INFORMATION RELATED TO

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (SOUTH WEST), DWARKA COURTS, NEW DELHI

UNDER SECTION 4(1)(A) OF RTI ACT, 2005

INFORMATION REGARDING STRUCTURE

SN	Designation of the Officers / Official	Name and Address
1	Principal District & Sessions Judge	Sh. Pankaj Gupta, Room No. 611-C Wing Sixth Floor, Dwarka Courts, New Delhi
2	First Appellate Authority	Dr. Ajay Gulati-I Ld. District Judge (Commercial Court-04) Room No. 509, Fifth Floor, Dwarka Courts, New Delhi.
3	Link First Appellate Authority	Ms. Tavleen Kaur Mohi, Ld. District Judge-02 Room No. 605, Sixth Floor, Dwarka Courts, New Delhi
6	Assistant Public Information Officer (APIO)	Sh. Sanjeev Kumar, AAO/DDO, Room No. 202, Second Floor, Admin. Block, Dwarka Courts, New Delhi
7	Branch In-charge (RTI)	Sh. Sudhir Kumar Senior Judicial Assistant, Room No. 504-A, 5“ Floor, Admin. Block, Dwarka Courts

RTI (South-West), Dwarka District Courts, New Delhi-110075 Jurisdiction: South-West, District, Dwarka Courts, New Delhi
Phone: 011-28042850 Extn: 6204

WORKING STRUACTURE OF RTI BRANCH

The work of RTI Branch is urgent and time bound. The applications under RTI Act, are being received regularly. After examining the applications the same is sent to the concerned Court/Branch and query- wise information is called. Once the information is received from the concerned quarter, the same is compiled, and the information so received is sent to the applicant. RTI applications are also transferred to the other Public Authorities if the queries pertain to other department. Requisite fees is checked and deposited with RBI through cash Branch, Dwarka Court. All the applications are disposed of by the Public Information Officer within stipulated time as prescribed under RTI Act.

LIST OF BRANCH'S (ROOM NO. WISE), DWARKA COURT COMPLEX

Sl No.	Name of the Branch	Room Number
1	Copying Agency Branch	01 (Ground Floor) Admn Block
2	Stationery Branch	02 (Ground Floor) Admn Block
3	Vulnerable Witness Deposition Complex	15 & 16 (Ground Floor) Wing-D
4	Nazarat Branch	101 (First Floor) Admn Block
5	Caretaking Branch	104-A (First Floor) Admn Block
6	Accounts Branch	201 (Second Floor) Admn Block
7	Cash Branch	202 (Second Floor) Admn Block
8	Pool Car	203 (Second Floor) Admn Block
9	Sr. Admin. Officer	204-A (Second Floor) Admn Block
10	General Branch	204-A (Second Floor) Admn Block
11	Judicial Branch	204-A (Second Floor) Admn Block
12	Record Room (Civil)	205-A (Second Floor) Admn Block
13	Video Conference	308, Third Floor, Wing-B
14	Mediation Centre	Third Floor, Admn Block
15	Digitization Branch	502-A (Fifth Floor) Admn Block
16	Receipt & Issue Branch	503-A (Fifth Floor) Admn Block
17	Administration Branch-I, II, III	504-A (Fifth Floor) Admn Block
18	Litigation Branch	504-A (Fifth Floor) Admn Block
19	Vigilance Branch	504-A (Fifth Floor) Admn Block
20	RTI Branch	504-A (Fifth Floor) Admn Block
21	Record Room (Criminal)	505 to 508, Fifth Floor, Wing-D
22	Record Room (Session)	Admn Block, Sixth Floor
23	Facilitation Centre	Ground Floor
25	CMM Office	First Floor, Wing-C
26	Computer Branch	Fourth Floor, Wing-C

WORKING STRUCTURE OF COPYING AGENCY BRANCH, DWARKA

COURTS (S-W) BRANCH INCHARGE:

- To supervise the branch and proper co-ordination among the staff members for the smooth functioning of the branch.
- To satisfy the applicants, litigants regarding their quarries.
- Ensure proper cleanliness, punctuality and sufficiency of stationery in the Branch.
- To verify the Cash Statement and to prepare monthly pendency statement.
- To allocate the file equally to the copyist.

EXAMINERS:

- To properly examine and sign the photocopy prepared by the copyist as per the Rule of Hon'ble Court and compare with the file/record sent by the officials of courts and then signed each page of certified copies.
- To check and verify the valuation done by the copyist. Certification be also given on the last page of certified copy.

WINDOW CLERK (FRESH APPLICATION RECEIPT COUNTER):

- To receive fresh applications as per rules for certified copy and received the amount deposited by the applicants.
- To check particulars of the applications and handover the same to the file fetcher after entering the same into computer.
- To prepare the daily cash statement in respect of cash revived against certified applications and to deposit the same in the Cash Branch.
- To prepare the monthly Cash Statement by the 2nd day of every month.
- To make entries of fresh entries of fresh applications received in the register as well as in the computer system.

- To re-enter the applications after removing the objections on the application by the applicants.
- To do Kharja regarding copies marked to and prepared by the copyist in the register.
- To make entries regarding applications returned by the Ahlmad (court officials)/copyist due to any particular reason.

WINDOW CLERK (TO DELIVER CERTIFIED COPIES OF SESSIONS COURT):

- To deliver the copies to the applicants and recover or refund the excess amount as per valuation of the application.
- To receive the certified copies prepared by the copyist and place those prepared copies as per C.A. number wise so that copies can be located easily.
- To prepare the record of C.A. return application register, Jail dak and DLSA Copies daily.
- To prepare the daily cash statement in respect of cash received against copies delivered.
- To prepare the monthly Cash Statement by the 2nd day of every month.

WINDOW CLERK (TO DELIVER CERTIFIED COPIES OF CRIMINAL & CIVIL COURTS):

- To deliver the copies to the applicants and recover or refund the excess amount as per valuation of the application.
- To receive the certified copies prepared by the copyist and place those prepared copies as per C.A. number wise so that copies can be located easily.
- To prepare the record of C.A. return application register, Jail dak and

DLSA Copies daily.

- To prepare the daily cash statement in respect of cash received against copies delivered.
- To prepare the monthly Cash Statement by the 2nd day of every month.

FILE FETCHERS:

- To make entries in register regarding C.A. applications sent to various courts.
- To send C.A. applications to the Ahlmad/Assistant Ahlmad (Court Officials) of various courts and Record Room (Criminal) either himself or through Orderly.
- To collect the files/Chitthas/documents from the courts/Record Rooms after checking it throughly.
- To handover the files/Chithas/documents to the copyist for preparing certified copies, as per directions of the Branch-In-Charge.
- To receive back the files/documents from the copyist and give receiving of the same to the copyist.
- To get the objections clear, raised by the copyist or examiner.

COPYIST:

- To check all the files/chithas/documents allocated/marked to them by the Branch-In-Charge, if it is as per the requirement of the applicant as mentioned in the C.A. Form.
- To chek and ensure that the documents like ordersheets, evidence etc. In the file/chitthas are duly signed by the concerned Presiding Officer. If it is not so, then send it back to the court to remove such obhjections.
- To maintain quota register legibly and make entries of files/Chithas marked for doing photocopies.

