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07/11/2023

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI.

No. 10056 **/Transparency/SHD/KKD/Delhi/2022** **Dated** 6/11/23

To,

The Chairman,
Website Committee,
Tis Hazari Courts, Delhi.

Sub: Qua updation of Information on website in compliance of provisions u/s 4(1) (a) of Right to Information Act, 2005.

Sir,

Please find enclosed herewith the updated information regarding the details of nature of work of the branches of Shahdara District, Karkardooma Courts, Delhi, in compliance of provision under section 4(1) (a) of Right to Information Act, 2005.

Hence, you are requested to get uploaded the updated information on the website of Delhi District Courts, www.delhidistrictcourt.nic.in, so, that the updated information can be made accessible to the general public. Further, you are requested to direct the official concerned to update the information from time to time as and when any order is received.

(ARVIND BANSAL)
ASJ-05/TRANSPARENCY OFFICER
SHAHDARA DISTRICT,
KARKARDOOMA COURTS, DELHI.

Encl.: As above

Copy to:- The Officer In-charge, Website Committee, Karkardooma Courts, Delhi, with the request to get uploaded the updated information on Karkardooma website and also direct the official concerned to update the information time to time, as and when any order received.

ASJ-05/TRANSPARENCY OFFICER
SHAHDARA DISTRICT,
KARKARDOOMA COURTS,
DELHI.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT KARKARDOOMA COURTS DELHI.

No. 9540 /R&I./SHD/KKD/2023 Delhi, the Dated 21/11/23

To

The Ld. Transparency Officer,
Shahdara District,
Karkardooma Courts,
Delhi.

Subject: Details of Nature of work of R&I Branch

Sir,

With reference to your office Order No. 6919-20/Transparency/SHD/KKD/2023, dated 24.08.2023, on the subject cited above, please find enclosed herewith the details of nature of work of R&I Branch, Shahdara District, Karkardooma Courts, Delhi.

Thanking you.

Yours sincerely,

(Vineet Kumar)
Officer In-charge, R&I. Branch,
Shahdara, District,
Karkardooma Courts, Delhi.

30/10/23

Encl. : As above

R&I BRANCH, SHAHDARA DISTRICT
KARKARDOOMA COURTS, DELHI
STRUCTURE OF BRANCH

MS. RENU BHATNAGAR
PRINCIPAL DISTRICT & SESSIONS JUDGE

SH. VINEET KUMAR
OFFICER IN-CHARGE
MS. NITI PHUTELA
LINK OFFICER IN-CHARGE

SH. SUNIL DUTT
ADMINISTRATIVE OFFICER
(JUDL.)

SENIOR JUDICIAL ASSISTANT

JUDICIAL ASSISTANT

PEONS

WORKING STRUCTURE OF R&I BRANCH

The R&I Branch, Shahdara District, Karkardooma Courts, Delhi deals with the following:-

R&I BRANCH:

1. All the correspondence and letters of Hon'ble High Court of Delhi and Hon'ble Supreme Court of India, marked to any Judicial officer posted at Shahdara District are received in Receipt & Issue Section. The judicial files received from the various courts are also sent to the Hon'ble High Court/Office of District Judge & Sessions Judge by this branch. In R&I Section, files are also received back from the Hon'ble High Court and the same has to be sent back to the concerned courts.
2. All the correspondence done by the office of Hon'ble High Court, all District Courts, ACMM Courts, Office of District Judge Shahdara Delhi, are received by R& I section and handed over to the concerned officials.
3. All types of circulars addressed to Judicial Officers or to the staff members are first received by R&I Section and then sent to the concerned persons. All types of Letters/Circulars/Sanction orders/Correspondence made by other branches such as Judicial Branch, Administration Branch, General Branch, Leave Section, Vigilance Branch etc. are received and dispatched to the concerned officers/officials/authorities.
4. All Kinds of Leave such as Casual Leave, Earned Leave, Medical Leave, Paternity Leaves, CCL etc. taken either by the Judicial Officer or by the staff members are received by the R&I Branch and sent to the Leave section or the Judicial Branch. All kinds of sanction orders are also sent by the R&I Branch to the concerned officer or the official.
5. All circulars/orders uploaded on "LAYERS", as per directions.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT : KARKARDOOMA COURTS, DELHI.

