, Addl. Sessions Judge (SFIC) (South-East) - Member
7. Sh. Rohit Gulia, Administrative Civil Judge (South) - Member
8. Ms. Sheetal Chaudhary Pradhan, Administrative Civil Judge (SE) - Member

SUB-COMMITTEE OF BUILDING MAINTENANCE COMMITTEE

(a). RESIDENTIAL COMPLEX (AT SAKET)

1. Sh. R.K. Chauhan, District Judge (Commercial)(South-East) - Chairperson
2. Sh. Anil Kumar, Addl. Sessions Judge (South) - Co-Chairperson
3. Sh. Lalit Kumar, Addl. District Judge (South-East) - Member
4. Sh. Sandeep Garg, Addl. Sessions Judge (SFIC) (South-East) - Member
5. Ms. Niti Phutela, Senior Civil Judge (South) - Member
6. Sh. Rohit Gulia, Administrative Civil Judge (South) - Member
7. Ms. Sheetal Chaudhary Pradhan, Administrative Civil Judge (SE) - Member

II. CONDEMNATION BOARD

1. Sh. Sanjeev Kumar Singh, Judge, Family Court (South-East) - Chairperson
2. Ms. Vrinda Kumari, Addl. Sessions Judge (South) - Member
3. Sh. Rohit Gulia, Administrative Civil Judge (South) - Member

III. WELLNESS STUDIO & MEDICAL UNIT COMMITTEE

1. Sh. Nikhil Chopra, Addl. District Judge (South) - Chairperson
2. Sh. Lalit Kumar, Addl. District Judge (South-East) - Member
3. Sh. Gagandeep Jindal, Addl. Sr. Civil Judge (South-East) - Member
4. Sh. Rohit Gulia, Administrative Civil Judge (South) - Member
5. Ms. Sheetal Chaudhary Pradhan, Administrative Civil Judge (SE) - Member

IV. DIGITIZATION OF COURT RECORDS COMMITTEE

1. Ms. Vineeta Goyal, Addl. Sessions Judge (SFIC)(South) - Chairperson
2. Ms. Pooja Talwar, Addl District Judge (South) - Member
3. Sh. Jay Thareja, Addl. District Judge (South-East) - Member
4. Ms. Tanya Bamniyal, Metropolitan Magistrate (South) - Member

V. DISASTER MANAGEMENT COMMITTEE

1. Sh. Anil Kumar, Addl. Sessions Judge (South) - Chairperson
2. Ms. Monika Saroha, Addl. Sessions Judge (NDPS) - Member
3. Chief Metropolitan Magistrate (South) - Ex-Officio Member
4. Chief Metropolitan Magistrate (South-East) - Ex-Officio Member
5. Sh. Saurabh Goyal, Metropolitan Magistrate (Reliever)(South) - Member

VI. DISTRICT COURT COMPUTER COMMITTEE

1. Sh. Jay Thareja, Addl. District Judge (South-East) - Chairperson
(Nodal Officer for Central Computer Committee)
2. Sh. Vivek Kumar Aggarwal, Metropolitan Magistrate (South) - Member
3. Sh. Vipul Sandwar, Metropolitan Magistrate (South-East) - Member
(Nodal Officer (Computer) for South-East District)
4. Ms. Neha Sharma, Civil Judge (South) - Member
(Nodal Officer (Computer) for South District)
5. Sh. Saurabh Goyal, Metropolitan Magistrate (NI Act)(Digital)(South) - Member
Sh. Pritam Singh, District System Administrator/JJA (South)
Sh. Ravi Verma, System Administrator/JJA (South-East)

VII. ENVIRONMENT (& HORTICULTURE) COMMITTEE

1. Ms. Vrinda Kumari, Addl. Sessions Judge (South) - Chairperson
(Nodal officer for Hon'ble High Court)
2. Ms. Hardeep Kaur, PO, MACT (South-East) - Member
3. Ms. Priya Mahendra, Addl. Sessions Judge (POCSO)(South) - Member
4. Sh. Rohit Gulia, Administrative Civil Judge (South) - Member
5. Ms. Sheetal Chaudhary Pradhan, Administrative Civil Judge (SE) - Member
6. Sh. Ashwani Panwar, Metropolitan Magistrate (South) - Member

VIII. OUT-SOURCED MANPOWER RECRUITMENT AND MANAGEMENT COMMITTEE

1. Sh. Prem Kumar Barthwal, District Judge (Commercial)(South) - Chairperson
2. Sh. Sandeep Garg, Addl. Sessions Judge (SFTC) (South-East) - Member
3. Ms. Charu Gupta, Chief Metropolitan Magistrate (South) - Member
4. Sh. Niti Phutela, Sr. Civil Judge (South) - Member
5. Sh. Rohit Gulia, Administrative Civil Judge (South) - Member

IX. HOSPITALITY & PROTOCOL COMMITTEE

1. Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC) (South) - Chairperson
2. Ms. Pooja Talwar, Addl. District Judge (South) - Member
3. Sh. Rohit Gulia, Administrative Civil Judge (South) - Member
4. Ms. Sheetal Chaudhary Pradhan, Administrative Civil Judge (SE) - Member
5. Ms. Shilpi Singh, Metropolitan Magistrate (Mahila Court)(South-East) - Member
6. Ms. Nidhi Singh, Metropolitan Magistrate (NI Act)(Digital)(South) - Member

X. LIBRARY COMMITTEE

1. Ms. Gurmohina Kaur, Addl. District Judge (South) - Chairperson
2. Ms. Anjani Mahajan, Metropolitan Magistrate (Mahila Court)(South) - Member
3. Ms. Tista Shah, Metropolitan Magistrate (Mahila Court)(South) - Member
4. Ms. Neha Barupal, Metropolitan Magistrate (NI Act)(South) - Member
5. Sh. Bhanu Pratap Singh, Metropolitan Magistrate (South-East) - Member

XI. SAKET STUDY CIRCLE

1. Ms. Gurmohina Kaur, Addl. District Judge (South) - Nodal Officer
2. Ms. Tanya Bamniyal, Metropolitan Magistrate (South) - Member
3. Ms. Chhavi Bansal, Metropolitan Magistrate (NI Act)(Digital), (South) - Member
4. Ms. Aayushi Saxena, Metropolitan Magistrate (NA Act) (South) - Member
5. Ms. Neha Sharma, Civil Judge (South) - Member
6. Ms. Saanghmitra, MM (Reliever) - Member

XII. SECURITY COMMITTEE

1. Sh. R.K. Chauhan, District Judge (Commercial)(South-East) - Chairperson
2. Sh. Anil Kumar, Addl. Sessions Judge (South) - Co-Chairperson
3. Sh. Lalit Kumar, Addl. District Judge (South-East) - Member
4. Ms. Monika Saroha, Addl. Sessions Judge (NDPS) (South) - Member
5. Sh. Rohit Gulia, Administrative Civil Judge (South) - Member
6. Ms. Sheetal Chaudhary Pradhan, Administrative Civil Judge (SE) - Member

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the Pr. District & Sessions Judge (South).
2. All decisions taken by each Committee (not chaired by District & Sessions Judge herself) shall be subject to the approval of the Pr. District & Sessions Judge (South).
3. All the official communications to the Pr. District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. Pr. District & Sessions Judge and only by the undersigned.
4. Each of such Committees as mentioned in the preceding note shall submit monthly reports of the status of matters pertaining to it to the Pr. District & Sessions Judge (South) by the end of the first week of the following month.
5. Whenever required, the Chairperson of the Committee shall co-ordinate with the Chairperson(s) of other Committee(s), so that there is always a proper cohesion.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 67/2022

Dated:- 31st March, 2022

In partial modification of the earlier orders on the subject, the following Officer(s) In-Charge are appointed to look after and supervise the work of the Branches indicated against their names, with Administrative Officers (Judl.)/Branch In-Charges deputed to assist them, w.e.f. 01.04.2022.

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
1	Principal District & Sessions Judge's Secretariat	—	Principal District & Sessions Judge (South)	—	—
2	Administration-I	—	Sh. Atul Kumar Garg, Presiding Officer (MACT) (South)	—	Sh. Satya Pal Arora, Sr. Judl. Asstt.
3	Administration-II	—	Sh. Atul Kumar Garg, Presiding Officer (MACT) (South)	—	Sh. Satya Pal Arora, Sr. Judl. Asstt.
4	Administration-III	—	Ms. Monika Saroha, Addl. Sessions Judge (NDPS) (South)	—	Ms. Kamlesh, Sr. Judl. Asstt.
5	Vigilance	—	Ms. Pooja Talwar, Addl. District Judge (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt.
6	Litigation	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt.
7	Building Maintenance Committee Cell	—	Sh. Vinay Kr. Khanna, District Judge (Commercial) (South)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
8	Lawyers' Chambers Allotment Cell	—	Sh. Vinay Kumar Khanna, District Judge (Commercial) (South)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
9	Disaster Management Cell	—	Sh. Anil Kumar, Addl. Sessions Judge (South)	—	Sh. Tara Singh Bist, Sr. Judl. Asstt.
10	Security Cell	—	Sh. Anil Kumar, Addl. Sessions Judge (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt. [Assisted by Sh. Satish Kumar Sharma, JA]
11	Library Branch	—	Ms. Gurmohina Kaur, Addl. District Judge (South)	—	—
12	Computer Branch	—	Sh. Jay Thareja, Addl. District Judge (South-East)	—	Sh. Ajay P.S. Kulayana, Sr. Judl. Asstt.
13	R& I	—	Sh. Amit Bansal, Addl. Sessions Judge (POCSO) (South)	—	Sh. Rati Ram, Judicial Assistant
14	Judicial-I	—	Sh. Vinay Kumar Khanna, District Judge (Commercial) (South)	—	Sh. Vijay Kumar Taneja Sr. Judl. Asstt.
15	Judicial-II	—	Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC) (South)	—	Sh. Vijay Kumar Taneja Sr. Judl. Asstt.
16	Bail & Filing	(i) Facilitation Centre (ii) PRO	Sh. Jay Thareja, Addl. District Judge (South-East)	—	Ms. Laxmi, Sr. Judl. Asstt.

