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

Order No 237 **dated** 4/9/25

In partial modification of this office order no. 233 dated 04.07.2025, following Judicial Officers are assigned to look after and supervise the work of branches indicated against their names with immediate effect.

Name of the Branch	**Name of the Officer Incharge**	**Name of the Link Officer In-Charge**
Leave sanctioning authority of Judicial Officers.	Ms. Anu Grover Baliga, DJ (Commercial Court)-04.	Ms. Sheetal Chaudhary Pradhan, ASJ-02.
Bail & Filing Section.	Ms. Shelly Arora, PO MACT-02.	Ms. Shivani Chauhan, ASJ (FTSC) (POCSO).
R&I Branch	Mr. Rakesh Kumar II, ASJ (FTC) -02.	Mr. Sachin Mittal, DJ -03.
Administration Branch-I	Mr. Vishal Singh ASJ-05	Ms. Ankita Lal, ASJ (SC POCSO).
Administration Branch-II	Mr. Lal Singh, District Judge (Commercial)-01	Mr. Rakesh Kumar II, ASJ (FTC) -02.
Administration Branch-III	Ms. Prabh Deep Kaur, DJ-05.	Mr. Vishal Singh ASJ-05
General Branch	Ms. Charu Gupta, PO MACT-01.	Mr.Rahul Bhatia, DJ-01.
Purchase Cell	Mr. Lovleen ASJ-03	Mr. Lalit Kumar ASJ(FTC)-01,
Litigation Branch	Mr. Kuldeep Narayan District Judge-02	Mr.Pranjal Aneja, ASJ (SC RC).
Vigilance Branch	Mr. Bhupesh Kumar, DJ (Commercial Court)-05.	Ms. Prabh Deep Kaur District Judge-05
Copying Agency	Mr. Raj Kumar Tripathi, DJ (Commercial Court) -08.	Ms. Geetanjali, ASJ (FTC)-03
Record Room	Mr. Lovleen ASJ-03	Mr.Ankit Singhla, ASJ (Special Judge FTC).
Judicial Branch	Mr. Lalit Kumar, ASJ (FTC)-01.	Mr. Lovleen ASJ-03
CMM Office	Chief Judicial Magistrate	ACJM.
Evening Cell	Chief Judicial Magistrate	ACJM.
Store, Stationary, Nazarat Branch, ACJ Office	Ms. Tarunpreet Kaur ACJ/CCJ/ARC	Mr. Manish Jain, JSCC-cum-ASCJ-GJ.
RTI Cell and Transparency Officer	Ms. Neelofer Abida Perveen, DJ-06.	Sh. Pritam Singh DJ-04

Notes:

1. The Officer(s)-in-Charge shall be responsible for regularly supervising the work of the Branches (and connected Branches & Sections) under their control on daily basis, inter alia, whenever required by providing necessary guidance/directions to the Administrative Officer (Judl.) or Branch In-charge to take all necessary decisions, using proper discretion in matters of routine nature, keeping in mind the best interest of the institution and refer the matter to the Principal District and Sessions Judge, if in doubt and liaison, when required, with other Officer(s)-in-Charge and Committees.

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2. The Branch In-Charge and all subordinate staff shall work under the control and supervision of the the concerned Officers In-Charge. They'll be answerable and report, on daily basis, to the respective Officer(s)-in-Charge.

3. Each Branch/Cell shall have work allocated amongst the staff subject-wise, with arrangement for link Assistant (on account of absences of regular dealing hand), for which the OICs shall issue formal orders, in consultation with and under intimation to the undersigned.

4. The Officer(s)-in-Charge of the Administration Branches are hereby authorized to regulate and take appropriate decisions, as per rules, on the applications for leave of all members of categories of staff under their respective control.

5. Ms. Anu Grover Baliga, District Judge (Commercial Court)-04, is hereby authorized to regulate and take appropriate decisions, on applications for leave of the officers of Delhi Higher Judicial Services and Delhi Judicial Services as per rules.

6. Ms. Alka Chhabra, Branch In-Charge, Judicial Branch, is hereby authorized to look after the work of process i.e. Service of summons upon Judicial Officers/ Officials. Branch In-Charge, Administration will look after the work of process i.e. Service of summons upon Judicial Officers/ Officials, as link of Branch In-Charge, Judicial Branch, South East District, Saket Courts, New Delhi.

3/9/25

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

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2025/ 4116-4177 New Delhi, Dated: 4/9/25

Copy forwarded for information and necessary action to:

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

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