No 6993 /Judl./SHD./KKD/2023/Delhi Dated : 28/08/23

To

The Transparency Officer,
Learned Additional Sessions Judge -05
Shahdara District, KKD Courts, Delhi.

Sub : Details of Nature of work of Judicial Branch, Shahdara District, Karkardooma Courts, Delhi.

Sir,

With reference to Order no. 6919-20/ Transparency /SHD /KKD/ Delhi/ 2023, dated 24.08.2023 of Ld. Additional Sessions Judge-05, Transparency Officer, Shahdara District, Karkardooma Courts, Delhi, please find enclosed herewith the details of nature of work and details of concerned officer and officials posted in Judicial Branch, Shahdara District, Karkardooma Courts, Delhi.

Thanking you,

Yours sincerely,

(REETESH SINGH)
Officer In-Charge, Judiclal Branch
District Judge (Commercial Court-04),
SHD, KKD Courts, Delhi

Encls. : As above.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT : KARKARDOOMA COURTS, DELHI.

JUDICIAL BRANCH, SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI.		
DESIGNATION	**NAME**	**CONTACT NO.**
OFFICER IN-CHARGE	**SH. REETESH SINGH, DISTRICT JUDGE, COMMERCIAL COURT-04**	
ADMINISTRATIVE OFFICER (Judl.)	**SH. GIRDHAR GOPAL**	**011- 22101500**
SENIOR JUDICIAL ASSISTANT	**HARINDER KUMAR**	**011- 22101422**
JUDICIAL ASSISTANT	**MR. GURPREET SINGH**	**011- 22101422**

WORKING STRUCTURE OF JUDICIAL BRANCH

The work conduct of Judicial Branch is of an urgent kind, perform its task in a time bound manner. This branch deals with compilation of various data. It maintains data regarding disposal and pendency of cases, prepares statements on monthly basis, court wise and category wise pendency and various important reports.

The detailed work of JUDICIAL BRANCH is as under :-

Compilation, preparation and sending of the following statements to the Hon'ble High Court of Delhi, New Delhi and to the Office of the Ld. Principal District & Sessions Judge (H.Q), Tis Hazari Courts, Delhi :-

1. Monthly pendency statement of the Officers of DHJS & DJS to the Hon'ble High Court of Delhi, New Delhi.
2. Scanned Quarterly statements of the work done by the Judicial Officers of DHJS & DJS to the official e-mail ID of the Hon'ble High Court of Delhi, New Delhi.
3. Sending Quarterly and Monthly reports to the Hon'ble High Court of Delhi & Office of the District & Sessions Judge, (H.Qs), Tis Hazari Courts, Delhi.
4. Reply to the Parliament Questions regarding institution, disposal and pendency of cases and correspondence in this regard to Judicial Officers and Hon'ble High Court of Delhi, New Delhi.
5. To prepare and send important statistical reports with regard to pendency, disposal of cases on weekly, monthly and quarterly basis to High Court of Delhi and Office of the District & Sessions Judge, Head Quarters, Delhi.
6. To communicate all Official Orders, circulars, directions received from Apex Courts, Office of the Principal District & Sessions Judge Head Quarters to all judicial officers/judges, officers, branches and sections by sending messages through email. To ensure necessary compliance of the said directions by taking the compliance report.
7. Arranging meetings of various Committees constituted in Shahdara District Karkardooma Courts, Delhi comprising of judicial officers /judges. Taking

dictations, preparing minutes of the meeting also to ensure the compliance of the directions, rules passed in the said meeting.

8. To prepare draft of office orders, circulars, notifications of the constitution of officer in-charges, committees for the final approval from Principal District & Sessions Judge.

9. Dealing with the important confidential personal correspondences, documents of Judges. Maintaining office record in computer system as well as physically in files.

10. Sending and receiving important letters, office orders, notifications, transfer/postings orders of Principal District &Sessions Judge from High Court of Delhi, Tis Hazari Courts, HeadQuarter, Delhi and other different heads.

11. Sending reply to the Parliament Questions regarding institution, disposal and pendency of cases in time manner with regard to judicial officers (judges) and High Court of Delhi, New Delhi.

12. Deal with the public complaints/grievances against the Judges of Shahdara District, Karkardooma Courts, Delhi and prepare the office notes for the final disposal of such complaint confidentially.

