

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

Order No 50 dated 12.10.2026

In partial modification of this office order no. 45 dated 17.09.2026, 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.	Sh. Sachin Jain, 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	Ms. Manu Vedwan, 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. DJ-04	Mohammad Ehtesham, Ld. ASJ-05	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	Sh. Rajinder Singh, DJ-02	Ms. Shivani Chauhan ASJ (FTC) -01	
Leave sanctioning authority of staff.	Mohammad Ehtesham, ASJ-05	Ms. Richa Gosain Solanki, DJ-07	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	Sh. Rajinder Singh, DJ-02	Mr. Kishore Kumar Batra, SJA/ Branch Incharge, Purchase Cell, South-East District, Saket Courts
Litigation Branch	Mr. Vinod Kumar Gautam ASJ (FTC)-02.	Mr. Pranjal Aneja, DJ-04	Mr. Kishore Kumar Batra, SJA/ Branch Incharge, Litigation Branch, South-East District, Saket Courts

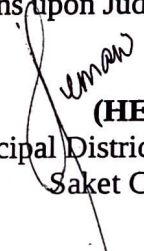
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Vigilance Branch	Dr. Tarun Sehrawat, DJ Commercial Court (Digital)-07	Sh. Akash Jain, DJ-05	Mr. Kishore Kumar Batra, SJA/ Branch Incharge, Vigilance Branch, South- East District, Saket Courts
Copying Agency	Ms. Vrinda Kumari, DJ(Commercial Court)-03	Mr. Atul Ahlawat, DJ-03	Mr. Gaurav Attree SJA/ Branch Incharge, Copying Agency, South-East District, Saket Courts
Record Room	Sh. Lalit Kumar, DJ (Commercial)-02	Sh. Sachin Jain, ASJ-02	Mr. Balraj Singh, SJA/ Branch Incharge, Record Room, South-East District, Saket Courts
Judicial Branch	Sh. Ravinder Singh-I DJ (Commercial Court)-08	Ms. Aditi Garg, PO MACT-02	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. Swayam Siddha Tripathi, ACJ/CCJ/ARC	Ms. Manu Shree, 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	Dr. Jagminder Singh, ASJ (POCSO)-06	Mr. Vivek Kumar Gulia, ASJ(SC RC)	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. Mohammad Ehtesham, ASJ-05, 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, in his absence link of Branch In-Charge, Judicial Branch, South East District, Saket Courts, New Delhi. will look after the work of process i.e. Service of summons upon Judicial Officers/ Officials.

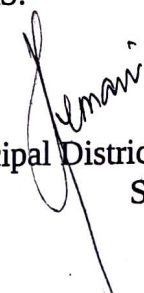

(HEMANI MALHOTRA)
 Principal District & Sessions Judge (South-East)
 Saket Court Complex, New Delhi

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2026/ 10501-10530

New Delhi, Dated: 12/10/2026

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