- To do photocopies of documents as per C.A. rules and pursuant to the requirement of applicant mentioned in the C.A. application.
- To do proper stamping on each page of the certified copy after the same has been examined and signed by the examiner and do calculation of cost of certified copy as per rules.
- To return the original file/Chithas to the file fetcher after preparation of certified copy.
- To handover the certified copies to the concerned dispatch window clerk.

Orderly:

Assist the staff members as per direction of Branch-in-Charge.

WORKING STRUCTURE OF STATIONERY BRANCH, DWARKA COURTS

(S-W) SR. JUDICIAL ASSISTANT/BRANCH INCHARGE:

Stock Maintenance and Examination, corresponedence with Head Quarter, Tis Hazari Courts, to attend official meetings and preparation of Meeting's Agenda etc.

DEALING CLERK:

Noting and Drafting to raise demand shortcoming articles, Stock Maintenance, to bring stationery articles from Tis Hazari and issuance of stationery articles to Ld. Judicial Officers as well as officials.

ORDERLY/PEON:

Assists in distribution of stationery articles.

WORKING STRUCTURE OF VULNERABLE WITNESS DEPOSITION COMPLEX (VWDC) BRANCH, DWARKA COURTS (S-W)

BRANCH INCHARGE:

- To overall supervise the Branch and to ensure quick disposal of work and replies of Letters/Circulars related to this Complex on time.
- Making month-wise statement of Child Victims/Witnesses.
- To prepare certificates of Support Persons, whose services are being availed by the VWDC at the time of examination of Vulnerable witnesses.
- Receive cases/statements from different Courts at Dwarka Courts and to prepare list/record of day to day wise cases.
- Collect information from concerned courts about the Child Victims/Witnessses.
- Make calls to the Parents/Guardians of Child Victims/Witnesses to know as to whether they require cab facility for to and fro journey to VWDC, Dwarka Courts Complex for their testimony.
- Make duty chart for cab driver for pick and drop of the Child Victims/Witnesses from the address being provided by them with the help of nominated Support Persons.
- Make duty chart for cab driver for pick and drop of the Child Victims/Witnesses from the address being provided by them with the help of nominated Support Persons.
- Maintain all registers and files (Official Record)
- (A) Evidence Register
- (B) Cab Register
- (C) Statement Register of U/s 164 Cr. PC
- (D) Performa File
- (E) Stock Register
- (F) Pre Trial Register
- (G) Dak Register
- Filing up of prescribed performa at the time of Evidence.
- Work in Video Conferencing Room as Link Official.

ORDERLY/DAK PEON:

- To take care of all works of Dak Peon in this Complex and assist/take care of the Child Victims/Witnesses. To give refreshment to the Child Victims/Witnesses who visited VWDC for their testimony.
- To give refreshment to the Child Victims/Witnesses who visited VWDC for their testimony and other related works.

WORKING STRUCTURE OF NAZARAT BRANCH, DWARKA COURTS (SOUTH WEST)

BRANCH INCHARGE/DISTRICT NAZIR:

- Marking of warrant of attachment and possession.
- Rent deposit, Misc. Work as Incharge.

CIVIL NAZIR:

- Receiving the summons dak from all Courts and receive the summons of Kharza report.

NAIB NAZIR:-

- Entry of summons/warrants in computer of session seat, Delhi High Court, Tis Hazari Court, West District and Central District, Rouse Avenue Court and Kharza of the summons/Warrants of Respective Seat, marking of the summons and assist Civil Nazir and In-Charge.

BAILIFF:

- Exeuction of warrant of aatachment, warrant of possession, warrant of Arrest.

PROCESS SERVER:

- Services of Summons and notice.
- Dak duty from one District Court to other District Courts and urgent summons.

JUDICIAL ASSISTANT:

- Out of Station seat-sorting of summons/notices to different states after affixing the appropriate required postal stamps and making the entry in the register sent to concerned states for service. Also send the summons/notice from different states' courts after report.

JUDICIAL ASSISTANT:

- Computation of amount payable as compensation payable to various DH(s)/ Applicant(s)/Lrs of deceased DH(s) i.e. parties to the execution petition with reference to the orders of the aforesaid courts on compulsory acquisition of land by the U.O.I. wherein the undersigned is required to go through the complete file/previous payment file(s) statement u/s18 &19/ENM provided LAC etc. Towards preparation of the District Nazir's Report as when directed by the aforesaid courts for the date fixed.
- Computation of amount payable to the parties on enhanced compensation allowed by the Hon'ble Delhi High Court/Hon'ble Supreme Court under appeals towards preparation of District Nazir's Report as and when directed by the aforesaid courts for the date fixed.
- On receipt of amount from the LAC as per the District Nazir's Report and on the directions of the aforesaid courts in reference to the order of the Hon'ble Delhi High Courts, preparation of letter(s) addressing to the SBI Bank, Dwarka Courts Complex to deposit the cheque(s) amount received in the form of fixed deposits.
- Entry of particulars of case and details of amount received in the Receipt and Payments register and get the same signed alongwith the letter(s) for FDR by the Ld. Presiding Officers of the aforesaid courts.
- Delivery of letter(s) for FDR alongwith cheque(s) to the bank by himself.
- Providing Status to payments made and balance available (if any) as and when directed by the aforesaid courts.
- On receipt of proper documents in view of the directions of aforesaid courts, preparation of share report as regards to amount attributable to various persons in a file and TDS deductible thereon in pursuance to the Income Tax Act.
- After being allowed by the concerned court, release of cheque(s) under proper acknowledgement of the parties and identification by the counsel on the order sheet as well and in the Receipt and Payment Register.
- Handing over the TDS cheque alongwith copy of order and details of TDS to the person available in the court on behalf of the LAC.

- Reconciliation of Receipt and Payment Registers and record of the Treasury/PAO-VI in respect of amount earlier deposited by LAC with the Treasury.
- Preparation of vouchers for withdrawal of amount lying with the Treasury to deposit the same in the form of fixed deposit with a bank.
- Preparation of vouchers in respect of amount required to be released to the parties during reconciliation and which has not been accounted for FDR.

JUNIOR JUDICIAL ASSISTANT:

- Entry of summons in computer of M.M. seat, Evening court seat, Patiala House Court, Saket Court, KKD Court and Kharza of summons of respective Seat.

PEON:

- Distribution of Dak.

WORKING STRUCTURE OF CARE TAKING BRANCH, DWARKA COURTS (S-W) CARE TAKER (10 AM TO 5 PM)

- Coordinating with PWD Civil and Electrical for various complaints received from Courts/Branches.

CARE TAKER (08 AM TO 3 PM):

- Arrangements for various meetings and official functions, etc. held in Court Complex.

CARE TAKER (2 PM TO 9 PM):

- To supervise/monitor the Outsourced agencies i.e. Security Services and Sanitation Services.

FARASH:

- To supervise/monitor the work of pest control in the Court Complex.

CHOWKIDAR:

- To lock and unlock the Courts/Branches by the Chowkidars.
- Shifting work of the courts.
- Provision and maintenance of furniture articles.
- To provide consumables and non -consumable articles for Judicial Officers and Staff.