13. Prepared the drafts of office orders with regard to the system of hearing in Delhi District Courts, Shahdara District, Karkardooma Courts, Delhi during Covid-19 pandemic, as per the instructions received from High Court of Delhi, New Delhi time to time on urgent basis.
14. Correspondence regarding training programmes conducted from time to time by Delhi Judicial Academy, Delhi and Hon'ble High Court of Delhi, New Delhi.
15. Correspondence regarding courses/seminars related to Judicial Officers conducted from time to time by Hon'ble High Court of Delhi, New Delhi. and Hon' ble Supreme Court of India, New Delhi.
16. Sending of e-mail on daily basis regarding leave intimation of the Judicial Officers to the e-mail ID of the Office of District & Sessions Judge (HQ), THC, Delhi & Computer Branch, Karkardooma Courts, Delhi.
17. Quarterly statement pertaining to mentally ill under trials (Illegal Detention of Machal Lalung), after compiling information from all the concerned courts to the Hon'ble High Court of Delhi, New Delhi.
18. Quarterly statement pertaining to under trials prisoners lodged in various jails, after compiling information from all concerned courts to the office of District & Sessions Judge, Tis Hazari Courts, Delhi.
19. Quarterly statements of Protection of Women from Domestic Violence, after compiling information from all the concerned courts to the office of District & Sessions Judge, Tis Hazari Courts, Delhi.
20. Progress report on speedy trial of Gang Rape, regarding pendency of cases after compiling information from the concerned courts to the Hon'ble High Court of Delhi, New Delhi.
21. Monthly information in respect of cases involving offences relating to women, juveniles and under the Prevention of Corruption Act, 1988, after compiling information from the concerned courts to the office of Ld. District & Sessions Judge (H.Qs), Tis Hazari Courts, Delhi.
22. Monthly Report regarding Hon'ble Chief Justice Conference Data to the Office of the District & Sessions Judge, (H.Qs), Tis Hazari Courts, Delhi.
23. Quarterly Report regarding Hon'ble Chief Justice Conference Data to the Office of the District & Sessions Judge, (H.Qs), Tis Hazari Courts, Delhi.
24. Giving replies to the R.T.I applications concerned with Judicial Branch.

25. Pendency of the cases of the Courts of Shahdara District to the Computer Branch on monthly basis.
26. Category-wise monthly real time data report, regarding pendency of the cases of the Courts of Shahdara District to the Computer Branch on monthly basis.
27. Reports regarding cases regarding PNDT (Pre-Natal), U/S 436-A Cr.P.C to the Hon'ble High Court of Delhi, New Delhi.
28. Reports regarding Adoption cases, Decree report, Updation of undated cases, to the Hon'ble High Court of Delhi, New Delhi.
29. Pendency of 5 years and 10 years old cases report.
30. Monthly reports of Review Sub Committee, Shahdara District, Karkardooma Courts, Delhi.
31. Category-wise institution, disposal and pendency of cases on monthly basis.
32. Miscellaneous reports regarding pendency of cases to Hon'ble High Court of Delhi, New Delhi & Office of the District & Sessions Judge, (H.Qs), Tis Hazari Courts, Delhi.
33. Provide the desired data/reports whenever asked by the Hon'ble High Court of Delhi or the Office of Ld. Principal District & Sessions Judge (H.Qs), Tis Hazari Courts, Delhi

Prepared the statistical report of Chief Justice conference with regard to the pendency of subordinate court, cases related to prevention of corruption activities, crime against women, crimes against senior citizens, crimes against marginalized section of society, crime against differently abled citizens, details regarding criminal cases pertaining to under-trial prisoners, pendency of cases before commercial courts for Shahdara District, Karkardooma Courts, Delhi on quarterly basis every year.