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<u>No.</u>	<u>Branch</u>	<u>Connected/Attached/ Branches/Sections/ Cells/ Units etc.</u>	<u>Officer In-Charge</u>	<u>Administrative Officer (Judicial)</u>	<u>Branch In-Charge</u>
17	General Branch*	—	Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC) (South)	—	Sh. Tara Singh Bist, Sr. Judl. Asstt.
18	Purchase Cell	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	Sh. Krishna Sah, (Asstt. Accounts Officer)
19	Environment & (Horticulture Cell)	(i) Stationery	Ms. Vrinda Kumari, Addl. Sessions Judge (South) Link Officer In-Charge Ms. Priya Mahendra, Addl. Sessions Judge (POCSO) (South)	—	Sh. Krishna Sah (Asstt. Accounts Officer)
20	Caretaking	(i) Telephone Exchange	Administrative Civil Judge (South)	—	Sh. Rakesh Kumar, Caretaker
21	Accounts Branch	(i) Fine & Audit (ii) Cash	Sh. Vinay Kumar Khanna, District Judge (Commercial)(South) (Controlling Officer) Sh. Prem Kumar Barthwal, District Judge (Commercial) (South) (HOO) Ms. Pooja Talwar, Addl. District Judge (South) (Link HOO)	Sh. Krishna Sah (Asstt. Accounts Officer)/DDO	Ms. Snch Lata, Sr. Judicial Assistant Sh. Satvir (Cashier)
22	Hospitality and Protocol Branch	—	Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC) (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt [Assisted by Sh. Satish Kumar Sharma, JA]
23	Copying Agency (Civil/Sessions)	Copying Agency (Criminal)	Sh. Sandeep Yadav, Addl. Sessions Judge (Electricity) South	—	Ms. Padmavathi Sr. Judl. Asstt.
24	Record Room (Sessions)	(i) Record Room (Civil) (ii) Record Room (Criminal)	Sh. Sanjeev Kumar, Addl. District Judge (South) for Record Rooms (Sessions) & (Criminal) Ms. Gurmohina Kaur, Addl. District Judge (South) for Record Room (Civil)(South)	—	Sh. Surender Singh Sr. Judicial Asstt. (Sessions) Ms. Narbada Rawat, Sr. Judicial Asstt. (Criminal) Sh. Surender Singh, Sr. Judicial Asstt. (Civil)
25	Pool Car Section	—	Sh. Amit Bansal, Addl. Sessions Judge (POCSO) (South)	—	Itaish Yadav, Sr. Judl. Asstt.
26	RTI Branch	Office of PIO	Sh. Atul Kumar Garg, PO (MACT)(South)	—	Sh. D.P. Singh, Sr. Judl. Asstt
27	Office of CMM (South)	—	Ms. Charu Gupta, CMM (South) (Ms. Manika, ACMM will be link)	—	Sh. Mahender Sr. Judicial Asstt.
28	Nazarat Branch	—	Sh. Rohit Gulia Administrative Civil Judge (South)	—	Sh. Nafe Singh District Nazair

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
29	Video Conferencing	—	Ms. Charu Gupta, CMM (South)	—	Sh. Ajay P.S. Kulayana, Judl. Asstt.
30	Vulnerable Witness Deposition Complex	—	Sh. Amit Bansal, Addl. Sessions Judge, (POCSO) (South)	—	Ms. Kamini Naugain, Judicial Asstt.
31	Nodal Officer (South & South-East District(s) Website)	—	Sh. Jay Thareja, Addl. District Judge (South-East)	—	Sh. Ajay P.S. Kulayana, Judicial Asstt.

* General Administration Branch and Space Allotment Cell are henceforth merged with General Branch and BMC Cell respectively.

Notes:-

- All the correspondence with the Hon'ble High Court shall be made only by the Principal District & Sessions Judge (South).
- 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; and
 - 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 & Sessions Judge (South), if in doubt.
- All the official communications to the Principal District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. Principal District & Sessions Judge and only under instructions of the undersigned.
- Every Branch shall provide all necessary assistance to the concerned Officer In-Charge and Chairman of each Committee, as and when required.
- The Administrative Officer (Judl.), Branch(es) In-Charge and all subordinate staff shall 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.
- The above-mentioned officials shall work under the control and supervision of concerned officers In-charge and report to them on regular basis.
- In case any of the aforesaid officials is on leave or not available due to any reason, his/her work shall be looked after by the official mentioned immediately below him/her. In case the official mentioned immediately below is also not available, the work of the official shall be looked after by the official next below available in the above table. For such purposes of the last mentioned official, the official at Sl. No.2 shall be deemed to be the "next below".
- Each Branch/Cell shall have work allocated amongst the staff subject-wise, with arrangement for link Assistant (on account of absence of regular dealing hand), for which the OIC(s) shall issue formal orders, in consultation with and under intimation to the undersigned.
- Each Branch/Cell shall allocate the task of diary/dispatch of the dak to one specified Clerk, who shall maintain (and keep updated) a record showing letters/PUCs received/sent by the Branch/Cell and the official/officer to whom the same has been allocated.
- Each Administrative Officer (Judl.)/Branch In-charge/Clerk shall maintain (and keep updated) a diary showing letters/PUCs received chronologically and action taken thereupon. Such diaries of the dealing assistant shall be regularly checked by the Branch In-Charge and Administrative Officer (Judl.) to ensure there is no unnecessary delay in requisite action.
- 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, and the leave of the Administrative Officer(s)(Judl.) and the Asstt. Account Officer shall be regulated by the Officer In-Charge (Admn.-I) and he/she is also empowered to take appropriate decisions, as per rules, on the applications for leave under the intimation to the DDO (South)
- The Officer In-Charge of Judicial Branch-I is hereby authorized to regulate and take appropriate decisions, as per rules, on applications for leave of all kinds in case of officers of Delhi Judicial Service and for casual/compensatory leave in case of officers of Delhi High Judicial Service, under intimation to DDO.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 8/2022


Dated:- 02nd April, 2022

In partial modification of the earlier orders and pursuant to the directions of Hon'ble the Acting Chief Justice, High Court of Delhi received vide DO No.3227-37/2018 dated 17.07.2018 of the Registrar General, the Review Sub-Committee for South District is hereby reconstituted as under with immediate effect to improve disposals and for expediting adjudication:-

- i). Sh. Sandeep Yadav, Addl. Sessions Judge (Electricity) - Chairperson
- ii). Ms. Monika Saroha, Addl. Sessions Judge (NDPS) - Member
- iii). Ms. Vijeta Singh Rawat, Addl Sessions Judge (POCSO)(SFTC) - Member

The Committee constituted hereinabove shall strategize and deliberate upon disposal of cases with special attention to monitoring cases. The aim and object of the Committee is to creation of leadership and peer groups amongst Judicial Officers.

It is further directed that the Sub-Committee shall meet once in a week regularly and the Review Sub-Committee will send a monthly report to the Hon'ble Disposal Review Committee, High Court of Delhi through the undersigned. However, all correspondence with the Hon'ble High Court or other Authorities shall be done only through the undersigned. The members of the abovesaid Committee are appointed on three monthly rotational basis


(Narottam Kaushal)


Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 5898-6950 /Judl.II/E.53/SD/Saket/ND/2022, New Delhi,

Dated:- 04-04-2022.

Copy for information to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (Headquarters), Tis Hazari Court, Delhi.
3. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. All the Judicial Officers of South District posted at Saket Court Complex, New Delhi.
5. The Judicial Officers concerned.
6. The President/Hony. Secretary of the Saket Bar Association, Saket Courts, New Delhi.
7. The Public Relation Officer, Saket Court Complex, New Delhi.
8. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. www.ecourts.gov.in/south & [south-east delhi](http://www.ecourts.gov.in/south-east).
9. For uploading on LAYERS.
10. For uploading on Centralized Website through LAYERS.
11. The Personal Assistant attached to the undersigned.


(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 09/2022

Dated:- 27th April, 2022

Pursuant to the Transfer & Posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the Committee for dealing with concerns of Members of the Bar at the District Level is hereby reconstituted with immediate effect as under:-

1. The Principal District & Sessions Judge (South) - Chairperson
2. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Convener
3. Sh. Vinod Sharma, President, Saket Bar Association - Member
4. Sh. Vipin Chaudhary, Hony. Secretary, Saket Bar Association - Member
5. Sh. Rakesh Sherawat, Nominated Member by the Bar Council of Delhi

The scope of work of the above mentioned Committee for dealing with concerns of Members of the Bar at the District Level are as follows:-

- (i). To make recommendation for smooth functioning of the Court(s);
- (ii). To facilitate amicable resolution of the problems faced by the Members of the Bar in respect of functioning of the South District - limited to procedural and logistical matters but excluding complaints about the conduct of any Judge;
- (iii). To facilitate amicable resolution of issues concerning the Police; and
- (iv). Make appropriate recommendation to the Hon'ble BMCC of the High Court.

All correspondence with the Hon'ble High Court or other Authorities shall be done only through the undersigned. All the official communications to the District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. District & Sessions Judge and only under instructions of the undersigned.




(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

8524-8546
No. _____/Committee for concerns of the Bar/GB/SD/Saket/ND/2022, New Delhi, Dated:- 28.4.22

Copy to:-

1. The Registrar General, High Court of Delhi, New Delhi with the request that this may kindly be brought to the notice of Hon'ble Building Maintenance & Construction Committee (Saket Court Complex), New Delhi.
2. The District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. The concerned Members of the Committee, as constituted above.
5. The Hony. Secretary, Bar Council of Delhi.
6. The Hony. Secretary, Saket Bar Association, Saket Court, New Delhi.
7. The Public Relation Officer, Saket Court Complex, New Delhi.
8. The Website Committee, Tis Hazari Court, Delhi with a request to upload the same on the website of Delhi District Court and District Court Saket, New Delhi.
9. The Secretary attached to the undersigned.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 10 /2022

Dated:- 27th April, 2022

In partial modification of the earlier order on the subject, the following Committee for the District Court Complex Saket, New Delhi is hereby reconstituted with immediate effect:-

OUT-SOURCED MANPOWER RECRUITMENT AND MANAGEMENT COMMITTEE

- | | |
|--|---------------|
| 1. Sh. Prem Kumar Barthwal, District Judge (Commercial)(South) | - Chairperson |
| 2. Ms. Priya Mahendra, Addl. Session Judge (POCSO)(South) | - Member |
| 3. Sh. Sandeep Garg, Addl. Sessions Judge (SFTC) (South-East) | - Member |
| 4. Ms. Vijeta Singh Rawat, Addl. Sessions Judge (SFTC)(POCSO), (South) | - Member |
| 5. Ms. Tanya Bamniyal, Administrative Civil Judge (South) | - Member |

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the District & Sessions Judge (South).
2. All decisions taken by each Committee (not chaired by District & Sessions Judge herself) shall be subject to the approval of the District & Sessions Judge (South).
3. All the official communications to the District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. District & Sessions Judge and only by the undersigned.
4. Each of such Committees as mentioned in the preceding note shall submit monthly reports of the status of matters pertaining to it to the District & Sessions Judge (South) by the end of the first week of the following month.
5. Whenever required, the Chairperson of the Committee shall co-ordinate with the Chairperson(s) of other Committee(s), so that there is always a proper cohesion.
6. After the decision(s) of a Committee have been approved, consequential action, including issuance of all necessary communication(s)/order(s) and follow-up, shall be undertaken by the Officer In-charge, through the concerned Branch.

(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 8374-8533 /Pr. D&SJ(South)/Saket/ND/2022

Dated:- 28.4.2022

Copy to:-

1. The Registrar General, High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. The Principal Judge (Family Court), South, Saket Court Complex, New Delhi.
5. The Principal Judge (Family Court), South-East, Saket Court Complex, New Delhi.
6. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service posted at Saket Courts Complex, New Delhi and the concerned officials.
7. The Judge Family Court, South-East, Saket Court Complex, New Delhi.
8. All the concerned Officers.
9. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. www.ecourts.gov.in/south & [south-east delhi](http://www.ecourts.gov.in/south-east-delhi).
10. The Public Relation Officer, Saket Court Complex, New Delhi.
11. Administrative Officers (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. at Saket Courts Complex, New Delhi.
12. For uploading on LAYERS.
13. For uploading on Centralized Website through LAYERS.
14. Guard File.