WORKING STRUCTURE ACCOUNT BRANCH DWARKA COURTS (S-W)

Accounts Branch, Dwarka Courts New Delhi deals with serving and retired Judicial Officers and employees on the undermentioned subjects:-

SALARIES:

- To include preparation of salary, tuition fee, arrears, honorarium, overtime allowance etc.
- Bills Calculation/maintenance of taxes concerned. Issuance of individual data and submission of reports to PAO concerned.
- Issuance /receipt of LPCS on transfer/posting of all staff.
- Maintenance /monitor of various types recoveries and preparation of schedules.
- Maintenance of PBR.

SERVICE BOOK:

- Maintenance of Service Books, to include preparation of service books, maintenance of all type entries including EL/HPL/CCL/EOL etc.
- Fixation of pay, grant/monitor of increments, receipt/transfer of service books on transfer/posting.
- Verification of service.
- Addition and deletion of family details as well as qualification and address etc.

MEDICAL:

- Preparation of medical bills to include advance, adjustment and claim.
- Preparation and maintenance of Medical Cards as well as addition/ addition/ deletion of dependent members and Dispensary concerned.

PENSION:

- Preparation and maintenance of pension papers/documents.
- Grant of DCRG/Commutation/CGEGIS/GPF Leave Encashment/DLIS etc.
- Furtherrevision of pension and other terminal benefits on revision of DA/Salaries retrospectively and implementation of pay commission.

GPF/CPF :

- Maintenance of GPF/CPF Books and records.
- Grant of Advance, withdrawal and processing of final claim on retirement/demise.
- Receipt/Transfer and maintenance of GPF/CPF Books on transfer/posting.

LTC/TA :

- Grant of LTC Advance/Adjustment/Claim and maintenance of records as per existing rules.
- Grant of TA Advance/Claim/Adjustment and maintenance.

CONTINGENCY:

- Preparation and maintenance of all types bills of Contingency (to include grant of Home Orderly Allowance, electricity charges, Telephone, Water Charges, Campt Office, News Paper/Magazine, Petrol charges, office Bag, Technology Allowance and Robe Allowance etc. to Judicial Officers)
- Preparation of other contingency bills to include pay and perks of Security Staff, and other purchases through General Branch/Care Taking Branch etc.

BUDGET:

- Provision of Budget Estimate/sub allocation and monitor of the same.
- Forwarding of Reports to PAO concerned as well as to Tis Hazari Central.

FINE & AUDIT:

- To look after and maintenance of all works relates to fine and audit. Also responsible for Internal Audit of all Courts of SW District and Monitor of Audit on behalf of Head of Office as carried out by various agencies at time to time.

WORKING STRUCTURE CASH BRANCH DWARKA COURTS (S-W)

JUDICIAL ASSISTANT/CASHIER:

- Maintain Cash Book:
- Receive Cash/Fine From:-
  1. Various Courts (Regular Courts & Evening Courts).
  2. General Branch (License Fee of Lawyers Chambers, Security amount of Lawyers chambers).
  3. Copying Agency.
  4. R.T.I. Branch.
  5. Nazarat Branch.
  6. Staff posted in Dwarka Courts, under TR-5

- Payment of Road and diet Money to various witness against vouchers issued by related courts.
- Payment of all contingency bills (Received by Cheques).
- Performing the duty on 2nd saturday, all Sunday and other holiday for collection of fine from the court of duty MM.
- Deposit the received cash/fine in RBI.
- Received various bills from Accounts Branch, Dwarka Courts and submits the same in Pay and Account Office for payment.
- Prepare Road and Diet Money Bills.
- Receive all cheques of RDM, C.B. like electricity, Telephone and Water etc.
- Deposit MTNL Bills, Electricity Bills, Water Bills.
- Maintain various types of register/Cash Book.
- Maintain various types of register/Cash Book.
- Issue cash received receipt to depositor.

WORKING STRUCTURE OF POOL CAR SECTION
DWARKA COURTS (S-W)

BRANCH IN-CHARGE / JUDICIAL ASSISTANT:

- Route preparation and its implementation.
- Arrangement of vehicle(s) for the Judicial Officers as per requirement.
- Carry out Service/Repair/maintenance work of the vehicles.
- Maintain stock/dead stock registers.
- Purchase of tyres/batteries etc.
- Arrangement of TIP/Training programme/Seminar/Airport/Railway Station etc.
- Record of Drivers.
- Record of petrol.
- Grievances of Officers and complaints of drivers.
- Log book/coupon book.
- Preparation of petrol bill of Govt. Petrol pump/Smart Fleet Card.
- Maintain Dak Register.
- Settlement of advance taken for petrol. Preparaing/checking of repair/maintenance of pool car vehicles and hired Taxis.
- Miscellaneous claims of Drivers.
- Maintain all official record relates to Pool Car Section.
- Replies of all queries of Head Quarters and all circulars.
- Compliance of all directions issued from Head Qtrs., Tis Hazari.
- Assigned duties to the drivers while the routine driver is on leave.
- Maintain and store of old log books/coupon book.
- Prepare of workshop bills of reparis of vehicles.
- Prepare of workshop bills of repairs of vehicles.
- Apply of advance petrol for vehicles.
- Maintain the record of vehicles.

DRIVERS:

- On route (duty) with Judicial Officers.

WORKING STRUCTURE ADMINISTRATION BRANCH
DWARKA COURTS (S-W)

ADMINISTRATION BRANCH (I, II & III):

- Internal transfers and posting of the staff of this office.
- Deputing of Staff in courts on daily basis from the Office Pool, as per the requirement.
- Issuance and circulation of orders and circulars.
- Maintaning of record of Staff regarding Transfer and posting.
- Sending Reports of Photocopier and Fax Machines.
- Deputing of Staff for Lok Adalat.
- Deputing of Staff for for Duty M.M.s.
- Putting up the administrative matters received on daily basis after making their noting and preparing order thereafter.
- Preparing reply of RTI applications as and when received.
- Attending queries from other District Courts.
- Attending queries from the staff regarding their leaves and other miscellaneous matters.
- Correspondence with other Districts regarding Leave Records of the officials who have been transferred to this District and who have been transferred from this District.
- Summer Vacation Work.
- Winter Vacation work.
- Weeding Out of records on regular basis.
- Visiting other District Courts for Attending Summons regarding Enquiries.
- Maintains computer and Manual record of Attendance Sheet of all the Courts and Branches.
- Maintains data regarding Personal details of the staff.
- Sanctioning of Leave of the staff from concerned Officer Incharge and maintaining of Leave Record.

- Making Data and Reports as and when required by Ld. D&SJ(HQ.).
- Deals with all type of Dak received on daily basis.
- Monthly Statement of Leave Record of Staff.
- Endorsement of letter for onward transmission to Headquarters.

WORKING STRUCTURE OF GENERAL BRANCH, DWARKA COURTS (S-W)

BRANCH INCHARGE:

- Supervision and allocation of work to the staff/members. Moving and forwarding of office notes on all important matter sunder consideration and as assigned to General Branch.
- Obtaining instructions from the Ld. Principal District & Sessions Judge (S-W) and Ld. Officer Incharge on urgent matters and report compliance and regular status reports.
- Obtaining instructions from the Chairpersons of various committees qua holding of meetings on the agenda items decided to be discussed.
- To function S.P.O.C. (Single Point of Contact) for all the queries pertaining to the subjects being dealt with by General Branch, made by the authorities like the Registry of Hon'ble High Court of Delhi, Office of Principal District & Sessions Judge (Hqs) and Other Districts.
- To ensure that sufficient and efficient staff is posted at all times at the Entry Pass Counters and to regularly obtain information on the Security and Building Maintenance aspects and report the same to the superior authorities.