Besides the above mentioned work, the Judicial Branch is also perfoming the following tasks :-

1) Sending the inspection report of the courts of the Officers of DJS conducted by the Officers of DHJS to Hon'ble High Court of Delhi, New Delhi.
2) Correspondence regarding appearance before Inspecting Committee of Hon'ble High Court of Delhi by the Officers of DHJS & DJS.
3) 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, Shahdara District, Delhi.
4) Power/Bail Power/Notification pertaining to the Judicial Officers received from Hon'ble High Court of Delhi, New Delhi.
5) 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, Shahdara District, Delhi.
6) Circulation of amendments of Hon'ble High Court of Delhi, New Delhi, Orders to the Judicial Officers.
7) Circulation of list of holidays and calenders, received from Hon'ble High Court of Delhi, New Delhi.
8) Circulation of training programmes, courses/seminars to Judicial Officers, conducted by Delhi Judicial Academy, Hon'ble High Court of Delhi, New Delhi.
9) Constitution of various Committees.
10) Deals with the complaints against Judicial Officers and maintenance of records regarding complaints.
11) Maintenance of records of casual leave, sick leave, short leave, compensatory leave and station leave pertaining to the all the Judicial Officer on daily basis.
12) Sanctioning and issuing of Notifications of earned leave, commuted leave, paternity leave, maternity leave, child care leave by leave sanctioning authority pertaining to the Judicial Officers.
13) Circulation of order of transfer/posting of the officers of DHJS/DJS received from

the Hon'ble High Court of Delhi, New Delhi.

14) Personal correspondence of the Judicial Officers with the Hon'ble High Court of Delhi, New Delhi.

15) Forwarding of transaction in movable and immovable property of Judicial Officers to the Hon'ble High Court of Delhi, New Delhi.

16) Correspondence regarding returns of assets & liabilities of Judicial Officers to the Hon'ble High Court of Delhi, New Delhi.

17) Circulation of Orders of Hon'ble High Court of Delhi, New Delhi on promotions of Judicial Officers and Orders of Hon'ble High Court of Delhi, New Delhi on Departmental Examination of the Judicial Officers.

18) Arrange meetings of different committees take dictations, prepare minutes of the meetings and assist the committees by providing the desired statistics/information.

19) Send and receive the communication of Judicial Branch, Shahdara District, Office of the Ld. Principal District & Sessions Judge, respond the communcation accordingly through email.

To,

Sh. Arvind Bansal
Ld. ASJ-04,
Transparency Officer,
Shahdara District KKD,
Delhi.

Subject :- Details of nature of work in Nazarat Branch Shahdara District, KKD Courts, Delhi.

Respected Sir,

In reference to your office Order No. 6919-20/ Transparency/SHD/KKD/ Delhi, dated 24/08/23, on subject cited above please find enclosed herewith requisite information as desired.

This for your kind perusal and necessary action please.

INCHARGE 25/8/23
Nazarat Branch (SHD)
KKD Courts, Delhi

Forwarded

Addl. Sessions Judge (SHD)
Shahdara Courts Delhi
25/8/23

WORK LOAD IN NAZARAT BRANCH SHADARA DISTRICT

1. Main role of Nazarat Branch is to carry out service of process received in Nazarat Branch well in time as per directions of concerned courts on daily basis.

2. The charter of duties is divided in the following categories as mentioned below:-

(a) Hon'ble High Court of Delhi Summons :- The Nazarat Branch is responsible to carry out process of summons received from Hon'ble High Court of Delhi through Ld. District & Session Judge (HQ), Tis Hazari Courts and to return them well in time i .e. 15 days before date of hearing in Hon'ble High Court of Delhi.

(b) Out of Station summons/ Notices:- To carry out out process of all summons/ notices received from all out stations either dasti or through by post or through Ld. District & Session judge, (HQ) Tis Hazari Courts, Delhi.

(c) 7 Districts Courts Complexes Summons/notices:- To carry out process of summons/notices received from 6 District Courts complexes as well as from East and North-East District of Karkardooma Court complex also.

(d) Shahdara District Courts summons/notices:- To carry out process of summons/notices received from the following courts of Shahdara District in each folder on daily basis:-

(i) MM Courts

(ii) Civil Courts

(iii) Sessions Courts

(e) Warrants of attachments/possession/Arrest:- To carry out process of Warrants received from the courts for marking on daily basis from Ld. ACJ, Shahdara District and after that to mark and enter them in computer and to hand over to the concerned bailiff. The Incharge/ concerned bailiff also ensures police Aid as per only directions of courts for possession of warrants.

(f) Short Dates/Urgent Cases/ Dasti summons:- To carry out process of Summons/notices received from all courts on urgent basis/dasti given to plaintiff and to arrange the concerned duty process server for prompt service well in time as per directions.

