OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE SOUTH DISTRICT COURTS COMPLEX DELHI

ORDER

In the light of recent transfer and posting orders of Ld. Judicial Officers by the Hon'ble High Court of Delhi and in pursuant to the directions passed by the Hon'ble Supreme Court of India vide Judgment dated 15.01.2025 in Writ Petition (Civil) No 538/2023 titled "Rajeeb Kalita vs. Union of India & Others", conveyed/endorsed to this office through letter No. 321-327/DHC/Mgt.&Coord Cell-I BMCC(District Courts) dated 24.01.2025, by Hon'ble High Court of Delhi, New Delhi, **Sh. Rakesh Kumar, Senior Judicial Assistant/In-charge, Care Taking Branch (Mobile No. 7011513950), South District, Saket Courts, New Delhi was appointed as Nodal Officer** vide Minutes of Meeting dated 07.03.2025 to monitor the maintenance, address the complaints and communicate with the Ld. Administrative Civil Judge, South. Further, in case of the absence of Ld. Administrative Civil Judge, South, the Nodal Officer shall submit report before Ld. Administrative Civil Judge (South East).

Further, Branch In-charge (s)/Officials of South and South-East Districts have been appointed as Additional Nodal Officer(s)/Housekeeping (in addition to the duties already assigned to them) for their respective floors of Main Court Building, New Court Blocks and Utility Block, Saket Courts Complex, New Delhi under the Supervision/Directions of the Judicial Officers as mentioned in below mentioned table.

Main Building- North Wing				
S. No.	**Name of the Judicial Officer**	**Name of the Branch In-charge/ Additional Nodal Officer/ Housekeeping**	**Designation**	**Floor**
1.	**Ms. Neha Priya, Ld. SCJ-Cum-RC, Room No. 01, South District, Saket Courts, Delhi.**	**Ms. Swati (8700152083)** **Sh. Narendra (9717620806)**	**JA in the Court of Ms. Nirmala Singh, Ld. JMFC** **JA in the Court of Ms. Neha Priya, Ld. SCJ**	Ground
2.	**Ms. Nirmala Singh, Ld. JMFC-12, South-East, Saket Courts, Delhi**	**Sh. Pritam Singh (9310908070)** **Ms. Neelam (8800583009)**	**JA, Server Room.** **JA, VWDC**	First

3.	Sh. Shiva Parashar, Ld. JMFC (N.I. Act)-04, Room No. 202, South District, Saket Courts, Delhi.	Ms. Anita Rallan (9999249976) Sh. Dayanand (9811541977)	Reader in the Court of Ms. Shilpi Singh, Ld. ACJ, South JA in the Court of Sh. Shiva Parashar, JMFC-04, NI Act, South District	Second
4.	Sh. Samar Vishal, Ld. ASJ, Room No. 303, South District, Saket Courts, Delhi.	Ms. Mamta (9555213830) Sh. Satish (9871844805)	JA in the Court of Sh. Samar Vishal, Ld. ASJ (S) JA in the Court of Sh. Samar Vishal. Ld. ASJ (S)	Third
5.	Ms. Shivangi Vyas, Ld. JMFC(Mahila Court-01), South-East, Saket Courts, Delhi	Ms. Preeti Chaudhary (9818979162) Sh. Ajay Kumar Singh (9818460793)	JA, Care Taking Branch JA BMC Cell	Fourth
6.	Ms. Shunali Gupta, Ld. ASJ (FTC) -02, Room No. 502, South District, Saket Courts, Delhi.	Ms. Rashmi (7838418114) Sh. Pushkar (8750970909)	Ahlmad in the Court of Ms. Shivangi Vyas , JMFC (SE) JA in the Court of Ms. Manika , Ld. ASJ (S)	Fifth
7.	Sh. Pritam Singh, Ld. DJ-04, Room No. 604, South-East District, Saket Courts, Delhi.	Ms. Kavita (9582560391) Sh. Jai Pal Singh Rawat (9717236797)	JA in the Court of Sh. Ajay Garg, Ld. ASJ (S) JA in the Court of Sh. Pritam Singh, Ld. DJ-04 (SED)	Sixth
8.	Ms. Jyoti, Ld. Reliving Judge, South-East, Saket Courts, Delhi.	Sh. Balraj Singh (9871709031) Ms. Mandira Manna (9911191011)	SJA/ In-charge, Record Room JA, Record Room	Seventh