(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX : SAKET, NEW DELHI

ORDER NO. 11/2022

Dated : 30th April, 2022

In partial modification of the earlier orders on the subject, Ms. Tanya Bamniyal, Administrative Civil Judge (South) (Contact No.9650313588) is hereby appointed as Grievance Redressal Officer under Section 23 of the Rights of Persons with Disabilities Act, 2016.

All correspondence with the Hon'ble High Court or other Authorities shall be done only through the undersigned. All the official communications to the Pr. District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. Pr. District & Sessions Judge and only through the undersigned.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi.

8631-8721

No. _____/Pr. D&SJ(South)/BMC/Saket/ND/2022, New Delhi, Dated:- 02/05/2022

Copy to :-

1. The Registrar General, High Court of Delhi, New Delhi.
2. The Pr. District & Sessions Judges (Headquarters), Tis Hazari Courts, Delhi.
3. The Pr. District & Sessions Judge (South-East), Saket Court Complex, New Delhi.
4. The Chairperson, Building Maintenance Committee, Saket Court, New Delhi.
5. The Officer concerned with a copy of "Equal Opportunity Policy for Persons with Disabilities".
6. The State Commissioner for Persons with Disabilities, Govt. NCT of Delhi, 25-D, Mata Sundari Road, Near Guru Nanak Eye Centre, New Delhi.
7. All the Judicial Officers posted at South District, Saket Courts Complex, New Delhi to bring this order to the notice of the staff with disabilities posted under their control.
8. Administrative Officers (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. at Saket Courts Complex, New Delhi with the direction to bring this order to the notice of the staff with disabilities posted under their control.
9. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. [www.ecourts.gov.in/south & south-east delhi](http://www.ecourts.gov.in/south&south-eastdelhi).
10. The Public Relation Officer, Saket Courts Complex, New Delhi.
11. For uploading on LAYERS.
12. For uploading on Centralized Website through LAYERS.
13. The Personal Assistant attached to the undersigned.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
SAKET COURT COMPLEX, NEW DELHI


ORDER NO. 12 /2022

Dated : 07-05-2022

Pursuant to the transfer/ posting effected vide order no. 15/DHC/Gaz./G-7/VI.E.2(a)/2022 dated 26.04.2022 and letter no. 7264-75/SCMSC/DHC/2022 dated 02.05.2022 of Hon'ble High Court of Delhi, it is directed that Judicial Officers named hereunder posted in the South and South-East Districts at Saket Court Complex, New Delhi shall occupy and hold their court from the chamber mentioned against their respective name, with immediate effect:-

Name of Judicial Officer	District	Chamber No.
Sh. Saurabh Goyal, MM (NI Act) Digital Court-01	South	16-J
Ms. Nidhi Singh, MM (NI Act) Digital Court-02	South	708-J
Ms. Chhavi Bansal, MM (NI Act) Digital Court-03	South	709-J
Sh. Abhitesh Kumar, MM (NI Act) Digital Court-04	South	716-J
Ms. Kanika Agarwal, MM (NI Act) Digital Court-05	South	713-J
Sh. Aridaman Singh Cheema, MM (NI Act) Digital Court-06	South	714-J
Ms. Aishwarya Sharma, MM (NI Act) Digital Court-02	South East	704-J
Ms. Tabassum Khan, MM (NI Act) Digital Court-01	South East	703-J
Sh. Raghav Sharma, MM (NI Act) Digital Court-03	South East	702-J
Ms. Seema Nirmal, Relieving MM	South East	703-J

Note : The staff of above courts will continue to sit in the Rooms already allotted vide order no. 21/2020 dated 21.11.2020.


(NAROTTAM KAUSHAL)
Principal District & Sessions Judge
South District, Saket Court Complex, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO 13/2022

Dated:- 07th May, 2022

In partial modification of the earlier orders on the subject, the following Committees for the District Court Complex Saket, New Delhi are hereby reconstituted w.e.f. 07.05.2022:-

I. BUILDING MAINTENANCE COMMITTEE (BMC)

1. Sh. Vinay Kumar Khanna, District Judge (Commercial) (South) - Chairperson
2. Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC)(South) - Member
3. Sh. Lalit Kumar, Addl. District Judge (South-East) - Member
4. Sh. Munish Markan, Addl. District Judge-02, (South-East) - Member
5. Sh. Sandeep Garg, Addl. Sessions Judge (SFTC) (South-East) - Member
6. Ms. Monika Saroha, Addl. Sessions Judge (NDPS) (South) - Member
7. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
8. Sh. Deepak Vats, Administrative Civil Judge (South-East) - Member

SUB-COMMITTEE OF BUILDING MAINTENANCE COMMITTEE

(a). RESIDENTIAL COMPLEX (AT SAKET)

1. Sh. Anil Kumar, Addl. Sessions Judge (South) - Chairperson
3. Sh. Lalit Kumar, Addl. District Judge (South-East) - Member
4. Sh. Munish Markan, Addl. District Judge-02, (South-East) - Member
5. Sh. Sandeep Garg, Addl. Sessions Judge (SFTC) (South-East) - Member
6. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
7. Sh. Deepak Vats, Administrative Civil Judge (South-East) - Member

(b). SPACE ALLOTMENT COMMITTEE

1. Sh. Munish Markan, Addl. District Judge, (South-East) - Chairperson
2. Sh. Sandeep Garg, Addl. Sessions Judge, (SFTC) (South-East) - Member
3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
4. Sh. Deepak Vats, Administrative Civil Judge (South-East) - Member

II. CONDEMNATION BOARD

1. Sh. Sanjeev Kumar Singh, Judge, Family Court (South-East) - Chairperson
2. Ms. Vrinda Kumari, Addl. Sessions Judge (South) - Member
3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member

III. WELLNESS STUDIO & MEDICAL UNIT COMMITTEE

1. Sh. Nikhil Chopra, Addl. District Judge (South) - Chairperson
2. Sh. Lalit Kumar, Addl. District Judge (South-East) - Member
3. Sh. Jay Thareja, Addl. District Judge (South-East) - Member
3. Sh. Siddhant Sihag, MM-04 (NI Act), (South) - Member
4. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
5. Sh. Deepak Vats, Administrative Civil Judge (South-East) - Member

IV. DIGITIZATION OF COURT RECORDS COMMITTEE

1. Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC)(South) - Chairperson
2. Ms. Pooja Talwar, Addl District Judge (South) - Member
3. Sh. Jay Thareja, Addl. District Judge (South-East) - Member
4. Sh. Sukhman Sandhu, MM-03 (South) - Member

V. DISASTER MANAGEMENT COMMITTEE

1. Sh. Anil Kumar, Addl. Sessions Judge (South) - Chairperson
2. Ms. Monika Saroha, Addl. Sessions Judge (NDPS) - Member
3. Chief Metropolitan Magistrate (South) - Ex-Officio Member
4. Chief Metropolitan Magistrate (South-East) - Ex-Officio Member
5. Sh. Saurabh Goyal, Metropolitan Magistrate (NI Act)(Digital)(South) - Member

VI. DISTRICT COURT COMPUTER COMMITTEE

1. Sh. Jay Thareja, Addl. District Judge (South-East) - Chairperson
(Nodal Officer for Central Computer Committee)
2. Sh. Vivek Kumar Agarwal, Metropolitan Magistrate (South) - Member
3. Sh. Animesh Kumar, Metropolitan Magistrate (South-East) - Member

- (Nodal Officer (Computer) for South-East District
4. Ms. Neha Sharma, Civil Judge (South) - Member
(Nodal Officer (Computer) for South District
5. Sh. Saurabh Goyal, Metropolitan Magistrate (NI Act)(Digital)(South) - Member
Sh. Pritam Singh, District System Administrator/JJA (South)
Sh. Ravi Verma, System Administrator/JJA (South-East)
- VII. ENVIRONMENT (& HORTICULTURE) COMMITTEE**
1. Ms. Vrinda Kumari, Addl. Sessions Judge (South) - Chairperson
(Nodal officer for Hon'ble High Court)
2. Ms. Hardeep Kaur, Addl. District Judge, (South) - Member
3. Ms. Priya Mahendra, Addl. Sessions Judge (POCSO)(South) - Member
4. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
5. Sh. Deepak Vats, Administrative Civil Judge (South-East) - Member
6. Sh. Ashwani Panwar, Metropolitan Magistrate (South) - Member
- VIII. OUT-SOURCED MANPOWER RECRUITMENT AND MANAGEMENT COMMITTEE**
1. Sh. Prem Kumar Barthwal, District Judge (Commercial)(South) - Chairperson
2. Ms. Priya Mahendra, Addl. Session Judge (POCSO)(South) - Member
3. Sh. Sandeep Garg, Addl. Sessions Judge (SFTC) (South-East) - Member
4. Ms. Vijeta Singh Rawat, Addl. Sessions Judge (SFTC)(POCSO), (South) - Member
5. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
- IX. HOSPITALITY & PROTOCOL COMMITTEE**
1. Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC) (South) - Chairperson
2. Ms. Pooja Talwar, Addl. District Judge (South) - Member
3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
4. Sh. Deepak Vats, Administrative Civil Judge (South-East) - Member
5. Ms. Shilpi Singh, Metropolitan Magistrate (Mahila Court)(South) - Member
6. Ms. Nidhi Singh, Metropolitan Magistrate (NI Act)(Digital)(South) - Member
- X. LIBRARY COMMITTEE**
1. Ms. Gurmohina Kaur, Addl. District Judge (South) - Chairperson
2. Sh. Vivek Kumar Agarwal, Metropolitan Magistrate (South) - Member
3. Ms. Shilpi Singh, Metropolitan Magistrate, (South) - Member
4. Ms. Neha Barupal, Metropolitan Magistrate (NI Act)(South) - Member
5. Sh. Bhanu Pratap Singh, Metropolitan Magistrate (South-East) - Member
- XI. SAKET STUDY CIRCLE**
1. Ms. Gurmohina Kaur, Addl. District Judge (South) - Nodal Officer
2. Ms. Tanya Bamniyal, Metropolitan Magistrate (South) - Member
3. Ms. Chhavi Bansal, Metropolitan Magistrate (NI Act)(Digital), (South) - Member
4. Ms. Aayushi Saxena, Metropolitan Magistrate (NA Act) (South) - Member
5. Ms. Neha Sharma, Civil Judge (South) - Member
6. Sh. Saurabh Goyal, MM(NI Act), Digital Court (South) - Member
- XII. SECURITY COMMITTEE**
1. Sh. Lalit Kumar, Addl. District Judge (South-East) - Chairperson
2. Sh. Arul Varma, Addl. Sessions Judge, Spec. Judge (NDPS) (South-East) - Member
3. Ms. Monika Saroha, Addl. Sessions Judge (NDPS) (South) - Member
4. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
5. Sh. Deepak Vats, Administrative Civil Judge (South-East) - Member

