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

**Order No** 23 **dated** 12.05.26

In partial modification of this office order no. 11 dated 06.03.2026, 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** | **Name of the Branch Incharge** |
|---|---|---|---|
| Leave sanctioning authority of Judicial Officers. | Ms. Neelam Singh, DJ (Commercial Court)-05. | Ms. Sheetal Chaudhary Pradhan, ASJ-02. | Mr. Kishore Kumar Batra, SJA/ Branch Incharge, Judicial Branch, South-East District, Saket Courts |
| Bail & Filing Section. | Ms. Shivani Chauhan, ASJ(FTC)-01 | Ms. Swati Sharma, ASJ (FTSC) (POCSO). | Ms. Vaishali Suneja, SJA/ Branch Incharge, Bail & Filing Branch, South-East District, Saket Courts |
| R&I Branch | Mr. Vipin Kumar Rai Ld. ASJ-01 (POCSO) | Ms. Aditi Garg, POMACT-02 | Ms. Alka Chhabra, SJA/ Branch Incharge, R&I Branch, South-East District, Saket Courts |
| Administration Branch-I | Mr. Pranjal Aneja Ld. ASJ (SC RC) | Mohammad Ehtesham, Ld. ASJ-07 | Mr. Surender Singh Negi, SJA/ Branch Incharge, Administration Branch-I/II/III, South-East District, Saket Courts |
| Administration Branch-II | Mr. Ankit Singla, ASJ (Special Judge FTC) | Mr. Vinod Kumar Gautam, ASJ (FTC) -02. | |
| Administration Branch-III | Ms. Prabh Deep Kaur, DJ-05. | Ms. Shivani Chauhan ASJ (FTC) -01 | |
| Leave sanctioning authority of staff. | Ms. Veena Rani, DJ (Commercial Court)-08 | Ms. Aditi Garg, PO MACT-02 | Ms. Alka Chhabra, SJA/ Branch Incharge, Leave Section, South-East District, Saket Courts |
| General Branch | Mr. Atul Ahlawat, Ld. DJ-03 | Mr. Abhishek Kumar, ASJ (SC POCSO) | Ms. Alka Chhabra, SJA/ Branch Incharge, General Branch, South-East District, Saket Courts |
| Purchase Cell | Ms. Vrinda Kumari, DJ(Commercial Court)-03 | Ms. Charu Gupta, PO-MACT-01 | Mr. Kishore Kumar Batra, SJA/ Branch Incharge, Purchase Cell, South-East District, Saket Courts |
| Litigation Branch | Mr. Kuldeep Narayan, DJ-02 | Mr. Pranjal Aneja, ASJ (SC RC). | Mr. Amit Badoni, Accounts Officer/ Branch Incharge, Litigation Branch, South-East District, Saket Courts |

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| Vigilance Branch | Mr. Tarun Sehrawat, DJ Commercial Court (Digital)-07 | Ms. Prabh Deep Kaur, DJ-05 | Mr. Kishore Kumar Batra, SJA/ Branch Incharge, Vigilance Branch, South-East District, Saket Courts |
| Copying Agency | Mr. Vishal Singh, ASJ -05. | Ms. Geetanjali, ASJ (FTC)-03 | Mr. Gaurav Attree SJA/ Branch Incharge, Copying Agency, South-East District, Saket Courts |
| Record Room | Mohammad Ehtesham, Ld. ASJ-07 | Mr. Atul Ahlawat, DJ-03 | Mr. Balraj Singh, SJA/ Branch Incharge, Record Room, South-East District, Saket Courts |
| Judicial Branch | Mr. Vinod Kumar Gautam ASJ (FTC)-02. | Ms. Anu Aggarwal, ASJ-06(POCSO) | Mr. Kishore Kumar Batra, SJA/ Branch Incharge, Judicial Branch, South-East District, Saket Courts |
| CJM Office | Chief Judicial Magistrate | ACJM. | Ms. Vaishali Suneja, SJA/ Branch Incharge, CJM Office, South-East District, Saket Courts |
| Evening Cell | Chief Judicial Magistrate | ACJM. | Mr. Gaurav Attree SJA/ Branch Incharge, Evening Cell, South-East District, Saket Courts |
| Store, Stationary, Nazarat Branch, ACJ Office | Ms. Tarunpreet Kaur ACJ/CCJ/ARC | Mr. Ajeet Narayan, JSCC-cum-ASCJ-GJ. | Mr. Kishore Kumar Batra, SJA/ Branch Incharge, Store/ Stationary Branch, South-East District, Saket Courts |
| | | | Mr. Puran Chand Bhatt, District Nazir/ Branch Incharge, Nazarat Branch/ ACJ Office, South-East District, Saket Courts |
| RTI Branch and Transparency Officer | Mr. Lalit Kumar, DJ (Commercial)-2 | Mr. Vivek Kumar Gulia, Ld. DJ-04 | PIO/APIO, South-East District, Saket Courts |

**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.

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. Ms. Veena Rani, District Judge (Commercial Court)-08 is 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. Neelam Singh, District Judge (Commercial Court)-05, 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. Mr. Kishore Kumar Batra, SJA/ Branch Incharge, Judicial Branch, South-East District, Saket Courts is hereby authorized to look after the work of process i.e. Service of summons upon Judicial Officers/ Officials. Branch In-Charge, Administration Branch, South-East District, Saket Courts 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.

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

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2026/ 4557-4657 New Delhi, Dated: 12/5/26

**Copy forwarded for information and necessary action to:**

1. The Worthy Registrar General, High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judge (HQs), Delhi. Delhi.
3. The Ld. Principal District & Sessions Judge (South), Saket Courts, New Delhi.
4. All the Ld. 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 Ld. 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.

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