Main Building- South Wing				
S. No.	Name of the Judicial Officer	Name of the Branch In-charge/ Additional Nodal Officer/ Housekeeping	Designation	Floor
1.	Ms. Anjani Mahajan, Ld. PO-MACT, Room No. 14, South District, Saket Courts, Delhi.	Ms. Geeta Joshi (9871702622) Sh. Dinesh (9871413241)	JA, Video Conferencing Room JA in the Court of Ms. Aditi Garg, Ld PO (MACT) (SE)	Ground
2.	Ms. Neetika Kapoor, Ld. JMFC-03 (Mahila Court), South District, Saket Courts, Delhi	Ms. Poonam Sharma (8377849616) Ms. Neelam (8800583009)	SJA/ In-charge, VWDC JA, VWDC	First
3.	Ms. Nidhi Singh, Ld. JMFC-03, Room No. 212, South District, Saket Courts, Delhi.	Ms. Manisha Sharma (8130494066) Sh. Ajay (8178888234)	JA (Ahlmad in the Court of Sh. Chatinder Singh, Ld. JMFC-04, South District Ahlmad in the Court of Sh. Mridul Gupta, Ld. CJM, South	Second
4.	Sh. Vishal Singh, Ld. ASJ-05, Room No. 311, South-East District, Saket Courts, Delhi.	Ms. Parul Kanojia (9811824388) Sh. Swatantra Yadav (7838889923)	JA in the Court of Sh. Lovleen , Ld. ASJ (SE) JA in the Court of Sh. Vipin Kr Rai, Ld. ASJ-01, South-East	Third
5.	Sh. Vishal Singh, Ld. ASJ-05, Room No. 311, South-East District, Saket Courts, Delhi.	Ms. Parul Kanojia (9811824388) Sh. Swatantra Yadav (7838889923)	JA in the Court of Sh. Lovleen , Ld. ASJ (SE) JA in the Court of Sh. Vipin Kr Rai, Ld. ASJ-01, South-East	Fourth
6.	Sh. Pawan Kumar, Ld. ASJ-06, Room No. 511, South District, Saket Courts, Delhi.	Ms. Shikha (9717279605) Sh. Sachin (8930998198)	JA in the Court of Sh. Pawan Kumar, Ld. ASJ-06, South JJA in the Court of Sh. Rahul Jain, Ld. JMFC-01, South-East	Fifth
7.	Ms. Garima Garg, Ld. ASJ-06, Room No. 511, South District, Saket Courts, Delhi	Sh. Balram (8209434699) Sh. Sachin (8930998198)	JJA, in the Court of Ms. Garima Garg, Ld. ASJ JJA, in the Court of Sh. Rahul Jain, Ld. JMFC-01, South-East	Sixth
8.	Ms. Radha Kulshrestha, Ld. JMFC-01, NI Act, South District, Saket Courts, Delhi	Sh. Balraj Singh (9871709031) Ms. Mandira Manna (9911191011)	SJA/ In-charge, Record Room JA, Record Room	Seventh

Main Building East Wing				
SI. No	Name of Judicial Officer	Name of the Branch In-charge/Additional Nodal Officer/Housekeeping	Designation	Floor