JUDICIAL ASSISTANT:

- Preparation of rubber stamps.
- Collection of Rent, Water and Conservancy charges alongwith electricity charges from varous kiosks at Dwarka Court Clomplex including canteen. State Bank of India, Post Office, HMPC Kiosk and E-fees counter.
- Collection and compilation of UTPs and LCR reportd be onward transmission to Hon'ble High Court of Delhi, New Delhi.
- Endorsement and circulation of High Court/Supreme Court miscellaneous circulars and orders etc.
- Verification of bail orders from the Hon'ble High Court of Delhi, New Delhi.

- Endorsement on letters received from the Judicial Officers to be sent to Hon'ble High Court/Supreme Court.
- No dues reports in lieu of retiring officials.
- Maintaining record of Summons/Notices received for allowing services to Judicial Officers/Officials from Nazarat Branch, Delhi Police and from the Court of other States.

SEXUAL HARASSMENT COMMITTEE:

- All necessary arrangements for the meeting(s) (notice, agenda etc.)
- All the directions given in the meeting(s) to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.

JUDICIAL ASSISTANT:

- On applications received for issuance/preservation of CCTV footages after taking approval of competent authority necessary direcrtions are issued to concerned agencies i.e. Delhi Police and Public Works Department.
- To maintain the duty chart of the outsources security guards including Delhi Police staff.
- All the directions given in the meeting(s) to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- All necessary arrangements for the meeting(s) (notice, agenda etc.)
- Reply of RTI application(s) and application(s) received for providing CCTV footages.
- Coordination of all the concerned departments regarding security at Dwarka Courts.
- Random checks during the day in the Court Complex, so as to ensure all the security personnel are on their positions and there is no lapse of any sort, on their part.

- To monitor and ensure proper functioning of CCTVs, X-ray baggage scanners, PA systems, DFMDs etc.
- To keep a check on the vehicles being parked in the Court Complex and to ensure that no vehicles is lying parked for a long time in the parking lots.
- To ensure that Anti smoking Laws are enforced strictly and no one in the Court Complex is carrying tobacco products.

JUDICIAL ASSISTANT:

- Lawyers Chamber Allotment.
- Shifting of chamber(s).
- Collection of licence fee of lawyers chambers and to maintain proper record thereof.
- To prepare agenda for the meeting of Lawyers Chambers Allotment Committee.
- Coordination with the Bar.
- Issuance of show cause notice(s) to the defaulters/allottees for non payment of licence fee of allotted chambers.
- Committee to Invite Applications of Oath Commissioner
- To assist the Committee for appointment of Oath Commissioners.
- All the directions given in the meeting(s) to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Sending the necessary reports.
- Forwarding of quarterly report of Oath Commissioner to Hon'ble High Court.
- Committee to Invite Applications of Court Auctioner
- To assist the committee for appointment of Court Auctioner.
- All necessary arrangements for the meetiing (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson, Dwarka Courts, New Delhi.
- Sending the necessary reports.
- Election Committee
- To assist the committee for preparing final voter list of DCBA.
- Scrutiny of data/voter lists received from the Election Commission of various Court Complexes including Delhi High Court.
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch,

Dwarka Courts, New Delhi.

- Forwarding of applications of the Advocates/members of DCBA for Notary Public.
- Issaunce of experience-cum-character certificate/counter sign to advocates/APP for appearing in Judicial Officer Examination.

JR. JUDICIAL ASSISTANT:

Building Maintenance Committee:

- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination with all the concerned departments.

HORTICULTURE & ENVIRONMENT COMMITTEE:

- All necessary arrangements for the meeting (notice, agenda etc.).
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination of all the concerned departments.
- Committee to consider matters relating to Welfare of Judicial Officers.
- Coordinate with resource persons.
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination of all the concerned departments.

ARTS WORK COMMITTEE:

- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.

- Coordination of all the concerned departments.

CONDEMNATION BOARD:

- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination of all the concerned departments.
- Allotment/shifting and surrendring of photocopying machine(s).
- Registration of complaints and deputing the service engineer pertaining to malfunctioning of photocopier machines.
- Issuance of consumables (viz. Toner, fixing film units, drum etc.) in respect of the specified photocopier machines, after forwarding the same to the office of Ld. District & Sessions Judge (HQ).
- Surrendering of exhausted consumables of specific photocopier machines at Tis Hazari Courts.
- Repair of fax machines.

STAFF GRIEVCANCE REDRESSAL COMMITTEE:

- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.

PURCHASE COMMITTEE:

- Completing the necessary approval for procuring the requisite items/bid from GEM required from time to time as per GFR.
- Completing the necessary inspection/payment/return process of the procured items procured through GEM.
- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other

directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.

- Coordination of all the concerned departments.

DISASTER MANAGEMENT COMMITTEE:

- All necessary arrangements for the meeting (notice, agenda etc.)
- All the directions given in the meeting to be followed up and any other directions given by the Ld. Chairperson/Officer Incharge, General Branch, Dwarka Courts, New Delhi.
- Coordination of all the concerned departments.

OUTSOURCE COMMITTEE:

- Completing the necessary approval for service to be procured from GEM portal.
- Bid publication/technical evaluation/financial evaluation for services.
- Completing after bid process of services.
- Comply other directions given by Outsource Committee.

PEON:

- Deals with R & I Branch for taking numbers of letters, making photocopies, distributions of daks, judgments, letter, meetings notices to courts and concerned agencies.

WORKING STRUCTURE OF JUDICIAL BRANCH, DWARKA COURTS (S-W)

SR. ADMN. OFFICER (JUDL.):

- Supervise over all functioning of Judicial Branch and to ensure timely execution of the tasks assigned to Judicial Branch alongwith the tasks assigned to all branches under her control.

JUDICIAL ASSISTANT:

- Monthly information regarding Proclaimed Offenders declared by the Courts till date.
- Monthly progress report of 5 & 10 years old cases (reckoned from 01.01.2020)
- Monthly compliance report in terms of directions of the Hon'ble High Court of Delhi in W.P.(C)No. 10689/2017 titled as Ajay Verma Vs Govt of NCT of Delhi & Ors.
- Quarterly Chief Justices' Conference Data.
- Preparation and updation of the Order regarding Link Judicial Officers to look after the work of the Court of the Judicial Officers on leave or not available for any reason whatsoever.
- Preparation and updation of the order regarding office Incharges of the branches existing at South West District, Dwarka Courts.
- Preparation and updation of the orders regarding granting powers to the Judicial Officers to look after the work of bail matters.
- Transfer of cases of the Officers of DHJS & DJS, as per the directions of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (SW), Dwarka Courts, for rational distribution of cases amongs the Judicial Officers.
- Circulation of amendments in certain Rules by the Hon'ble High Court of Delhi, New Delhi to the concerned Judicial Officers and branches.
- Circulation of list of holidays and calenders received from Hon'ble High Court of Delhi, New Delhi.
- Deals with the complaints against Judicial Officers and maintenance of records regarding complaints.
- Circulation of order of transfer/posting of the officers of DHJS/DJS being received from the Hon'ble High Court of Delhi, New Delhi, time to time.
- Forwarding of personal correspondence of the Judicial Officers with the Hon'ble High Court of Delhi, New Delhi, office of Ld. District & Sessions Judge (HQ), Delhi.
- Forwarding of information regarding transaction of movable and immovable property by the Judicial Officers to the Hon'ble High Court of Delhi, New Delhi.
- Forwarding of orders of Hon'ble High Court of Delhi, New Delhi regarding promotions of Judicial Officers and orders of Hon'ble High

Court of Delhi, New Delhi regarding Departmental Examination of the Judicial Officers, as and when received.