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the Pr. District & Sessions Judge (South).
2. All decisions taken by each Committee (not chaired by District & Sessions Judge herself) shall be subject to the approval of the Pr. District & Sessions Judge (South).
3. All the official communications to the Pr. District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. Pr. District & Sessions Judge and only by the undersigned.
4. Each of such Committees as mentioned in the preceding note shall submit monthly reports

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 4/2022

Dated:- 07th May, 2022

Pursuant to the Transfer & Posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the following Committees for South District are hereby reconstituted with immediate effect:-

I. ARREARS COMMITTEE

1. Ms. Savita Rao, Judge In-Charge (Mediation) - Chairperson
2. The Principal Judge, Family Court, South District - Ex-Officio Member
3. Ms. Vrinda Kumari, Addl. Sessions Judge (South) - Member
4. Ms. Priya Mahendra, Addl. Sessions Judge (POCSO) (South) - Member
5. Chief Metropolitan Magistrate (South) - Ex-Officio Member
6. Senior Civil Judge (South) - Ex-Officio Member

(SUB-COMMITTEES OF ARREARS COMMITTEE)

(A) DISTRICT SUB COMMITTEES

1. District & Sessions Judge (South) - Chairperson
 2. Judge In-Charge (Mediation), Saket Courts Complex, New Delhi. - Ex-Officio Member
 3. Chairperson, Building Maintenance Committee - Ex-Officio Member
 4. Chairperson, District Court Computer Committee - Ex-Officio Member
 5. Administrative Civil Judge (South) - Ex-Officio Member
 6. Sh. Dharmender Arya, Advocate, Enrollment No.D/709/1986 - Member
 7. Sh. Dharmender Kumar, Advocate Enrollment No. D/314/1992 - Member
 8. Chairperson, Arrears Committee Co-opted - Ex-Officio Member
 9. Officer In-Charge (Computer) Co-opted - Ex-Officio Member
- (The Committee shall monitor the performance of the Courts of the South District in achieving a 'Five Plus Zero' Pendency in order to monitor quality, timelines and efficacy of judicial decision-making).

II. BUDGET ESTIMATES COMMITTEE

1. Sh. Vinay Kumar Khanna, District Judge (Commercial)(South) - Chairperson
2. Sh. Prem Kumar Barthwal, District Judge (Commercial)(South) - Member
3. Sh. Krishna Sah, Asstt. Account Officer (South) - Member

III. CRIMINAL INJURIES COMPENSATION BOARD

1. District & Sessions Judge (South) - Chairperson
2. District Magistrate/Deputy Commissioner South - Ex-Officio Member
3. Deputy Commissioner of Police (South) - Ex-Officio Member
4. Civil Surgeon or the Chief Medical Officer of South District - Ex-Officio Member
5. Secretary, District Legal Services Authority (South) - Ex-Officio Member

IV. COMMITTEE FOR CENTRALIZED REGISTRY FOR FILING CHALLANS, CHARGESHEET AND OTHER DOCUMENTS FILED BY THE POLICE

1. Sh. Puneet Pahwa, Chief Metropolitan Magistrate (South) - Chairperson
2. Sh. Himanshu Raman Singh, Addl. Chief Metropolitan Magistrate (South) - Member
3. Sh. Ashwani Panwar, Metropolitan Magistrate (South) - Member
4. Sh. Vivek Kumar Agarwal, Metropolitan Magistrate (South) - Member

V. COMMITTEE FOR TRANSMISSION OF FILES RECEIVED FROM THE HON'BLE HIGH COURT TO DISTRICT COURT

1. Sh. Nikhil Chopra, Addl. District Judge (South) - Officer In-Charge
2. Sh. S.P. Arora, Sr. Judicial Assistant/Branch In-Charge (Admn.) (South) - Nodal Officer
3. Sh. Krishna Sah, Asstt. Accounts Officer (South) - Nodal Officer

VI. COMMITTEE TO GET RANDOM INSPECTION DONE TO CHECK WHETHER THE PERSONS ACTING AS OATH COMMISSIONERS AT SAKET COURTS ARE DULY AUTHORIZED OR NOT.

1. Ms. Gurmohina Kaur, Addl. District Judge (South) - Chairperson
2. Sh. Puneet Pahwa, Chief Metropolitan Magistrate (South) - Member
3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member

VII. COMMITTEE FOR SUGGESTIONS FOR IMPLEMENTATION AND FOLLOW UP ACTION WHEREVER REQUIRED IN VIEW OF THE RESOLUTIONS ADOPTED IN THE CHIEF JUSTICE CONFERENCE HELD ON 22nd AND 23rd APRIL, 2016.

1. Officer In-Charge (Arrears Committee) -Ex-Officio Chairperson
2. Officer In-Charge (Building Maintenance Committee) -Ex-Officio Member
3. Officer In-Charge (Judl.-I) -Ex-Officio Member
4. Judge In-Charge (Mediation) -Ex-Officio Member
5. Officer In-Charge (Computers) -Ex-Officio Member

VIII. CRECHE COMMITTEE (COMMITTEE FOR ENSURING SMOOTH RUNNING OF CRECHE FACILITY AT LAWYERS' CHAMBERS BLOCK)

1. Ms. Priya Mahendra, Addl. Sessions Judge (POCSO)(South) - Chairperson
2. Ms. Sonam Singh, Addl. Chief Metropolitan Magistrate (South-East) - Member
3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
4. Ms. Harpreet Kaur, Sr. Member Executive (Saket Bar Association) - Member
5. Ms. Tripti Sankhla, Lady Member Executive (Saket Bar Association) - Member
6. Ms. Aarti Batra, Sr. Personal Assistant - Member
(Presently posted in the Secretariat of the District & Sessions Judge (South-East))

IX. DISTRICT VICTIMS COMPENSATION COMMITTEE

1. Ms. Priya Mahendra, Addl. Sessions Judge (POCSO)(South) - Chairperson
2. Sh. R.K. Pandey Chief Public Prosecutor (South) - Member
3. Sh. Vipul Sandwar, Secretary, DLSA (South) - Convener

X. HAPPINESS COMMITTEE

1. Sh. Nikhil Chopra, Addl. District Judge (South) - Chairperson
2. Ms. Vrinda Kumari, Addl Sessions Judge (South) - Member
3. Ms. Chetna Singh, Addl. Sessions Judge (South-East) - Member
4. Sh. Karan Chaudhary, Metropolitan Magistrate (South-East) - Member
5. Sh. Vivek Kumar Agarwal, Metropolitan Magistrate (South) - Member
6. Ms. Kanika Agarwal, Metropolitan Magistrate (NI Act) (Digital)(South) - Member

XI. LAWYERS' CHAMBERS MONITORING COMMITTEE

1. Sh. Vinay Kumar Khanna, District Judge (Commercial)(South) - Chairperson
2. Administrative Civil Judge (South-East) Ex-officio Member
3. Administrative Civil Judge (South) Ex-officio Member
4. President, Saket Bar Association Ex-officio Member
5. Secretary, Saket Bar Association Ex-officio Member
6. Executive Engineer (Civil), PWD Ex-officio Member
7. Executive Engineer (Electrical), PWD Ex-officio Member
8. Inspector Court Security, Saket Courts Complex Ex-officio Member
9. Station House Officer, Police Station Saket Ex-officio Member

XII. PURCHASE COMMITTEE

1. Sh. Sandeep Yadav, Addl. Sessions Judge (Electricity)(South) - Chairperson
2. Sh. Munish Markan, Addl. District Judge (South-East) - Member
3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
4. Sh. Krishna Sah, Asstt. Account Officer (South) - Member
5. Nominee of Finance Deptt. of GNCTD (as per norms) - Member

XIII. PREVENTION OF SEXUAL HARASSMENT COMMITTEE

1. Ms. Vrinda Kumari, Addl. Sessions Judge (South) - Chairperson
2. Ms. Shivani Chauhan, Chief Metropolitan Magistrate (South-East) - Member
3. Ms. Deepti Devesh, SCJ (South-East) - Member
4. Ms. Promila Kapoor, Advocate - Independent Member
5. Ms. Laxmi, Sr. Judicial Assistant, Branch In-Charge (Bail & Filing)(South) - Member
6. Sh. Mahender, Judicial Assistant - Member
(Vice President, District & Sessions Courts Employees Welfare Association (South))

XIV. STAFF TRAINING

1. Ms. Priya Mahendra, Addl. Sessions Judge (POCSO) (South)
2. Ms. Monika Saroha, Addl. Sessions Judge (South)
3. Ms. Shivani Chauhan, Chief Metropolitan Magistrate (South-East)

- Chairperson
- Member
- Member

XV. STAFF GRIEVANCE REDRESSAL COMMITTEE:-

1. The Officer In-Charge, (Administration Branch- I)(South)
2. The Officer In-Charge (Administration Branch- II)(South)
3. The Officer In-Charge (Administration Branch-III) (South)
4. The Officer In-Charge (BMC), Saket Courts
5. The Officer In-Charge (Security Cell), Saket Courts
6. The Officer In-Charge, Officer In-Charge (Record Rooms)(South)
7. The Administrative Civil Judge (South)
8. The Vice President (South District), District & Sessions Courts Employees Welfare Association

Ex-officio Member
Ex-officio Member
Ex-officio Member
Ex-officio Member
Ex-officio Member
Ex-officio Member
Ex-officio Member

(The Senior Most officer amongst them would be the Chairperson of the Committee)

XVI. UNDER TRIAL REVIEW COMMITTEE

1. District & Sessions Judge (South)
2. Superintendent, Central Jail, Tihar
3. District Magistrate (South)
4. Deputy Commissioner of Police (South)
5. Secretary, District Legal Services Authority (South)

- Chairperson
-Ex-Officio Member
-Ex-Officio Member
-Ex-Officio Member
-Ex-Officio Member

XVII. VIGILANCE COMMITTEE

1. Sh. Prem Kumar Barthwal, District Judge (Commercial)(South)
2. Sh. Amit Bansal, Addl. Sessions Judge (POCSO) (South)
3. Ms. Pooja Talwar, Addl. District Judge (South)

- Chairperson
- Member
- Member

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the District & Sessions Judge (South).
2. All decisions taken by each Committee (not chaired by District & Sessions Judge herself) shall be subject to the approval of the District & Sessions Judge (South).
3. All the official communications to the District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. District & Sessions Judge and only by the undersigned.
4. Each of such Committees as mentioned in the preceding note shall submit monthly reports of the status of matters pertaining to it to the District & Sessions Judge (South) by the end of the first week of the following month.
5. Whenever required, the Chairperson of the Committee shall co-ordinate with the Chairperson(s) of other Committee(s), so that there is always a proper cohesion.
6. After the decision(s) of a Committee have been approved, consequential action, including issuance of all necessary communication(s)/order(s) and follow-up, shall be undertaken by the Officer In-charge, through the concerned Branch.