1.	Ms. Chhavi Bansal, Ld. JMFC-11, Room No. 9, South-East District, Saket Courts, Delhi	Ms. Sushma (9717681920) Sh. Anoop (8860179066)	JA, CA Branch, South-East JA, CA Branch, South-East	Ground and First Floor
2.	Ms. Shikha Chahal, Ld. JMFC (Mahila Court)-01, Room No. 208, South District, Saket Courts, Delhi	Ms. Meena Thapa (9717385237) Sh. Puran Bhatt (9810325392)	JA, Stationary Branch In-charge Nazarat Branch (SE)	2nd Floor
3.	Sh. Azad Sehrawat, Ld. JMFC-10, Room No. 307, South-East District, Saket Courts, Delhi	Ms. Leena Rawat (8588829312) Sh. Sushil Kr. Jatav (9899605807)	SJA / In-charge, Computer Branch SJA / In-charge, Record Branch	3rd Floor
4.	Ms. Aditi Rao, Ld. JMFC-07, Room No. 508, South-East District, Saket Courts, Delhi	Ms. Sneh Lata (9899519269) Sh. Satvir (9871975030)	SJA/ In-charge, Accounts Branch SJA, Cash Branch(S)	4th Floor

New Building- Block 1

S. No.	Name of the Judicial Officer	Name of the Branch In-charge/ Additional Nodal Officer/ Housekeeping	Designation	Floor
1.	Sh. Vipul Sandwar, Ld. JSCC/ASCJ/GJ, Room No. 03, New Court Block-1, South District, Saket Courts, Delhi.	Ms. Deepa Shah (9650106878) Sh. Pawan Kanojia (9599011461)	JA in the Court of Ms. Anuradha Jindal Ld. DJ (Comm) JA in the Court of Sh. Sunil Beniwal, Ld. DJ (S)	First
2.	Sh. Ankit Mittal, Ld. CJ-01, Room No. 9, New Court Block-1, South District, Saket Courts, Delhi.	Ms. Arushi Rawat (9810737604) Sh. Amit (9999393396)	JA in the Court of Sh. Ankit Mittal, Ld. CJ (S) JA in the Court of Sh. Ankit Mittal, Ld. CJ (S)	Second
3.	Sh. Sandeep Yadav, Ld. DJ (Commercial Court)-03, Room No. 17, New Court Block-1, South District, Saket Courts, Delhi.	Ms. Charu Bhardwaj (9810306801) Sh. Rohit (9582857514)	JA in the Court of Sh. SH. Nitin Shah, Ld. JMFC (NI Act) (S) JA in the Court of Ms. Savita Rao, Ld. DJ (Comm.-01) South	Third
4.	Sh. Pooran Chand, Ld. DJ-05, Room No. 19, New Court Block-1, South District, Saket Courts, Delhi.	Ms. Cheena (8800861589) Sh. Manish (9971463390)	JA in the Court of Ms. Isha Thakur, Ld. CJ-03, South-East JJA in the Court of Sh. Pooran Chand, Ld. DJ (S)	Fourth

New Building- Block 2				
S. No.	Name of the Judicial Officer	Name of the Branch In-charge/ Additional Nodal Officer/ Housekeeping	Designation	Floor
1.	Ms. Kamaldeep Kaur, Ld. JMFC (Digital Traffic Court), Room No. 28, New Court Block-2, South District, Saket Courts, Delhi.	Ms. Nandni (9911814518) Sh. Dalip Mandal (9999052772)	JA in the Court of Sh. Sidhant Krishan S., Ld. JMFC-01, NI Act, South JA in the Court of Ms. Kamaldeep Kaur, Ld. JMFC, Traffic Court, South-East	First
2.	Sh. Anurag Chhabra, Ld. JMFC-01 (N.I. Act) (Digital), Room No. 32, New Court Block-2, Saket Courts, Delhi.	Ms. Kavita (9354695229) Sh. Ravinder Kumar (9873344068)	JJA in the Court of Ms. Nirja Bhatia, Ld. DJ (Comm-07), South-East JJA in the Court of Sh. Ajay Kumar Jain, Ld. DJ(Comm-04), South	Second
3.	Ms. Veena Rani, Ld. DJ (Commercial Court)-08, Room No. 39, New Court Block-2, South-East District, Saket Courts, Delhi.	Ms. Poonam (8447417744) Sh. Amrish Nandan (8750486237)	JJA in the Court of Ms. Veena Rani, Ld. DJ(Comm-08), South-East JA in the Court of Ms. Veena Rani, Ld. DJ (Comm-08) South-East	Third
4.	Ms. Monika Saroha, Ld. Judge (Family Court)-01, Room No. 45, New Court Block-2, South-East District, Saket Courts, Delhi.	Ms. Dimple (7840042631) Sh. Hariom (9650802566)	JA in the Court of Sh. Akshay Sharma, Ld. JMFC-08, NI Act, South JJA in the Court of Ms. Jayanti Chander, Ld. JMFC-07, South	Fourth