- To assist the Committees by providing the desired statistics/information, as and when required.

JUDICIAL ASSISTANT:

- Maintenance of records of casual leave, sick leave, short leave, compensatory leave and station leave etc. of the Judicial Officer(s) on daily basis.
- Forwarding of leave intimation of the Judicial Officers to the Computer Branch for uploading of the said information on the website of Delhi District Courts.
- Forwarding of leave intimation of the Judicial Officers to the Admn. Branch, Facililtation Centre, PRO, O/o. CMM etc. for information.
- Sanctioning and issuing of Notifications of earned leave, commuted leave, paternity leave, maternity leave, child care leave, being availed by the Judicial Officers and to forward the copies thereof to all concerned.
- Forwarding of the monthly leave statements to the Hon'ble High Court of Delhi, prepared on the basis of the leave intimations and leave applications by the Judicial Officers posted at District Courts, Dwarka, who availed leaves during the said month.
- To inform the concerned Judicial Officers regarding training progreammes being conducted by Delhi Judicial Academy or Hon'ble High Court of Delhi, New Delhi.
- To inform the concerned Judicial Officers regarding courses/seminars being conducted from time to time by Hon'ble High Court of Delhi, New Delhi and Hon'ble Supreme Court of India, New Delhi.
- Issuance of Order regarding undergoing internship by the law studying students received from time to time and issuance of Certificate to the students after completion of intrernship, on the basis of Certificates received from the concerned Judicial Officers in this regard.

JUDICIAL ASSISTANT:

- Monthly statements of the work done by the Judicial Officers.
- Monthly statements of the work done by the Evening Courts.
- Monthly Chief Justices Conference Data.
- Issuance of order regarding appointment of the Inspecting Judges and its regular updation, forwarding of the inspection report of the Courts of the Offcers of DJS being conducted by the Officers of DHJS to the Hon'ble High Court of Delhi, after getting the deficiencies removed, pointed out by the Inspecting Judicial Officers in their inspection reports.
- To inform the concerned Judicial Officers regarding their appearance before the Hon'ble Inspecting Committee, High Court of Delhi, as and when scheduled.

JUDICIAL ASSISTANT :

- Weekly information (every Friday) regarding POCSO matters for more than 5 years old (as on 04.10.2019).
- Monthly statement regarding institution and disposal Guardianship matters.
- Monthly statement regarding institution and disposal of commercial cases.
- Monthly report of offences against Women & PC Act.
- Monthly progress report of 5 & 10 years old cases.
- Monthly report of civil cases decided but Decree not prepared.
- Monthly report regarding data relating to POCSO Courts etc.
- Forwarding of reports on several queries, received in Judicial Branch from time to time to the Hon'ble High Court of Delhi & O/o District & Session Judge (Hqs), Delhi.
- Giving replies to the RTI applications concerned with Judicial Branch, as and when received.
- Duty roster of Judicial Officers during vacations (Summer & Winter), as per directions of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.

JR. JUDICIAL ASSISTANT:

- Quarterly report regarding institution and disposal of cases of PWDV Act.
- Quarterly report regarding institution and disposal statistics of Gang Rape Cases.
- Quarterly report regarding institution and disposal statistics of cases of PC & PNDT Act Cases.
- Quarterly report regarding cases of Undertrial prisoners.
- Quarterly report of applications regarding disposal of muds/case property (Manjeet Singh).
- Half yearly report regarding illegal detention of undertrial prisoners (Machal Lalung).
- Reply to the Parliament Questions, as and when received.
- Maintaining record regarding successor Courts of the abolished Courts.

PEON:

- Dispatch of letters, circulation of Orders/Circulars issued by the Judicial Branch to concerned Judicial Officers and Branches, leave intimation of the Judicial Officers, maintaining cleanliness in and around the Judicial Branch.

WORKING STRUCTURE OF RECORD ROOM (CIVIL)
DWARKA COURTS (S-W)

SR. JUDICIAL ASSISTANT/BRANCH IN-CHARGE:

- Supervision and allocation of work and also help in checking of Wapsi Files i.e. from copy agency and robkar Wapsi from Courts.
- To ensure that judicial record is sent to Hon'ble High Court well in time as and when requisition by the Hon'ble High Court.

SR. JUDICIAL ASSISTANT:

- Consignment clerk (Diwani) of all the Civil Courts.
- Checking of files.
- After scrutiny to mark objections if files and same to be got removed by the concerned Ahlmad.

JUDICIAL ASSISTANT:

- Mauza Clerk of Rent Control and Consignment Clerk (Diwani)
- Files kept in compactor and bastas.
- Copy agency applications judicial files sent to copy agency branch.
- Robkars receives from various courts of Dwarka Courts, other District Courts and Hon'ble High Court of Delhi.
- Judicial files sent to various courts of Dwarka Court, other District Courts and Hon'ble High Court of Delhi.
- Carry the judicial files in person to other District Courts on summons and robkars.
- Wapsi files received from copying agency and Courts and kept in compactors and bastas.

JUDICIAL ASSISTANT:

Mauza Clerk (all the Civil Courts):

- Files kept in compactors and bastas.
- Copy agency applications received from copy agency branch and all required judicial files sent to copy agency branch.
- Robkars received from various Courts of Dwarka Courts, other District Courts and Hon'ble High Court of Delhi.
- Judicial files sent to various Courts of Dwarka Courts, other District Courts and Hon'ble High Court.
- Carry the judicial files in prerson to other District Courts on summons and robkars.

- Wapsi files received from the copying agency and Courts and kept in compactors and bastas.

ORDERLY:

Orderly in the record room (Civil) all the dispatch work.

WORKING STRUCTURE OF VIDEO CONFERENCING BRANCH, DWARKA COURTS (S-W)

JUDICIAL ASSISTANT:

- Handling the system of Video conferencing in video conferencing room, Court No. 308, Dwarka Courts, New Delhi.
- To receive custody warrants of UTPs from different jails.
- Establishing video conferencing connection/linkage with the concerned numbers of jails based on the warrants received from Tihar Jail.
- Maintaining daily record of judicial remand/rehnumai cases in the register.
- Sending judicial remand papers to concerned courts.
- Making arrangements for recording of evidence through video conferencing whenever requisition is made any court in advance.
- To ensure connectivity of V.C. system with system of jail authority for the purpose of recording of evidence in video conference room in case of High Risk Prisoners, as per directions of Ld. District & Sessions Judge, South West District, Dwarka Courts, New Delhi.
- Audio and video recording of the proceedings as per directions of the court concerned.
- Making letter correspondence with District Head Quarter (Tis Hazari), MTNL, PWD, DCP Office and Tihar, Central Jail.
- Maintain Peshi register for High Risk UTPs for trial through video conferencing.
- Receive and dispatch of video conferencing dak.
- As and when direction are received making arrangement of meeting video conferencing between Ld. Judges of District Courts and Hon'ble High Court or with ld. Judges of other District Courts in Delhi.
- Replies of letters/circulars related to this branch in time.