(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 10118-10247 /Pr. D&SJ(South)/Saket/ND/2022 Dated:- 07/5/2022

Copy to:-

1. The Registrar General, High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. The Principal Judge (Family Court), South, Saket Court Complex, New Delhi.
5. The Principal Judge (Family Court), South-East, Saket Court Complex, New Delhi.
6. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service of South District posted at Saket Courts Complex, New Delhi and the concerned officials.
7. The Judge Family Court, South-East, Saket Court Complex, New Delhi.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO.17/2022

Dated:- 07th May, 2022

In partial modification of the earlier orders on the subject, the following Officer(s) In-Charge are appointed to look after and supervise the work of the Branches indicated against their names, with Administrative Officers (Judl.)/Branch In-Charges deputed to assist them, w.e.f. 07.05.2022.

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
1	Principal District & Sessions Judge's Secretariat	—	Principal District & Sessions Judge (South)	—	—
2	Administration-I	—	Sh. Atul Kumar Garg, Presiding Officer (MACT) (South)	—	Sh. Satya Pal Arora, Sr. Judl. Asstt.
3	Administration-II	—	Sh. Atul Kumar Garg, Presiding Officer (MACT) (South)	—	Sh. Satya Pal Arora, Sr. Judl. Asstt.
4	Administration-III	—	Ms. Monika Saroha, Addl. Sessions Judge(NDPS) (South)	—	Ms. Kamlesh, Sr. Judl. Asstt.
5	Vigilance	—	Ms. Pooja Talwar, Addl. District Judge (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt.
6	Litigation	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt.
7	Building Maintenance Committee Cell	—	Sh. Vinay Kr. Khanna, District Judge (Commercial) (South)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
8	Lawyers' Chambers Allotment Cell	—	Sh. Vinay Kumar Khanna, District Judge (Commercial) (South)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
9	Space Allotment Cell	—	Sh. Munish Markan, Addl District Judge, (South-East)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
10	Disaster Management Cell	—	Sh. Anil Kumar, Addl. Sessions Judge (South)	—	Sh. Tara Singh Bist, Sr. Judl. Asstt.
11	Security Cell	—	Sh. Anil Kumar, Addl. Sessions Judge (South)	—	Sh.D.P. Singh, Sr. Judl. Asstt [Assisted by Sh. Satish Kumar Sharma, JA]
12	Library Branch	—	Ms. Gurmohina Kaur, Addl. District Judge (South)	—	—
13	Computer Branch	—	Sh. Jay Thareja, Addl. District Judge (South-East)	—	Sh. Ajay P.S. Kulayana, Sr. Judl. Asstt.
14	R&I	—	Sh. Amit Bansal, Addl. Sessions Judge (POCSO) (South)	—	Sh. Rati Ram, Judicial Assistant
15	Judicial-I	—	Sh. Vinay Kumar Khanna District Judge (Commercial) (South)	—	Sh. Vijay Kumar Taneja Sr. Judl. Asstt.
16	Judicial-II	—	Ms. Vineeta Goyal, Addl. Sessions Judge (SFIC) (South)	—	Sh. Vijay Kumar Taneja Sr. Judl. Asstt.
17	Bail & Filing	(i) Facilitation Centre (ii) PRO	Sh. Amit Bansal, Addl. Sessions Judge (POCSO)	—	Ms. Laxmi, Sr. Judl. Asstt.

No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
			(South)		
18	General Branch	—	Ms. Vinceta Goyal, Addl. Sessions Judge (SFTC) (South)	—	Sh. Tara Singh Bist, Sr. Judl. Asstt.
19	Purchase Cell	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	Sh. Krishna Sah, (Asstt. Accounts Officer)
20	Environment & (Horticulture Cell)	(i) Stationery	Ms. Vrinda Kumari, Addl. Sessions Judge (South) Link Officer In-Charge Ms. Priya Mahendra, Addl. Sessions Judge (POCSO) (South)	—	Sh. Krishna Sah (Asstt. Accounts Officer)
21	Caretaking	(i) Telephone Exchange	Administrative Civil Judge (South)	—	Sh. Rakesh Kumar, Caretaker
22	Accounts Branch	(i) Fine & Audit (ii) Cash	Sh. Vinay Kumar Khanna, District Judge (Commercial)(South) (Controlling Officer) Sh. Prem Kumar Barthwal, District Judge (Commercial) (South) (HOO) Ms. Pooja Talwar, Addl. District Judge (South) (Link HOO)	Sh. Krishna Sah (Asstt. Accounts Officer)/DDO	Ms. Sneha Lata, Sr. Judicial Assistant Sh. Satvir (Cashier)
23	Hospitality and Protocol Branch	—	Ms. Vinceta Goyal, Addl. Sessions Judge (SFTC) (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt [Assisted by Sh. Satish Kumar Sharma, JA]
24	Copying Agency (Civil/Sessions)	Copying Agency (Criminal)	Sh. Sandeep Yadav, Addl. Sessions Judge (Electricity) South	—	Ms. Padmavathi Sr. Judl. Asstt.
25	Record Room (Sessions)	(i) Record Room (Civil) (ii) Record Room (Criminal)	Ms. Pooja Talwar, Addl. District Judge (South) Ms. Gurmohina Kaur, Addl. District Judge (South) for Record Room (Civil)(South)	—	Sh. Surender Singh Sr. Judicial Asstt. (Sessions) Ms. Narbada Rawat, Sr. Judicial Asstt. (Criminal) Sh. Surender Singh, Sr. Judicial Asstt. (Civil)
26	Pool Car Section	—	Sh. Amit Bansal, Addl. Sessions Judge (POCSO) (South)	—	Itaish Yadav, Sr. Judl. Asstt.
27	RTI Branch	Office of PIO	Sh. Atul Kumar Garg, PO (MACT)(South)	—	Sh. D.P. Singh, Sr. Judl. Asstt
28	Office of CMM (South)	—	Sh. Puneet Pahwa, CMM (South) (Sh. Himanshu Raman, ACMM will be link)	—	Sh. Mahender Sr. Judicial Asstt.

M

No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
29	Nazarat Branch	—	Ms. Tanya Bamniyal, Administrative Civil Judge (South) (Ms. Neha Sharma, CJ-01 will be link)	—	Sh. Nafe Singh District Nazair
30	Video Conferencing	—	Sh. Puneet Pahwa, CMM (South)	—	Sh. Ajay P.S. Kulayana, Judl. Asstt.
31	Vulnerable Witness Deposition Complex	—	Sh. Amit Bansal, Addl. Sessions Judge, (POCSO) (South)	—	Ms. Kamini Naugain, Judicial Asstt.
32	Nodal Officer (South & South-East District(s) Website)	—	Sh. Jay Thareja, Addl. District Judge (South-East)	—	Sh. Ajay P.S. Kulayana, Judicial Asstt.

Notes:-

- All the correspondence with the Hon'ble High Court shall be made only by the Principal District & Sessions Judge (South).
- 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; and
 - 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 & Sessions Judge (South), if in doubt.
- All the official communications to the Principal District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. Principal District & Sessions Judge and only under instructions of the undersigned.
- Every Branch shall provide all necessary assistance to the concerned Officer In-Charge and Chairman of each Committee, as and when required.
- The Administrative Officer (Judl.), Branch(es) In-Charge and all subordinate staff shall 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.
- The above-mentioned officials shall work under the control and supervision of concerned officers In-charge and report to them on regular basis.
- In case any of the aforesaid officials is on leave or not available due to any reason, his/her work shall be looked after by the official mentioned immediately below him/her. In case the official mentioned immediately below is also not available, the work of the official shall be looked after by the official next below available in the above table. For such purposes of the last mentioned official, the official at Sl. No.2 shall be deemed to be the "next below".
- Each Branch/Cell shall have work allocated amongst the staff subject-wise, with arrangement for link Assistant (on account of absence of regular dealing hand), for which the OIC(s) shall issue formal orders, in consultation with and under intimation to the undersigned.
- Each Branch/Cell shall allocate the task of diary/dispatch of the dak to one specified Clerk, who shall maintain (and keep updated) a record showing letters/PUCs received/sent by the Branch/Cell and the official/officer to whom the same has been allocated.
- Each Administrative Officer (Judl.)/Branch In-charge/Clerk shall maintain (and keep updated) a diary showing letters/PUCs received chronologically and action taken thereupon. Such diaries of the dealing assistant shall be regularly checked by the Branch In-Charge and Administrative Officer (Judl.) to ensure there is no unnecessary delay in requisite action.
- 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, and the leave of the Administrative Officer(s)(Judl.) and the Asstt. Account Officer shall be regulated by the Officer In-Charge (Admn.-I) and he/she is also empowered to take appropriate decisions, as per rules, on the applications for leave under the intimation to the DDO (South)
- The Officer In-Charge of Judicial Branch-I is hereby authorized to regulate and take appropriate decisions, as per rules, on applications for leave of all kinds in case of officers of Delhi Judicial Service and for casual/compensatory leave in case of officers of Delhi High Judicial Service, under intimation to DDO.



(Narottam Kaushal)
Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO 14/2022

Dated:- 07th May, 2022

Pursuant to the Transfer & Posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the following Committee has been reconstituted for South District with immediate effect as under:-

- | | |
|--|-------------|
| 1. Sh. Atul Kumar Garg, PO, MACT (South) | Chairperson |
| 2. Sh. Puneet Pahwa, Chief Metropolitan Magistrate (South) | Member |
| 3. Sh. Himanshu Raman Singh, Addl. Chief Metropolitan Magistrate (S) | Member |
| 4. The Asstt. Commissioner of Police (HQ) | Member |

The said Committee will reconcile the data submitted by the police with the data submitted by the Courts before sending the same to the Hon'ble High Court as directed in Crl. M.C. No.4485/2013 titled Manjit Singh Vs. State. It may also be ensured that data may be sent only after removing the discrepancies, if any.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. Judl.II/F.115/South/Saket/2022/ 10393-10445 New Delhi dated:- 07/5/22

Copy to:-

1. The Registrar General, High Court of Delhi, New Delhi.
2. The District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service of South District, Saket Courts Complex, New Delhi and the concerned officials.
5. The Officer In-charge (Judl.)(South), Saket Court Complex, New Delhi
6. The Officer In-charge (CMM Office)(South), Saket Court Complex, New Delhi
7. All the concerned Officers.
8. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. www.ecourts.gov.in/south & [south-east delhi](http://www.ecourts.gov.in/south-east).
9. The Public Relation Officer, Saket Court Complex, New Delhi.
10. For uploading on LAYERS.
11. For uploading on Centralized Website through LAYERS.
12. Guard File.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 17 /2022

Dated:- 13th May, 2022

Pursuant to the Transfer & Posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the following Committee for South District is hereby reconstituted with immediate effect:-

I. DISTRICT VICTIMS COMPENSATION COMMITTEE

1. Ms. Vijeta Singh Rawat Addl. Sessions Judge (SFJC)(POCSO)(South) - Chairperson
2. Sh. R.K. Pandey Chief Public Prosecutor (South) - Member
3. Sh. Vipul Sandwar, Secretary, DLSA (South) - Convener

The above Committee shall conduct meetings on a weekly / regular basis to ensure expeditious disposal of compensation matters.