Utility Block				
S. No.	Name of the Judicial Officer	Name of the Branch In-charge/ Additional Nodal Officer/ Housekeeping	Designation	Floor
1.	Sh. Aviral Shukla, Secretary, DLSA, South District, Saket Courts, Delhi.	Ms. Bijayinee Satapathy (9718736148)	In-Charge, DLSA, South, Saket Courts	Ground
2.	Ms. Neha Sharma, Secretrary, DLSA, South-East District, Saket Courts, Delhi	Ms. Nikita Pathak (9868814969)	In-Charge, DLSA, South-East, Saket Courts	First

The Nodal Officer shall inspect the toilets with the Additional Nodal Officer of their respective floors once in a week to ensure functioning of toilets and for the resolution of the complaints regarding cleanliness/Civil/Electric works and submit his/her report to the Ld. Administrative Civil Judge, South District, Saket Courts, New Delhi in this regard.

All the Judicial Officers / Officials can directly contact to the following also.

PWD Civil

Sl. No.	Name of the Officer/ Official	Contact No.
1	Shri Rajesh, Supervisor , PWD Civil	9311777555/Ext. 1156
2.	Shri Mukesh Kumar, Plumber, PWD Staff	6387182459/Ext. 1156
3.	Shri Mahesh, Sewerage/Toilet Blockage Complaints	7011315772

PWD Electrical

Sl. No.	Name of the Officer/ Official	Contact No.
1	Shri Ankit Pandey, Supervisor/PWD Official	8073930058/Ext. 1156
2.	Shri Mukesh Gupta, Supervisor, Electrical	9821336261/Ext. 1156
3.	Surender PWD Electrician	9971952829/Ext. 1156

Housekeeping

Sl. No.	Name of the Officer/ Official	Contact No.
1	Sh. Achint Prakash, Judicial Assistant	9891255130
2.	Shoiab, Manager Housekeeping	7053378667
3.	Ms. Reena, Lady supervsior Housekeeping	8527747169

Notes :-

1. Additional Nodal Officer/ Housekeeping shall maintain the following things on daily/weekly/ monthly basis :-

(a) Inventory of all the articles viz. All taps, Liquid Soaps, Phenyl, Tissue Papers, Air Perfumes, Air Freshener, Napthalene Balls and other consumables. In the event of consumption of such articles, the Additional Nodal Officers concerned shall immediately ensure availability of the consumables from the Housekeeping Stores, through concerned Supervisor (Outsourcing) which may be in the Supervision of the Care Taking Branch.

(b) The Additional Nodal Officers concerned shall also ensure that no water spillage and water leakage is seen in the washroom areas. In the event of any complaint i.e. water spillage/ water leakage/ Toilet Blockage is seen, the same shall immediately be reported to the concerned official, which in this case is Sh. Rajesh, PWD.