WORKING STRUCTURE OF MEDIATION CENTRE, DWARKA COURTS (S-W)

SR. JUDICIAL ASSTT/BRANCH IN-CHARGE:

- Allocation of mediation files daily to 10 different mediators through Judge Incharge.
- Monitoring work of all the staff posted in Mediation Centre.
- Maintain attendance register and leave record of mediators and staff posted in Mediation Centre.
- Daily updation of files.
- Monitoring the litigants.
- Checking/verifying the bills raised for payment to the advocate mediators.
- Sending the files pertaining to settled matters to the respective referral courts immediately.
- Issuance of request letters to the referral courts.
- Managing work of the advocate mediators and giving dates to the parties when the mediators are on leave.

SR. PERSONAL ASSTT:

- Typing daily order sheets of the matters listed for hearing by the mediators.
- Daily recording (typing/dictation) of mediation settlements of 10 different mediators.
- Miscellaneous work assigned by Ld. Judge Incharge as communications are to be frequently given to Hon'ble Delhi High Court Mediation Monitoring Committee and Mediation Centre, Tis Hazari.

JUDICIAL ASSISTANT:

- Receiving of fresh files from Courts/CAW and making entries in the frresh file receiving register.
- Preparation of fresh files for mediation and date wise entries made into the computer.
- Updation of date wise cause list (daily peshi files) and sending details to the server.
- Preparation of the case files for sending to the court concerned after disposal of the proceedings by the various mediators.

JR. JUDICIAL ASSISTANT:

- Issuance of notices to the various parties in the mediation proceedings.
- Daily updation of the registers i.e. institution/disposal/dak register required to be maintained in the office of Dwarka Mediation Centre.
- Verifying the information from Court concerned regarding next date of hearing (NDOH) and upgradation of the files.

- Daily updation on the computer regarding institution and disposal of matters listed for the day after files are received back from the mediators after the proceedings.
- Updation of data entries in the mediation software.

JR. JUDICIAL ASSISTANT:

- To attend the reception and the visitors/litigants referred by various courts to Dwarka Mediation Centre and apprising the parties about their mediator room, facilities available at Dwarka Mediation Centre, directing the parties to waiting rooms/meeting rooms while mediation proceedings are held by the Ld. Mediators.

JR. JUDICIAL ASSISTANT:

- To attend the helpdesk as well as reception area of the Mediation Centre by making telephonic calls to the litigants about their dates of hearings and also attending to the telephone calls of the mediating parties as well as Ld. Advocate mediators and informing the branch Incharge about the leave/absence of any mediator/party during the mediation proceedings.

ORDERLY:

- Attached with Ld. Judge Incharge, Mediation Centre.
- Helps in calling party names during mediation proceedings and directions passed by the Ld. Judge Incharge.
- Making the parties wait in the meeting rooms while mediation sessions are being conducted by the Ld. Judge Incharge.

DAK PEONS:

- Sending/collection of files from mediators/branch In-Charge/Mediation office. Monitoring the litigants and attending to the directions by 9/10 mediators regarding calling the parties, taking the small children of mediating parties to the Children room.
- Issue and collection of daks from office to mediation centre.

WORKING STRUCTURE OF DIGITIZATION CELL, DWARKA COURTS (S-W)

SR. JUDICIAL ASSISTANT/BRANCH IN-CHARGE:

- To look after the work of digitization cell as incharge and do the work of official whosoever is on leave.

JUDICIAL ASSISTANT :

- All the computer related work.
- To receive the files from the different courts and make their entries in the relevant registers.To receive the pages of all the files of mediation before scanning.
- To untagged the files and to remove staples pins for scanning.
- To tagged the files after scanned by scanner.
- To check all the scanned files page wise i.e. paging and proper scanning.
- To crop and edit the scanned files (TIFF files).
- To prepare PDF files from TIFF files.
- To prepare bookmarking of scanned files (PDF).
- To make PDF files searchable.
- To digitally signed the PDF files.
- To prepare CD/DVDs of the scanned files.
- To send convicted judicial files in Cds to jail inmates.
- To prepare daily work done report.
- To prepare monthly progress report from daily work done report.
- To send external hard disk time to time at the interval of fortnight for uploading the scanned data on the server of Hon'ble High Court of Delhi through R&I branch.
- To maintain the register of handing over the files to concerned Ahlmad of the courts after taking their signature.
- To take back up of the scanned data in external hard disk for preservation purpose.
- To check and send verification of bills reports.
- To send replies to various circulars received.
- To rectify the software in case of any default happened in scanning system.

WORKING STRUCTURE OF R&I DWARKA COURTS (S-W)

SR. JUDICIAL ASSISTANT/BRANCH IN-CHARGE:

- Receive dak, entry in concerned registers, reply different letters/circulars/quarries and co- ordinate between staff, District Courts staff, High Courts, other Courts and Govt./Private Organizations, supervision of the work of the branch.

JUDL. ASSISTANT/JR. JUDL. ASSISTANT :

- Receive dak, entry in concerned registers and reply different letters/circulars/quarries and co- ordinate between staff, District Courts staff, High Courts, other Courts and Govt./Private Organizations, as and when required.

ORDERLY:

- Distribute the dak of the branch with in the District and other Districts including High Courts, Supreme Court and Govt/Private Organizations.

WORKING STRUCTURE OF LITIGATION BRANCH
DWARKA COURTS (S-W)

SR. JUDL. ASSISTANT/BRANCH IN-CHARGE:

- Looking after the work of branch as branch Incharge, getting all the notings signed by Ld. Officer Incharge and ld. District & Sessions Judge (S-W), New Delhi attending the meetings. Attending proceedings at Hon'ble High Court of Delhi and Supreme Court, other work as may be received from time to time.

JUDICIAL ASSISTANT:

- Receiving of the dak, making entries in dak receive register, institution register, making separate files for each complaint physically and in computer, noting drafting is done, files are put up before the Branch Incharge, AO(J), Ld OIC and Ld. D&SJ (SW).
- Receiving of advance copies of the writ petitions, making correspondence with the Govt. of NCT of Delhi for the appointment of Govt. Counsel to represent this office before the Hon'ble High Court of Delhi on the dates fixed.
- Keeping the track record of the dates fixed in the matters and making liasion with the Ld. Govt. Counsel is also done by this branch .
- Taking out the ordersheets of respective cases and making note of the same and to comply the directions given in the ordersheet is also the work of this branch.
- Receiving, verification and payment of bill(s) of Govt. Counsel for the writ petition.
- Other miscellaneous work as arise from time to time.