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the District & Sessions Judge (South).
2. All decisions taken by the Committee (not chaired by District & Sessions Judge herself) shall be subject to the approval of the District & Sessions Judge (South).
3. All the official communications to the District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. District & Sessions Judge and only by the undersigned.
4. Whenever required, the Chairperson of the Committee shall co-ordinate with the Chairperson(s) of other Committee(s), so that there is always a proper cohesion.
5. After the decision(s) of a Committee have been approved, consequential action, including issuance of all necessary communication(s)/order(s) and follow-up, shall be undertaken by the Officer In-charge, through the concerned Branch.



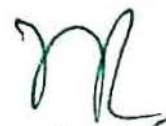
(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 10837-10916 /Pr. D&SJ(South)/Saket/ND/2022 Dated:- 13/5/22

Copy to:-

1. The Registrar General, High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. The Principal Judge (Family Court), South, Saket Court Complex, New Delhi.
5. The Principal Judge (Family Court), South-East, Saket Court Complex, New Delhi.
6. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service of South District posted at Saket Courts Complex, New Delhi and the concerned officials.
7. The Judge Family Court, South-East, Saket Court Complex, New Delhi.
8. All the concerned Officers.
9. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. www.ecourts.gov.in/south & [south-east delhi](http://www.ecourts.gov.in/south-east-delhi).
10. The Public Relation Officer, Saket Court Complex, New Delhi.
11. Administrative Officers (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc., South District, Saket Courts Complex, New Delhi.
12. For uploading on LAYERS.
13. For uploading on Centralized Website through LAYERS.
14. Guard File.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 18 /2022

Dated:- 20th May, 2022

In partial modification of the earlier orders on the subject, the following Committees for the District Court Complex Saket, New Delhi are hereby reconstituted with immediate effect:-

I. BUILDING MAINTENANCE COMMITTEE (BMC)

- | | |
|--|---------------|
| 1. Sh. Vinay Kumar Khanna, District Judge (Commercial) (South) | - Chairperson |
| 2. Ms. Vineeta Goyal, District Judge (Commercial) (South-East) | - Member |
| 3. Sh. Lalit Kumar, Addl. District Judge (South-East) | - Member |
| 4. Sh. Munish Markan, Addl. District Judge-02, (South-East) | - Member |
| 5. Sh. Sandeep Garg, Addl. Sessions Judge (SFTC) (South-East) | - Member |
| 6. Ms. Monika Saroha, Addl. Sessions Judge (NDPS) (South) | - Member |
| 7. Ms. Tanya Bamniyal, Administrative Civil Judge (South) | - Member |
| 8. Sh. Deepak Vats, Administrative Civil Judge (South-East) | - Member |

SUB-COMMITTEE OF BUILDING MAINTENANCE COMMITTEE

(a). RESIDENTIAL COMPLEX (AT SAKET)

- | | |
|---|---------------|
| 1. Sh. Anil Kumar, Addl. Sessions Judge (South) | - Chairperson |
| 3. Sh. Lalit Kumar, Addl. District Judge (South-East) | - Member |
| 4. Sh. Munish Markan, Addl. District Judge, (South-East) | - Member |
| 5. Sh. Sandeep Garg, Addl. Sessions Judge (SFTC) (South-East) | - Member |
| 6. Ms. Tanya Bamniyal, Administrative Civil Judge (South) | - Member |
| 7. Sh. Deepak Vats, Administrative Civil Judge (South-East) | - Member |

(b). SPACE ALLOTMENT COMMITTEE

- | | |
|--|---------------|
| 1. Sh. Munish Markan, Addl. District Judge, (South-East) | - Chairperson |
| 2. Sh. Sandeep Garg, Addl. Sessions Judge, (SFTC) (South-East) | - Member |
| 3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) | - Member |
| 4. Sh. Deepak Vats, Administrative Civil Judge (South-East) | - Member |

II. CONDEMNATION BOARD

- | | |
|--|---------------|
| 1. Sh. Sanjeev Kumar Singh, Judge, Family Court (South-East) | - Chairperson |
| 2. Ms. Vrinda Kumari, Addl. Sessions Judge (South) | - Member |
| 3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) | - Member |

III. CRECHE COMMITTEE (COMMITTEE FOR ENSURING SMOOTH RUNNING OF CRECHE FACILITY AT LAWYERS' CHAMBERS BLOCK)

- | | |
|---|---------------|
| 1. Dr. Hardeep Kaur, Addl. District Judge (South) | - Chairperson |
| 2. Ms. Sonam Singh, Addl. Chief Metropolitan Magistrate (South-East) | - Member |
| 3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) | - Member |
| 4. Sh. Ashoka Kotnala Bhardwaj, Sr. Member Executive (Saket Bar Association) | - Member |
| 5. Ms. Anju Tnwar, Lady Member Executive (Saket Bar Association) | - Member |
| 6. Ms. Aarti Batra, Sr. Personal Assistant
(Presently posted in the Court of the Ld. Pr. District & Sessions Judge (South-East)) | - Member |

IV. DIGITIZATION OF COURT RECORDS COMMITTEE

- | | |
|---|---------------|
| 1. Ms. Vineeta Goyal, District Judge (Commercial)(South-East) | - Chairperson |
| 2. Ms. Pooja Talwar, Addl District Judge (South) | - Member |
| 3. Sh. Jay Thareja, Addl. District Judge (South-East) | - Member |
| 4. Sh. Sukhman Sandhu, Metropolitan Magistrate (South) | - Member |

V. DISASTER MANAGEMENT COMMITTEE

- | | |
|--|--------------------|
| 1. Sh. Anil Kumar, Addl. Sessions Judge (South) | - Chairperson |
| 2. Ms. Monika Saroha, Addl. Sessions Judge (NDPS) | - Member |
| 3. Chief Metropolitan Magistrate (South) | -Ex-Officio Member |
| 4. Chief Metropolitan Magistrate (South-East) | -Ex-Officio Member |
| 5. Sh. Saurabh Goyal, Metropolitan Magistrate (NI Act)(Digital)(South) | - Member |

M.

VI. DISTRICT COURT COMPUTER COMMITTEE

1. Sh. Jay Thareja, Addl. District Judge (South-East) (Nodal Officer for Central Computer Committee) - Chairperson
2. Sh. Vivek Kumar Agarwal, Metropolitan Magistrate (South) - Member
3. Sh. Animesh Kumar, Metropolitan Magistrate (South-East) (Nodal Officer (Computer) for South-East District) - Member
4. Ms. Neha Sharma, Civil Judge (South) (Nodal Officer (Computer) for South District) - Member
5. Sh. Saurabh Goyal, Metropolitan Magistrate (NI Act)(Digital)(South) - Member
- Sh. Pritam Singh, District System Administrator/JJA (South)
- Sh. Ravi Verma, System Administrator/JJA (South-East)

VII. ENVIRONMENT (& HORTICULTURE) COMMITTEE

1. Ms. Vrinda Kumari, Addl. Sessions Judge (South) (Nodal officer for Hon'ble High Court) - Chairperson
2. Dr. Hardeep Kaur, Addl. District Judge, (South) - Member
3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
4. Sh. Deepak Vats, Administrative Civil Judge (South-East) - Member
5. Sh. Ashwani Panwar, Metropolitan Magistrate (South) - Member
6. Sh. Bhanu Pratap Singh, Metropolitan Magistrate (NI Act)(South-East) - Member

VIII. OUT-SOURCED MANPOWER RECRUITMENT AND MANAGEMENT COMMITTEE

1. Sh. Prem Kumar Barthwal, District Judge (Commercial)(South) - Chairperson
2. Sh. Sandeep Garg, Addl. Sessions Judge (SFTC) (South-East) - Member
3. Ms. Vijeta Singh Rawat, Addl. Sessions Judge (SFTC)(POCSO), (South) - Member
4. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member

IX. HOSPITALITY & PROTOCOL COMMITTEE

1. Ms. Vinceta Goyal, District Judge (Commercial)(South-East) - Chairperson
2. Ms. Pooja Talwar, Addl. District Judge (South) - Member
3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
4. Sh. Deepak Vats, Administrative Civil Judge (South-East) - Member
5. Ms. Shilpi Singh, Metropolitan Magistrate (South) - Member
6. Ms. Nidhi Singh, Metropolitan Magistrate (NI Act)(Digital)(South) - Member

X. LIBRARY COMMITTEE

1. Ms. Gurmohina Kaur, Addl. District Judge (South) - Chairperson
2. Sh. Vivek Kumar Agarwal, Metropolitan Magistrate (South) - Member
3. Ms. Shilpi Singh, Metropolitan Magistrate, (South) - Member
4. Ms. Neha Barupal, Metropolitan Magistrate (NI Act)(South) - Member
5. Sh. Bhanu Pratap Singh, Metropolitan Magistrate (South-East) - Member

XI. SAKET STUDY CIRCLE

1. Ms. Gurmohina Kaur, Addl. District Judge (South) - Nodal Officer
2. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
3. Ms. Chhavi Bansal, Metropolitan Magistrate (NI Act)(Digital), (South) - Member
4. Ms. Aayushi Saxena, Metropolitan Magistrate (NA Act) (South) - Member
5. Ms. Neha Sharma, Civil Judge (South) - Member
6. Sh. Saurabh Goyal, MM(NI Act), Digital Court (South) - Member

XII. SECURITY COMMITTEE

1. Sh. Lalit Kumar, Addl. District Judge (South-East) - Chairperson
2. Sh. Arul Varma, Addl. Sessions Judge, Spec. Judge (NDPS) (South-East) - Member
3. Ms. Monika Saroha, Addl. Sessions Judge (NDPS) (South) - Member
4. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
5. Sh. Deepak Vats, Administrative Civil Judge (South-East) - Member
6. Sh. Siddhant Sihag, Metropolitan Magistrate (NI Act) (South) - Member
7. Sh. Sukhman Sandhu, Metropolitan Magistrate (South) - Member
8. Dr. Karan Coudhary, Metropolitan Magistrate (South-East) - Member

XIII. WELLNESS STUDIO & MEDICAL UNIT COMMITTEE

1. Sh. Nikhil Chopra, Addl. District Judge (South)
2. Sh. Lalit Kumar, Addl. District Judge (South-East)
3. Sh. Jay Thareja, Addl. District Judge (South-East)
3. Sh. Siddhant Sihag, Metropolitan Magistrate (NI Act), (South)
4. Ms. Tanya Bamniyal, Administrative Civil Judge (South)
5. Sh. Deepak Vats, Administrative Civil Judge (South-East)

- Chairperson
- Member
- Member
- Member
- Member
- Member

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the Pr. District & Sessions Judge (South).
2. All decisions taken by each Committee (not chaired by District & Sessions Judge herself) shall be subject to the approval of the Pr. District & Sessions Judge (South).
3. All the official communications to the Pr. District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. Pr. District & Sessions Judge and only by the undersigned.
4. Each of such Committees as mentioned in the preceding note shall submit monthly reports of the status of matters pertaining to it to the Pr. District & Sessions Judge (South) by the end of the first week of the following month.
5. Whenever required, the Chairperson of the Committee shall co-ordinate with the Chairperson(s) of other Committee(s), so that there is always a proper cohesion.
6. After the decision(s) of a Committee have been approved, consequential action, including issuance of all necessary communication(s)/order(s) and follow-up, shall be undertaken by the Officer In-charge, through the concerned Branch.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 11193-11352/Pr. D&SJ(South)/Saket/ND/2022

Dated:- 21-05-2022

Copy to:-

1. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
2. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
3. The Principal Judge (Family Court), South, Saket Court Complex, New Delhi.
4. The Principal Judge (Family Court), South-East, Saket Court Complex, New Delhi.
5. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service posted at Saket Courts Complex, New Delhi and the concerned officials.
6. The Judge Family Court, South-East, Saket Court Complex, New Delhi.
7. All the concerned Officers.
8. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. www.ecourts.gov.in/south & [south-east delhi](http://www.ecourts.gov.in/south-east).
9. The Public Relation Officer, Saket Court Complex, New Delhi.
10. Administrative Officers (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. at Saket Courts Complex, New Delhi.
11. For uploading on LAYERS.
12. For uploading on Centralized Website through LAYERS.
13. Guard File.