(c) The Additional Nodal Officers concerned shall also ensure that during Physical inspection the presence of the concerned outsourcing official (s) is on duty and the consumables viz Brooms, Tissue Papers and Dispensers, Soap Dispensers, Phenyl etc are lying at their appropriate space. In the event, if any, resource person (s) is found to be absent from duties (unauthorizedly), the same shall immediately be informed to the concerned Judicial Officers for onward transmission to the Ld. Officer In-charge, Care Taking Branch, Saket Courts, New Delhi.

(d) The Additional Nodal Officers concerned shall also ensure the proforma of consumables and Contact Numbers of Supervisors and Additional Nodal Officers is affixed on the doors of the washrooms.

(e) The Additional Nodal Officers concerned shall also ensure that the Ceiling of the Washrooms is in good condition and the Mirror installed is in neat and clean condition.

(f) The Additional Nodal Officers concerned shall also ensure that their is no complaint of Seepage on their respective floors.

(g) The Additional Nodal Officers concerned shall also ensure that the White Wash on their respective floors is in good condition.

(h) The Additional Nodal Officers concerned shall also ensure that the resource person (s) are in their Uniform.

(i) The Additional Nodal Officers concerned shall also ensure that the report qua the aforementioned is duly submitted on weekly basis after due forwarding by the concerned Ld. Judicial Officer, as above mentioned against the columns. Further, a consolidated Monthly Statement shall be submitted by each Link Nodal Officers, under due forwarding of concerned Ld. Judicial Officers, as above mentioned against the columns. The Caretaker /Branch In-charge, shall ensure that the weekly/monthly statements are being filed by each Addl. Nodal Officer (s) concerned in the Stipulated period of time (The requisite proforma is attached with the order).

(j) The Additional Nodal Officer / Housekeeping nominated for each floor shall also work as link of each other.

29/11/25

(Gurvinder Pal Singh)
Principal District & Sessions Judge
South District, Saket Courts, New Delhi

prepared by Rakesh Kumar S.J.A 29/11/25

No. CTB/SCC/2025/1047/50377-50577 Dated : 29/11/2025

Copy forwarded for information & necessary action to :-

1. The Worthy Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (HQs.), Tis Hazari Courts, Delhi.
3. All Judicial Officers posted at Saket Courts, New Delhi with the request to circulate it amongst the staffs posted in their control.
4. The Administrative Civil Judge, South District, Saket Courts, New Delhi with the request to address the complaints as communicated by the Nodal Officer and give standing instructions in writing regarding maintenance and working of the public toilets so that responsibilities of the official concerned may be fixed.
5. The Personal Office of the undersigned.
6. All Branch In-charge (s) posted in South & South -East Districts, Saket Courts, New Delhi
7. The Web Site Committee (Hindi & English), Tis Hazari Courts, Delhi.
8. The Branch In-Charge, Care Taking Branch, Saket Courts, New Delhi,
9. The Branch In-charge, CTB with direction to affix the order, outside each washrooms mentioning name and mobile number of supervisor, concerned official from PWD (Civil) and (Elect.) and himself
10. The Concerned Nodal Officers and Addl. Nodal Officers.
11. The Branch In-Charge, Computer Branch for uploading on Web-Site, Saket Courts, New Delhi.

Principal District & Sessions Judge
South District, Saket Courts, New Delhi

29/11/25
(Rakesh Kumar)
S.J-A

PROFORMA TO BE SUBMITTED BY THE NODAL OFFICERS ON MONTHLY BASIS

This is to certify that I had personally supervised the ____ floor on regular basis . That there are no pending PWD Civil / PWD Electric complaint. That the washroom on the floors were found to be in good condition. That any complaints qua the vitals i.e. Soap Dispensers, Cleanliness were immediately taken into cognizance and steps for resolving the same were taken with immediate effect. Any chronic complaint, if any found was/ were immediately communicated to the Care Taking Branch for immediate and necessary disposal at their end.