WORKING STRUCTURE OF VIGILANCE BRANCH
DWARKA COURTS (S-W)

SR. JUDICIAL ASSISTANT/BRANCH IN-CHARGE:

- Looking after the work of Branch as Branch Incharge, getting all the notings signed by Ld. OIC and Ld. Principal District & Sessions Judge, New Delhi, attending the meetings. Organising the meeting of Vigilance Committee at Dwarka Courts, New Delhi. Other work as may be received from time to time.

JUDICIAL ASSISTANT:

- Receiving of Dak, making entries in Dak received register, institution registers, makeing separate files for each complaint physically and in computer, noting drafting is done, files are put up before the Branch Incharge, Sr. AO(J), Ld. OIC and Ld. Principal District & Sessions Judge (SW) and Ld. Vigilance Committee.
- Assisting the Branch Incharge in organizing meeting of Ld. Vigilance Committee, Dwarka Courts, Delhi from time to time, preparation of minutes, getting them signed from the respective Judicial Officers and the compliance thereof.
- Providing vigilance clearance report in response to various letters, is also done by this branch.
- Sometimes officials are required to visit the Office of the Ld. Principal District & Sessions Judge (HQs), Delhi.
- Other miscellaneous work that arise from time to time.

WORKING STRUCTURE OF RTI BRANCH
DWARKA COURTS (S-W)

SR. JUDICIAL ASSISTANT/BRANCH IN-CHARGE:

- Looking after all activities in the Branch as Branch Incharge/ Record Officer, maintaining records. Preparing and submitting Quarterly Statement to the Central Information Commission, preparing and submitting Annual Report to the Central Information Commission.

SR. JUDICIAL ASSISTANT:

- Receipt and institution of RTI applications. Circulation of RTI Applications to the concerned Courts/ Branches, Supplying final reply of applications to the applicants, the India Postal Orders received as fees or charges under RTI Act. Depositing cash and Indian Postal Orders in treasury through Cash Branch, Dwarka Courts, Delhi.
- Keeping a record of Challans, maintaining postal stamps registers for the purpose of sending reply to the applicant by speed post/ordinary post and all the works related to postal. Institution/ Dealing applications under RTI Act under the direction and supervision of the Public Information Officer/ Branch In-charge. Maintaining of Institution Register/ disposal of RTI Applications and other related miscellaneous works. Also appears before CIC as and when required.

WORKING STRUCTURE OF RECORD ROOM CRIMINAL BRANCH DWARKA COURTS (S-W)

SR. JUDICIAL ASSISTANT/BRANCH IN-CHARGE:

- Assist to consign the files and over all supervisions and miscellaneous work.

SR. JUDICIAL ASSISTANT :

- Consignment clerk (all police stations Mahila Courts etc.)miscellaneous work.

JUDICIAL ASSISTANT/JR. JUDL. ASSISTANT (04)

- Consignment clerk (all police stations Mahila Courts etc.), miscellaneous work.
- Consignment clerk (138 N.I. Act), miscellaneous work.
- Mauza clerk of M.M. Courts (concerned to all police station and 04 Mahila Courts and miscellaneous work.
- Mauza clerk of 138 N.I. Act and miscellaneous work.

WORKING STRUCTURE OF RECORD ROOM (SESSIONS AND LABOUR COURT, ADMINISTRATION BRANCH), DWARKA COURTS (S-W)

SR. JUDICIAL ASSISTANT/BRANCH IN-CHARGE:

- Supervision work of all the officials of the branch.

JUDICIAL ASSISTANT:

- Consignment work and manage of all the decided files.
- To dispatch files to Hon'ble Supreme Court of India, High Court of Delhi and copying agency branch.
- Send the files on robkar to the other District Courts.
- To provide files for inspection to the counsels/parties.
- To maintain dak register/file inspection register/CA register etc.
- Checking of decided files received from the different courts.
- Make entry of decided files in General register and in Goshwara register.
- Consignment work and manage of all the decided files.
- To despatch files to Hon'ble Supreme Court of India, High Court of Delhi and copying agency branch.
- Send the files on robkar to the other District Courts.
- Checking of decided files received from the other branches.
- Make entry of decided files in general register and in goshwara register.
- To provide files for inspection to counsels/parties.
- To maintain dak register/file inspection register/CA register.

WORKING STRUCTURE OF JUDICIAL LIBRARY.

JUDICIAL ASSISTANT/LIBRARIAN/PRO:

- Marking of newspaper, paste cutting of newspaper.
- Entry work in computer and manual, maintaining all the books record.
- Supply relevant judgments after searching from website and software SSC, AIR
- Maintaining work of all judicial and non judicial books.
- Carry books from Tis Hazari Courts to Dwarka Courts.
- Mark number of the books of library.
- Distribution work of all the journal, Apex, DLT, MACJ, RLR, RCR and AIR to the different courts. Also sent all the said journal, Apex, DLT and AIRs annually after collecting the same from all the Courts. Missing part of any of the said books were brought from the company concerned and sent for binding for further distribution in the Courts.
- Maintain library with judicial and non-judicial books.
- PRO work.
- Receive call from various Doctors' from all over the Delhi, in respect of enquiry related to judicial officers and to attend the courts and informed the same in concerned court.

JR. JUDICIAL ASSISTANT:

- Marking of newspaper, paste cutting of newspaper.
- Issue books and receive back.
- Maintain the work of newspapers and magazines.
- Also done work of entry in the register and date wise maintaining of newspapers.

BOOK BINDER:

- All the binding work of the books.

WORKING STRUCTURE OF OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE

JUDICIAL ASSISTANT:

- Preparation of all duty rosters on monthly basis or as per requirements (regular/traffic/evening court).
- Making order sheets of transfer files/transfer applications on daily basis.
- Receive monthly/quarterly statements from Ld. M.M.s
- Issuance of circular regarding meetings.
- Transfer applications and transfer cases record maintain.
- Prepare the order sheet for marking of applications U/s. 164 Cr.P.C.
- To maintain leave records of All ld. M.M.s
- Receiving circulars/letters from other Districts/Hon'ble High Court of Delhi.
- Receiving of production warrants/notice/bailable warrants from other States/complaints/sealed envelope etc.
- Reply of all queries raised by ld. CMM (HQ), THC, Delhi.
- Receive notices from ld. CMM, THC (HQ) and get them execute by concerned SHO.
- Arrangements of meetings with Ld. MMs/SHOs.
- Supervision of arrangements of meetings.

JR. JUDICIAL ASSISANT:

- Receive letters/orders of Hon'ble High Courts, maintain the register and despatch to concerned Ld.M.M.s.
- Dak entry in receive and dispatch registers for all letters, circulars, leave intimation in miscellaneous registers.
- Issue work in the transfer applications.
- Receiving of files/cases from Ld. Sessions Courts/Magisterial Courts and other District also.
- Receiving of files of JJB.
- Maintain dak registers.

ORDERLY:

- Assist the Ld. CMM and branch incharge.