...2...

g) Return back of summons after Kharza:- The Nazarat Branch also deals with the duties of return back of all warrants/ summons/notices in time after having proper Kharza in computer I.e served or unserved with the date of served/unserved in the following categorises:-

(I) Hon'ble High Court of Delhi.

(ii) Summons received from all other state including Hon'ble High Court of all states.

(iii) 6 Distric Court complexes as well as from East and North-East District of Karkardooma Court complex Delhi.

(h) **Notice to Nazarat Branch Incharge:-** It is also one of the duty of Nazarat branch to deal with notices received from any courts regarding clarification. Incharge Nazarat Branch makes reply of such notices either served or unserved and appears in the concerned courts on the given date alongwith reply and with the concerned process server/Bailiff.

(i) **Queries of summons by petitioners/ counsels:-** The Nazarat Branch also deals with queries of advocates on day to day basis regarding service of summons alongwith details of process server to whom summons is marked for service.

(j) **Payment of Diet Money:-** Nazarat Branch also deals with deposit and payment of Diet Money and disbursement on daily basis to the concerned witnesses.

(k) **Publication in News papers:-** It is also a duty of Nazarat Branch to publish the notices received from concerned courts on daily basis in the newspaper as per directions of courts and publication on receipt of applications duly allowed from the concerned courts, the dealing Nazir receive the expenses from the petitioners/ counsels. The notice is again returned back to the concerned courts by the Nazir for the court Ahlmad to issue the Notices for publication in News papers after endorsing is remarks on the application. The receipt number and amount is also mentioned on the application. Then on receipt of summons for publication, the Nazir concerned send, the summons to the concerned news agency for publication in time.

...3....

Volume of work dealt with by each Civil Nazir/ Naib Nazir per day.

(a) Civil Nazir/ Branch Incharge :- It is also one of the duty of nazarat Branch to deal with notices received from any courts regarding clarification, alongwith reply and to arrange for the distributions of process among process servers and the transmission of process to agencies located at Tahsils. And to see that the prescribed accounts are properly maintained by the staff working under his immediate control.

(b) Civil Nazir :- Delhi High court Seat, Sessions Seat, Warrant Seat, and marking of summons and summons send through g mail, and through N-step.

(c) Naib Nazir:- MM seat, Civil Court Seat, out state seat, tasdik on all the summons of returns by Process Servers, Dak delivered entry in dak registers for all other Districts.

(d) Naib Nazir :- All the Dak Recieved from other Districis, Gair Zilla Seat, Diet Money Seat, and Dak Register entry and marking on summons the name of process servers.

(PRAHLAD SINGH)
C N/ In-Charge,
Nazarat Branch (SHD)
Karkardooma Courts,
Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT: KARKARDOOMA COURTS, DELHI

No. 6951 /C.B./Shd./Kkd/2023 Dt – 26/08/23

To,

Sh. Arvind Bansal,
ASJ-05/Transparency Officer,
Shahdara District,
Karkardoom Courts, Delhi.

Ref.: Order No.6919-20/Transparency/SHD/KKD/Delhi/2023 Dated 24/08/23

Respected Sir,

This is with reference to Order No.6919-20/Transparency/SHD/KKD/Delhi/2023, Dated 24/08/23, received with direction to provide the details of nature of work of the branch and other relevant information maintained by the branch (as per the provisions of Section 4(1) (a) of RTI act 2005). In this connection, the requisite information of cash branch, which is as under:

1.	Receiving of fine from various courts i.e. Criminal Courts and deposit the same with accredited bank.
2.	Issuing the Fine Receipts against amount deposited in cash branch.
3.	Payment made to witnesses etc. as per the vouchers received from court concerned.
4.	RTI & Misc fee receiving and issuing TR5 and deposit the same with accredited bank.
5.	Submitting various bills (i.e. Salary, G.P.F., Contigent etc.) prepared by Accounts Branch, to Pay and Accounts Office, Govt. of NCT, Delhi.

Thanking you,

Yours faithfully,

Drawing & Disbursing Officer
office of the PrincipalDistrict& Sessions Judge,
Shahdara District,Karkardoom Courts,
26/8/23

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT: KARKARDOOMA COURTS, DELHI

No. 6952 /Fine & Audit/Shd./Kkd/2023 Date-26/08/23

To,

Sh. Arvind Bansal,
ASJ-05/Transparency Officer,
Shahdara District,
Karkardoom Courts, Delhi.