(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 19/2022

Dated:- 20th May, 2022

Pursuant to the Transfer & Posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the following Committees for South District are hereby reconstituted with immediate effect:-

I. ARREARS COMMITTEE

1. Ms. Savita Rao, Judge In-Charge (Mediation) - Chairperson
2. The Principal Judge, Family Court, South District -Ex-Officio Member
3. Ms. Vrinda Kumari, Addl. Sessions Judge (South) - Member
4. Ms. Priya Mahendra, Addl. Sessions Judge (POCSO) (South) - Member
5. Chief Metropolitan Magistrate (South) -Ex-Officio Member
6. Senior Civil Judge (South) -Ex-Officio Member

(SUB-COMMITTEES OF ARREARS COMMITTEE)

(A) DISTRICT SUB COMMITTEES

1. District & Sessions Judge (South) - Chairperson
 2. Judge In-Charge (Mediation), Saket Courts Complex, New Delhi. -Ex-Officio Member
 3. Chairperson, Building Maintenance Committee -Ex-Officio Member
 4. Chairperson, District Court Computer Committee -Ex-Officio Member
 5. Administrative Civil Judge (South) -Ex-Officio Member
 6. Sh. Dharmender Arya, Advocate, Enrollment No.D/709/1986 - Member
 7. Sh. Dharmender Kumar, Advocate Enrollment No. D/314/1992 - Member
 8. Chairperson, Arrears Committee Co-opted -Ex-Officio Member
 9. Officer In-Charge (Computer) Co-opted -Ex-Officio Member
- (The Committee shall monitor the performance of the Courts of the South District in achieving a 'Five Plus Zero' Pendency in order to monitor quality, timelines and efficacy of judicial decision-making).

II. BUDGET ESTIMATES COMMITTEE

1. Sh. Vinay Kumar Khanna, District Judge (Commercial)(South) - Chairperson
2. Sh. Prem Kumar Barthwal, District Judge (Commercial)(South) - Member
3. Sh. Krishna Sah, Asstt. Account Officer (South) - Member

III. CRIMINAL INJURIES COMPENSATION BOARD

1. District & Sessions Judge (South) - Chairperson
2. District Magistrate/Deputy Commissioner South -Ex-Officio Member
3. Deputy Commissioner of Police (South) -Ex-Officio Member
4. Civil Surgeon or the Chief Medical Officer of South District -Ex-Officio Member
5. Secretary, District Legal Services Authority (South) -Ex-Officio Member

IV. COMMITTEE FOR CENTRALIZED REGISTRY FOR FILING CHALLANS, CHARGESHEET AND OTHER DOCUMENTS FILED BY THE POLICE

1. Sh. Puneet Pahwa, Chief Metropolitan Magistrate (South) - Chairperson
2. Sh. Himanshu Raman Singh, Addl. Chief Metropolitan Magistrate (South) - Member
3. Sh. Ashwani Panwar, Metropolitan Magistrate (South) - Member
4. Sh. Vivek Kumar Agarwal, Metropolitan Magistrate (South) - Member

V. COMMITTEE FOR TRANSMISSION OF FILES RECEIVED FROM THE HON'BLE HIGH COURT TO DISTRICT COURT

1. Sh. Nikhil Chopra, Addl. District Judge (South) -Officer In-Charge
2. Sh. S.P. Arora, Sr. Judicial Assistant/Branch In-Charge (Admn.) (South) - Nodal Officer
3. Sh. Krishna Sah, Asstt. Accounts Officer (South) - Nodal Officer

VI. COMMITTEE TO GET RANDOM INSPECTION DONE TO CHECK WHETHER THE PERSONS ACTING AS OATH COMMISSIONERS AT SAKET COURTS ARE DULY AUTHORIZED OR NOT.

1. Ms. Gurmohina Kaur, Addl. District Judge (South) - Chairperson
2. Sh. Puneet Pahwa, Chief Metropolitan Magistrate (South) - Member
3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member

VII. COMMITTEE FOR SUGGESTIONS FOR IMPLEMENTATION AND FOLLOW UP ACTION WHEREVER REQUIRED IN VIEW OF THE RESOLUTIONS ADOPTED IN THE CHIEF JUSTICE CONFERENCE HELD ON 22nd AND 23rd APRIL, 2016.

1. Officer In-Charge (Arrears Committee) - Ex-Officio Chairperson
2. Officer In-Charge (Building Maintenance Committee) - Ex-Officio Member
3. Officer In-Charge (Judl.-I) - Ex-Officio Member
4. Judge In-Charge (Mediation) - Ex-Officio Member
5. Officer In-Charge (Computers) - Ex-Officio Member

VIII. DISTRICT VICTIMS COMPENSATION COMMITTEE

1. Ms. Vijeta Singh Rawat Addl. Sessions Judge (SFTC)(POCSO)(South) - Chairperson
2. Sh. R.K. Pandey Chief Public Prosecutor (South) - Member
3. Sh. Vipul Sandwar, Secretary, DLSA (South) - Convener

IX. HAPPINESS COMMITTEE

1. Sh. Nikhil Chopra, Addl. District Judge (South) - Chairperson
2. Ms. Vrinda Kumari, Addl Sessions Judge (South) - Member
3. Sh. Vivek Kumar Agarwal, Metropolitan Magistrate (South) - Member
4. Ms. Kanika Agarwal, Metropolitan Magistrate (NI Act) (Digital)(South) - Member

X. LAWYERS' CHAMBERS MONITORING COMMITTEE

1. Sh. Vinay Kumar Khanna, District Judge (Commercial)(South) - Chairperson
2. Administrative Civil Judge (South-East) Ex-officio Member
3. Administrative Civil Judge (South) Ex-officio Member
4. President, Saket Bar Association Ex-officio Member
5. Secretary, Saket Bar Association Ex-officio Member
6. Executive Engineer (Civil), PWD Ex-officio Member
7. Executive Engineer (Electrical), PWD Ex-officio Member
8. Inspector Court Security, Saket Courts Complex Ex-officio Member
9. Station House Officer, Police Station Saket Ex-officio Member

XI. PURCHASE COMMITTEE

1. Sh. Sandeep Yadav, Addl. Sessions Judge (Electricity)(South) - Chairperson
2. Sh. Amit Bansal, Addl. Sessions Judge (POCSO)(South) - Member
3. Ms. Tanya Bamniyal, Administrative Civil Judge (South) - Member
4. Sh. Krishna Sah, Asstt. Account Officer (South) - Member
5. Nominee of Finance Deptt. of GNCTD (as per norms) - Member

XII. PREVENTION OF SEXUAL HARASSMENT COMMITTEE

1. Ms. Vrinda Kumari, Addl. Sessions Judge (South) - Chairperson
2. Ms. Rajat Goyal, Senior Civil Judge (South) - Member
3. Ms. Nidhi Singh, Metropolitan Magistrate (NI Act) (Digital)(South) - Member
4. Ms. Promila Kapoor, Advocate - Independent Member
5. Ms. Laxmi, Sr. Judicial Assistant, Branch In-Charge (Bail & Filing)(South) - Member
6. Sh. Mahender, Judicial Assistant - Member
(Vice President, District & Sessions Courts Employees Welfare Association (South))

XIII. STAFF TRAINING

1. Sh. Amit Bansal, Addl. Sessions Judge (POCSO)(South) - Chairperson
2. Ms. Monika Saroha, Addl. Sessions Judge (South) - Member
3. Ms. Rajat Goyal, Senior Civil Judge (South) - Member

XIV. STAFF GRIEVANCE REDRESSAL COMMITTEE:-

1. The Officer In-Charge, (Administration Branch- I)(South) Ex-officio Member
2. The Officer In-Charge (Administration Branch- II)(South) Ex-officio Member
3. The Officer In-Charge (Administration Branch-III) (South) Ex-officio Member
4. The Officer In-Charge (BMC), Saket Courts Ex-officio Member
5. The Officer In-Charge (Security Cell), Saket Courts Ex-officio Member
6. The Officer In-Charge, Officer In-Charge (Record Rooms)(South) Ex-officio Member
7. The Administrative Civil Judge (South) Ex-officio Member
8. The Vice President (South District), District & Sessions Courts Employees Welfare Association Ex-officio Member

(The Senior Most officer amongst them would be the Chairperson of the Committee)

XV. UNDER TRIAL REVIEW COMMITTEE

1. District & Sessions Judge (South)
2. Superintendent, Central Jail, Tihar
3. District Magistrate (South)
4. Deputy Commissioner of Police (South)
5. Secretary, District Legal Services Authority (South)

- Chairperson
-Ex-Officio Member
-Ex-Officio Member
-Ex-Officio Member
-Ex-Officio Member

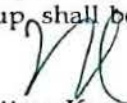
XVI. VIGILANCE COMMITTEE

1. Sh. Prem Kumar Barthwal, District Judge (Commercial)(South)
2. Sh. Amit Bansal, Addl. Sessions Judge (POCSO) (South)
3. Ms. Pooja Talwar, Addl. District Judge (South)

- Chairperson
- Member
- Member

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the District & Sessions Judge (South).
2. All decisions taken by each Committee (not chaired by District & Sessions Judge herself) shall be subject to the approval of the District & Sessions Judge (South).
3. All the official communications to the District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. District & Sessions Judge and only by the undersigned.
4. Each of such Committees as mentioned in the preceding note shall submit monthly reports of the status of matters pertaining to it to the District & Sessions Judge (South) by the end of the first week of the following month.
5. Whenever required, the Chairperson of the Committee shall co-ordinate with the Chairperson(s) of other Committee(s), so that there is always a proper cohesion.
6. After the decision(s) of a Committee have been approved, consequential action, including issuance of all necessary communication(s)/order(s) and follow-up, shall be undertaken by the Officer In-charge, through the concerned Branch.



Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 11353-11458 /Pr. D&SJ(South)/Saket/ND/2022 Dated:- 21-05-2022 (

Copy to:-

1. The Registrar General, High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. The Principal Judge (Family Court), South, Saket Court Complex, New Delhi.
5. The Principal Judge (Family Court), South-East, Saket Court Complex, New Delhi.
6. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service of South District posted at Saket Courts Complex, New Delhi and the concerned officials.
7. The Judge Family Court, South-East, Saket Court Complex, New Delhi.
8. All the concerned Officers.
9. The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. www.ecourts.gov.in/south & south-east delhi.
10. The Public Relation Officer, Saket Court Complex, New Delhi.
11. Administrative Officers (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. at Saket Courts Complex, New Delhi.
12. For uploading on LAYERS.
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14. Guard File.


(Narottam Kaushal)

Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH)
DISTRICT COURT COMPLEX, SAKET, NEW DELHI

ORDER NO. 20/2022

Dated:- 20th May, 2022

In partial modification of the earlier orders on the subject, the following Officer(s) In-Charge are appointed to look after and supervise the work of the Branches indicated against their names, with Administrative Officers (Judl.)/Branch In-Charges deputed to assist them, with immediate effect.

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
1	Principal District & Sessions Judge's Secretariat	—	Principal District & Sessions Judge (South)	—	—
2	Administration-I	—	Sh. Atul Kumar Garg, Presiding Officer (MACT) (South)	—	Sh. Satya Pal Arora, Sr. Judl. Asstt.
3	Administration-II	—	Sh. Atul Kumar Garg, Presiding Officer (MACT) (South)	—	Sh. Satya Pal Arora, Sr. Judl. Asstt.
4	Administration-III	—	Ms. Monika Saroha, Addl. Sessions Judge (NDPS) (South)	—	Ms. Kamlesh, Sr. Judl. Asstt.
5	Vigilance	—	Sh. Prem Kumar Barthwal, District Judge (Commercial) (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt.
6	Litigation	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt.
7	Building Maintenance Committee Cell	—	Sh. Vinay Kr. Khanna, District Judge (Commercial) (South)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
8	Lawyers' Chambers Allotment Cell	—	Sh. Vinay Kumar Khanna, District Judge (Commercial) (South)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
9	Space Allotment Cell	—	Sh. Munish Markan, Addl. District Judge, (South-East)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
10	Disaster Management Cell	—	Sh. Anil Kumar, Addl. Sessions Judge (South)	—	Sh. Tara Singh Bist, Sr. Judl. Asstt.
11	Security Cell	—	Sh. Lalit Kumar, Addl. District Judge (South-East)	—	Sh. D.P. Singh, Sr. Judl. Asstt. [Assisted by Sh. Satish Kumar Sharma, JA]
12	Library Branch	—	Ms. Gurmohina Kaur, Addl. District Judge (South)	—	—
13	Computer Branch	—	Sh. Jay Thareja, Addl. District Judge (South-East)	—	Sh. Ajay P.S. Kulayana, Sr. Judl. Asstt.
14	R&I	—	Sh. Amit Bansal, Addl. Sessions Judge (FOCSO) (South)	—	Sh. Rati Ram, Judicial Assistant
15	Judicial-I	—	Sh. Vinay Kumar Khanna District Judge (Commercial) (South)	—	Sh. Vijay Kumar Taneja Sr. Judl. Asstt.
16	Judicial-II	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	Sh. Vijay Kumar Taneja Sr. Judl. Asstt.

	<u>Branch</u>	<u>Connected/Attached/ Branches/Sections/ Cells/ Units etc.</u>	<u>Officer In-Charge</u>	<u>Administrative Officer (Judicial)</u>	<u>Branch In-Charge</u>
17	Bail & Filing	(i) Facilitation Centre (ii) PRO	Sh. Amit Bansal, Addl. Sessions Judge (POCSO) (South)	—	Ms. Laxmi, Sr. Judl. Asstt.
18	General Branch	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	Sh. Tara Singh Bist, Sr. Judl. Asstt.
19	Purchase Cell	—	Sh. Sandeep Yadav, Addl. Sessions Judge (Electricity) (South)	—	Sh. Krishna Sah, (Asstt. Accounts Officer)
20	Environment & (Horticulture Cell)	(i) Stationery	Ms. Vrinda Kumari, Addl. Sessions Judge (South) Link Officer In-Charge Dr. Hardeep Kaur, Addl. District Judge (South)	—	Sh. Krishna Sah (Asstt. Accounts Officer)
21	Caretaking	(i) Telephone Exchange	Administrative Civil Judge (South)	—	Sh. Rakesh Kumar, Caretaker
22	Accounts Branch	(i) Fine & Audit (ii) Cash	Sh. Vinay Kumar Khanna, District Judge (Commercial)(South) (Controlling Officer) Sh. Prem Kumar Barthwal, District Judge (Commercial) (South) (HOO) Ms. Pooja Talwar, Addl. District Judge (South) (Link HOO)	Sh. Krishna Sah (Asstt. Accounts Officer)/DDO	Ms. Sneh Lata, Sr. Judicial Assistant Sh. Satvir (Cashier)
23	Hospitality and Protocol Branch	—	Ms. Vineeta Goyal, District Judge (Commercial)(South-East)	—	Sh. D.P. Singh, Sr. Judl. Asstt [Assisted by Sh. Satish Kumar Sharma, JA]
24	Copying Agency (Civil/Sessions)	Copying Agency (Criminal)	Sh. Sandeep Yadav, Addl. Sessions Judge (Electricity) South	—	Ms. Padmavathi Sr. Judl. Asstt.
25	Record Room (Sessions)	(i) Record Room (Civil) (ii) Record Room (Criminal)	Ms. Pooja Talwar, Addl. District Judge (South) Ms. Gurmohina Kaur, Addl. District Judge (South) for Record Room (Civil)(South)	—	Sh. Surender Singh Sr. Judicial Asstt. (Sessions) Ms. Narbada Rawat, Sr. Judicial Asstt. (Criminal) Sh. Surender Singh, Sr. Judicial Asstt. (Civil)
26	Pool Car Section	—	Sh. Amit Bansal, Addl. Sessions Judge (POCSO) (South)	—	Itaish Yadav, Sr. Judl. Asstt.
27	RTI Branch	Office of PIO	Sh. Atul Kumar Garg, PO (MACTI)(South)	—	Sh. D.P. Singh, Sr. Judl. Asstt
28	Office of CMM (South)	—	Sh. Puneet Pahwa, CMM (South) (Sh. Himanshu Raman Singh, ACMM will be link)	—	Sh. Mahender Sr. Judicial Asstt.

S. No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
29	Nazarat Branch	—	Ms. Tanya Bamniyal, Administrative Civil Judge (South) (Ms. Neha Sharma, CJ-01 will be link)	—	Sh. Nafe Singh District Nazair
30	Video Conferencing	—	Sh. Puneet Pahwa, CMM (South)	—	Sh. Ajay P.S. Kulayana, Judl. Asstt.
31	Vulnerable Witness Deposition Complex	—	Sh. Amit Bansal, Addl. Sessions Judge, (POCSO) (South)	—	Ms. Kamini Naugain, Judicial Asstt.
32	Nodal Officer (South & South-East District(s) Website)	—	Sh. Jay Thareja, Addl. District Judge (South-East)	—	Sh. Ajay P.S. Kulayana, Judicial Asstt.

Notes:-

- All the correspondence with the Hon'ble High Court shall be made only by the Principal District & Sessions Judge (South).
- 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; and
 - 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 & Sessions Judge (South), if in doubt.
- All the official communications to the Principal District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. Principal District & Sessions Judge and only under instructions of the undersigned.
- Every Branch shall provide all necessary assistance to the concerned Officer In-Charge and Chairman of each Committee, as and when required.
- The Administrative Officer (Judl.), Branch(es) In-Charge and all subordinate staff shall 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.
- The above-mentioned officials shall work under the control and supervision of concerned officers In-charge and report to them on regular basis.
- In case any of the aforesaid officials is on leave or not available due to any reason, his/her work shall be looked after by the official mentioned immediately below him/her. In case the official mentioned immediately below is also not available, the work of the official shall be looked after by the official next below available in the above table. For such purposes of the last mentioned official, the official at Sl. No.2 shall be deemed to be the "next below".
- Each Branch/Cell shall have work allocated amongst the staff subject-wise, with arrangement for link Assistant (on account of absence of regular dealing hand), for which the OIC(s) shall issue formal orders, in consultation with and under intimation to the undersigned.
- Each Branch/Cell shall allocate the task of diary/dispatch of the dak to one specified Clerk, who shall maintain (and keep updated) a record showing letters/PUCs received/sent by the Branch/Cell and the official/officer to whom the same has been allocated.
- Each Administrative Officer (Judl.)/Branch In-charge/Clerk shall maintain (and keep updated) a diary showing letters/PUCs received chronologically and action taken thereupon. Such diaries of the dealing assistant shall be regularly checked by the Branch In-Charge and Administrative Officer (Judl.) to ensure there is no unnecessary delay in requisite action.
- 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, and the leave of the Administrative Officer(s)(Judl.) and the Asstt. Account Officer shall be regulated by the Officer In-Charge (Admn.-I) and he/she is also empowered to take appropriate decisions, as per rules, on the applications for leave under the intimation to the DDO (South)
- The Officer In-Charge of Judicial Branch-I is hereby authorized to regulate and take appropriate decisions, as per rules, on applications for leave of all kinds in case of officers of Delhi Judicial Service and for casual/compensatory leave in case of officers of Delhi High Judicial Service, under intimation to DDO.



(Narottam Kaushal)
Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH DISTRICT)
DISTRICT COURT COMPLEX SAKET, NEW DELHI.

ORDER NO. 21

Considering the request of Ld. Principal Judge, South, Family Court, Saket, New Delhi, the room adjacent to Record Room (S) near pillar no. C-185 in Lower Basement is hereby allotted on temporary basis for the use of Record Room of Family Courts of South and South-East District, Saket with immediate effect till their Record Rooms are constructed for the purpose.



(Narottam Kaushal)
Pr. District & Sessions Judge (South)
Saket Court Complex, New Delhi.

No. 130/11998-12006 /NK/Pr. D&SJ(S)/SAC/SD

New Delhi, Dated: 30/05/2022

Copy for information and necessary action to:

1. The Hon'ble Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The PS to Ld. Principal District & Sessions Judge (Headquarters), Tis Hazari Court, Delhi.
3. The PS to Ld. Pr. District & Sessions Judge (South East), Saket Court Complex, New Delhi.
4. The PS to Ld. Principal Judge, South, Family Court Saket, New Delhi.
5. The PS to Ld. Principal Judge, South-East, Family Court Saket, New Delhi.
6. The Officer In-charge, Genl. Branch, South, Saket Court Complex, New Delhi.
7. The Officer In-charge, Caretaking Branch, Saket Court Complex, New Delhi.
8. The Branch In-charge, Space Allotment Cell, Saket Court Complex, New Delhi.
9. For uploading on LAYERS.
10. For uploading on Centralized Website through LAYERS.



(Narottam Kaushal)
Pr. District & Sessions Judge (South)
Saket Court Complex, New Delhi.