WORKING STRUCTURE OF COMPUTER BRANCH

SR. JUDICIAL ASSISTANT/BRANCH IN-CHARGE

JUDICIAL ASSISTANT

- Maintaining the stock register.
- Issue and receive computer articles.
- Check and reply the e-mail concerned to computer store.
- Noting and drafting relating to computer store.
- Maintaining the dak registers/circulars/leave record of all the staff of computer branch.
- Updation of website of Dwarka District Courts.
- Technical part over Gem Portal.
- Maintaining the complaint register.
- Bill payment of lease line and router bill payments.
- Trouble shooting of hardware and software in the absence of all the engineers and staff.

JR. JUDICIAL ASSISTANT :

- The official is having Administrative control over server of South-West District and CIS 3.1 software as he has been nominated as District System Administrator.
- Dealing with all training programmes related to CIS software.
- Operating of NIC CIS 3.1 in day-to-day court's work.
- Troubleshooting
- Computer /Printer/CIS Database related problems and Internet, lease lines, related issues received from the Users.
- Switching on the LCT TV.
- Backup of all data and maintenance of database server.
- To prepare Quarterly Report(55 column).
- To reply Questionnairs of Supreme Court of India.
- Installation and queries related of JustIS app.

- Troubleshooting related to Digital Signature Keys.
- Maintaining yearly Budget File.
- Noting and Drafting.
- Taking backup of Database in the Evening duty at Server Room.
- Trouble Shooting of hardware and software in the absence of all the engineers and staff.
- Back up control over server of South-West District and CIS 3.1 software as she has been nominated as System Administrator.
- Maintaining LAN connectivity in the Dwarka District Complex.
- Dealing with all training programmes related to CIS software.
- Operating of NIC CIS 3.1 in day-to-day court's work.
- Troubleshooting of Computer / Printer/CIS Database related problems and Internet lease lines related issues received from the Users.Backup of all data and maintenance of database server.
- To prepare Quarterly Report(55 column).
- To reply Questionnaires of Supreme Court of India.
- Switching on e-kiosk Machine and TV installed on Ground Floor.
- Noting and Drafting.
- Troubleshooting of hardware and software in the absence of all the engineers and staff.
- Maintaining Bio-metric attendance System as well as files.
- Maintaining and making of Digital Signature Certificate of Judicial Officers.
- Updation of Website of Dwarka District Courts.
- Handling Queries regarding Layers Software.
- Checking of official email and reply the same after taking reply from the concerned staff of person.
- Troubleshooting of hardware and software in the absence of all the engineers and staff.

WORKING STRUCTURE OF TELEPHONE EXCHANGE

JUNIOR JUDICIAL ASSISTANT:

- To reply, requesting inqueries and to provide them information through intercom.
- To facilitate General Public phone calls and other officials phone received from South West District as well as from Hon'ble Supreme Court, High Court and from other District Court also.
- To provide servicing of all other outgoing calls received from South-West District and also from other Districts.
- To take request and complaints regarding repair installation, uninstallation and replace or relocation/ shifting of New Telephone Line or Old Telephone Line or Telephone instrument etc. and direct the lineman to sort out the trouble.
- To make Monthly statement, maintain records of telephone calls through computer software and namually in a register and maintain a safe custory record for unused lines and sent request letter to Ld. DDO to keep those lines in custody and a direction also send to the Incharge, MTNL for the same. To provide copies of all courts and staff members regarding all the extension which are working in South-West District.

WORKING STRUCTURE OF FACILITATION CENTRE

SENIOR JUDICIAL ASSISTANT/BRANCH IN-CHARGE:

- Supervision and allocation work.

JUDICIAL ASSISTANT :

- Second Branch Incharge in the absence of Branch Incharge.
- All dispatch and issue work regarding Bail and receive Chargesheets, Cancellation and Untrace.
- Reply of enquiry (s) to the advocates, litigants and public.
- Maintain the leave record of the officials.
- Receiving of all kind of bank and financial institution u/s 138 NI Act.
- Receiving of case property and kalandra of M.M. Courts,
- Reply of enquiry to the advocates, litigants and public.
- Maintaining circulars and orders which are received in this branch from time to time.
- Reply of enquiry to the advocates, litigants and public.
- E-court fee locking.

JUNIOR JUDICIAL ASSISTANT:

- All dispatch and issue work regarding bail.
- E-court fee locking.
- Preparation of bail statement, bail bunch and consignment.
- Reply of enquiry(s) to the advocates, litigants and public.
- Receiving of applications of case property of sessions courts, all kind of transfer applications of Civil, Sessions and Caveat.
- Receiving of all types of Sessions Committal Cases, fresh Criminal Revision, Appeal, Electricity and Case Property.
- Reply of enquiry to the advocates, litigants and public.
- E-court fee locking.
- Receiving of all type of Criminal Complaints.
- Receiving of the transfer application.
- Reply of enquiry to the advocates, litigants and public.
- Receiving of all type of fresh Civil Cases, Miscellaneous Applications, MACT and Civil Appeal.
- Enquiry to the advocates, litigants and public.
- Receiving of caveat of ADJ.

राजभाषा हिंदी अनुभाग
दक्षिण-पश्चिम जिला, द्वारका कोर्ट, नई दिल्ली

राजभाषा हिंदी अनुभाग, दक्षिण-पूर्व जिला के कार्य स्वरूप का विवरण

1. माननीय जिला एवं सत्र न्यायाधीश (दक्षिण-पश्चिम) के आदेशानुसार तथा केंद्रीय हिंदी कार्यान्वयन समिति, जिला न्यायालय, दिल्ली के नियंत्रण में दिनांक 28/07/2017 को दक्षिण-पश्चिम जिला में राजभाषा हिंदी अनुभाग की स्थापना की गई। अपनी स्थापना के बाद से ही यह अनुभाग राजभाषा हिंदी के प्रचार-प्रसार एवं प्रयोग को बढ़ावा देने हेतु कार्यरत है।

2. राजभाषा हिंदी अनुभाग, दक्षिण-पश्चिम जिला में अनुवाद कार्य (अंग्रेजी से हिंदी एवं हिंदी से अंग्रेजी) में सहायता प्रदान करना।

3. द्वारका न्यायालय परिसर में राजभाषा हिंदी के प्रचार-प्रसार एवं प्रयोग को बढ़ावा देने तथा द्वारका न्यायालय में तैनात कर्मचारियों को राजभाषा हिंदी में दक्ष बनाने के लिए समय-समय पर हिंदी टंकण प्रशिक्षण का आयोजन किया जाएगा।

4. केंद्रीय न्यायिक कार्यान्वयन समिति, जिला न्यायालय, दिल्ली से प्राप्त परिपत्रों/आदेशों का दक्षिण-पश्चिम जिलों में स्थापित न्यायालयों और शाखाओं तक प्रसार।

5. द्वारका न्यायालय में तैनात चतुर्थ श्रेणी (अब तृतीय श्रेणी) के कर्मचारियों से संबंधित सभी प्रशासनिक कार्य हिंदी भाषा में किए जाएंगे।

6. द्वारका न्यायालय परिसर में राजभाषा हिंदी के प्रयोग को बढ़ावा देने और प्रसारित करने तथा जिले में तैनात कर्मचारियों के बीच हिंदी भाषा के प्रयोग को लोकप्रिय बनाने के लिए राजभाषा हिंदी अनुभाग द्वारा विभिन्न हिंदी प्रतियोगिताओं का आयोजन किया जाता है।