Ref.: Order No.6919-20/Transparency/SHD/KKD/Delhi/2023 Dated-24/08/23

Respected Sir,

This is with reference to OrderNo.6919-20/Transparency /SHD /KKD /Delhi/2023, Dated-24/08/23, received with direction to provide the details of nature of work of the branch and other relevant information maintained by the branch (as per the provisions of Section 4(1) (a) of RTI act 2005). In this connection, the requisite information of Fine & audit, which is as under:

1.	Receiving and maintaining of Dailty fine statement .
2.	Receiving and maintaining of monthly fine statement.
3.	Conducting of internal audit of MM & ASJ courts.
4.	Issuing of Refund vouchers

Thanking you,

Yours faithfully,

Drawing & Disbursing Officer
office of the Principal District& Sessions Judge,
Shahdara District,Karkardoom Courts.
26/8/23

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT KARKARDOOMA COURTS DELHI:

No. 7007 /Admn./SHD/KKD/2023 Delhi, the Dated 29/08/23

To

The Ld. Transparency Officer,
Shahdara District,
Karkardooma Courts,
Delhi.

Subject: **Details of Nature of work of Administration Branch**

Sir,

With reference to your office Order No. 6919-20/Transparency/SHD/KKD/2023, dated 24.08.2023, on the subject cited above, please find enclosed herewith the details of nature of work of Administration Branch, Shahdara District, Karkardooma Courts, Delhi.

Thanking you.

Yours sincerely,

(Surinder S. Rathi)
Officer In-charge, Admn. Branch,
Shahdara, District,
Karkardooma Courts, Delhi.

Encl. : As above

The Administration Branch, Shahdara District, Karkardooma Courts, Delhi deals with the following:-

ADMINISTRATION BRANCH:

1. This Branch deals with internal transfers and postings of the Staff of this office/establishment.
2. This Branch provide substitute Stenographers and Peons in different courts as per the requirements received from the courts.
3. This Branch circulate the circulars and orders issued by this office or received from other offices.
4. This Branch also deals with complaints/grievance of the officials/staff.
5. This Branch deals with complaints/grievance against the officials/staff made by the Judicial Officers as well as outsiders.
6. Leave Section deals with all kind of Leave of officials posted at the Shahdara District.
7. Leave Section deals with the other miscellaneous matters like absentee/unauthorized absence in respect of officials posted in this District.

ADMINISTRATION BRANCH, SHAHDARA DISTRICT
KARKARDOOMA COURTS, DELHI
STRUCTURE OF BRANCH

MS. RENU BHATNAGAR
PRINCIPAL DISTRICT & SESSIONS JUDGE

SH. SURINDER S. RATHI
OFFICER IN-CHARGE
SH RAMESH KUMAR-II
LINK OFFICER IN-CHARGE

SH. GIRDHAR GOPAL
ADMINISTRATIVE OFFICER
(JUDL.)

SENIOR JUDICIAL ASSISTANT

JUDICIAL ASSISTANT

JUNIOR JUDICIAL ASSISTANT

PEONS

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI

No. 289 **/CTB/SHD/KKD/Delhi/2023** **Dated:-** 25/8/23

To

The Ld. ASJ/Transparency Officer
Shahdara District, Karkardooma Courts
Delhi.

Subject: Detailss of Nature of work related to Caretaking Branch and Purchase Cell, Shahdara District, Karkardooma Courts, Delhi.

Sir,

With reference to letter/order No. 6919-20/Transparency/SHD/KKD/Delhi/2023 dated 24.08.2023, Please find enclosed herewith separate sheet containing detalis in respect of nature of work related to Care Taking Branch and Purchase Cell, Shahdara District, Karkardooma Courts, Delhi.

Submitted before your honor for information please.

Yours faithfully

25/8/23

(Shailender Sharma)
C.T.B./Purchase Cell
Shahdara District,Delhi

NATURE OF WORK OF CARE TAKING BRANCH, SHAHDARA DISTRICT

Name & Designation of Officials.
Sh. Shailender Sharma, Sr. Judicial Assistant.
Sh. Manoj, Judicial Assistant.