****** It is further certified that the monitoring of the floor is being done on regular basis. It is also ensured that the resource persons are on duty , and if any, found to be absent, is reported to the Care Taking Branch******

(Nodal Officer)
_____ Floor
_____ Wing
Saket Courts
New Delhi

Dated-

New Block-I Inventaries/inspections report of public washroom, for the month of

		Ist floor (1 to 05)					2st floor (6 to 11)						3rd floor (12 to 17)						4rd floor (18 to 23)					
Sl.	inventeries	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	Toilet seat cover																							
2	Taps																							
3	Health faucet																							
4	Push Button																							
5	Ladches																							
6	Door																							
7	Looking mirror																							
8	Floor & Ceiling																							
9	Hand Wash																							
10	Naphtha len e balls																							
11	Waste pipe																							
12	Running water																							
13	Urinal																							
14	Cleaning																							
15	Exhaust Fan																							
16	Light																							
17	Censor																							
18	Door																							
19	Dustbin																							

Dated-

New Block-II Inventaries/inspections report of public washroom, for the month of

		1floor (24 to 28)					2nd floor (29 to 34)							3rd floor (35 to 40)					4rd floor (41 to 46)				
Sl.	inventeries	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
1	Toilet seat cover																							
2	Taps																							
3	Health faucet																							
4	Push Button																							
5	Ladches																							
6	Door																							
7	Looking mirror																							
8	Floor & Ceiling																							
9	Hand Wash																							
10	Naphthalen e balls																							
11	Waste pipe																							
12	Running water																							
13	Urinal																							
14	Cleaning																							
15	Exhaust Fan																							
16	Light																							
17	Censor																							
18	Door																							
19	Dustbin																							

Main Court Builing Inventaries/inspections report of public washroom, for the month of

Dated-

Sl.	inventeries	Ground floor (1 to 08)								2nd floor (9 to 16)								3ad floor (17 to 24)								5rd floor (25 to 32)								6th floor (33 to 40)							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	40
1	Toilet seat cover																																					
2	Taps																																					
3	Health faucet																																					
4	Push Button																																					
5	Ladches																																					
6	Door																																					
7	Looking mirror																																					
8	Floor & Ceiling																																					
9	Hand Wash																																					
10	Naphthalene balls																																					
11	Waste pipe																																					
12	Running water																																					
13	Urinal																																					
14	Cleaning																																					
15	Exhaust Fan																																					
16	Light																																					
17	Censor																																					
18	Door																																					
19	Dustbin																																					

Lawyers Block Inventaries/inspections report of public washroom, for the month of Nov 2025

Dated-

Ground floor (1 to 04) **2st floor (5 to 8)** **3nd floor (9 to 12)** **4th floor (13 to 16)** **5rd floor (17 to 20)** **6th floor (21 to 24)** **7th floor (25 to 28)** **8th floor (29 to 32)**

SL	inventeries	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
1	Toilet seat cover																																
2	Taps																																
3	Health faucet																																
4	Push Button																																
5	Ladches																																
6	Door																																
7	Looking mirror																																
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11	Waste pipe																																
12	Running water																																
13	Urinal																																
14	Cleaning																																
15	Exhaust Fan																																
16	Light																																
17	Censor																																
18	Door																																
19	Dustbin																																

Dated-

Utility Block Inventaries/inspections report of public washroom, for the month of

		Ground floor (1 to 04)				1st floor (5to 8)			
Sl.	inventeries	1	2	3	4	5	6	7	8
1	Toilet seat cover								
2	Taps								
3	Health faucet								
4	Push Button								
5	Ladches								
6	Door								
7	Looking mirror								
8	Floor & Ceiling								
9	Hand Wash								
10	Naphthalen e balls								
11	Waste pipe								
12	Running water								
13	Urinal								
14	Cleaning								
15	Exhaust Fan								
16	Light								
17	Censor								
18	Door								
19	Dustbin								