1. Looking after the work of watch and ward of court complex with the help of court employees related to watch and ward.
2. Make Corresopondence with PWD, Horticulture and other concened agencies.
3 Maintenance and repair work in the District through concerned PWD Department i.e. Civil and Electric.
4. Providing of goods (consumable and non-consumable) to facilitate the Ld. Judicial Officers as well as branches of concerned court complex.
5. Looking after the work of horticulture of court complex through the concerned department i.e. PWD (Horticulture).
6. Arrangement of refreshment during the various meetings.

NATURE OF WORK OF PURCHASE CELL, SHAHDARA DISTRICT

Name & Designation of Officials.
Sh. Shailender Sharma, Sr. Judicial Assistant.
Sh. Manoj, Judicial Assistant.

1. Purchasing of consumable articles for the concerned district from GeM as per rules.
2. Receiving and providing of non-consumable articles from GeM Portal, according to GFR Rules.
3. Arrangement of meetings in respect to purchase of various consumable articles.
4. Prepare the Minutes of the Meetings and get it signed by Ld. Chairman and other Ld. Members of the Committees.
5. Correspondence to various other authorities for smooth procurement of articles.
6. Procuring other emergency articles as per the demand and approval from the Ld. Purchase Committee.
7. Make necessary Entry on Gem portal for CRAC.
8. Prepare Bills after the procurement and submit to Accounts Branch, Shahdara District, Karakardooma Courts, Delhi for payment.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT, KARKARDOOMA COURTS DELHI.

No. 1965 /Vigilance/SHD/KKD/Delhi/2023 Dated: 19/09/23

To

The Transparency Officer,
Ld. Additional Sessions Judge-05
Shahdara District,
Karkardooma Courts, Delhi.

Sub: Details of nature of work of Vigilance Branch, Shahdara District, Karkardooma Courts, Delhi.

R/Sir,

With reference to Order No.6919-20/Transparency/SHD/KKD/Delhi/2023 Dated 24.08.2023 of Ld. Additional Sessions Judge-05, Transparency Officer, Shahdara District, Karkardooma Courts, Delhi, please find enclosed herewith herewith the details of the nature of the work of and details of concerned officer and official posted in Vigilance Branch, Shahdara District, Karkardooma Courts, Delhi.

Thanking You,

Yours faithfully,

(KIRAN BANSAL)
Officer In-charge,
Vigilance Branch,
Shahdara District,
Karkardooma Courts, Delhi.

Encl: As above.

Vigilance Branch Shahdara District, Karkardooma Courts, Delhi
Structure and Nature of work of Vigilance Branch, Shahdara Distt.

Officers of Vigilance Committee, Shahdara Distt., Karkardooma Courts, Delhi

S.No	Name of the Officer	Designation
1	Sh. Brijesh Kumar Garg, Ld. District Judge Commercial Courts-01	Chairperson
2.	Dr. Tarun Sahrawat, Ld. PO MACT	Member
3.	Sh. Dheeraj Mor, Ld. ASJ-01	Member
4.	Ms. Isra Zaidi, Ld. MM (02)	Member

Officer In-charge of Vigilance Branch, Shahdara Distt., Karkardooma Courts, Delhi

Name of the Officer	Designation
Ms. Kiran Bansal, Ld. District Judge Commercial Court-02	Officer In-charge

Nature of Work

Vigilance Branch, Shahdara District deals with all the complaints related to the officials posted in the Shahdara District which are marked by Ld. Principal District & Sessions Judge, Shahdara District.

The Branch also complies/circulates/deals with the directions received from Hon'ble High Court of Delhi as well as the office of Ld. Principal District & Sessions Judge (HQ).

Name of the dealing official – Priyanka Rawal, JA.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT, KARKARDOOMA COURTS DELHI.

No. 7964 /Litigation/SHD/KKD/Delhi/2023 Dated: 19/09/23

To

The Transparency Officer,
Ld. Additional Sessions Judge-05
Shahdara District,
Karkardooma Courts, Delhi.

Sub: Details of nature of work of Litigation Branch, Shahdara District, Karkardooma Courts, Delhi.

Ref:- Order bearing No. 6919-20/Transparency/SHD/KKKD/Delhi/2023 dated 24.08.2023.

Sir,

Please find enclosed herewith the desired details as Annexure- 'A'.

Thanking You,

Yours faithfully,

19/9/2023

(BRIJESH KUMAR GARG)
Officer In-charge,
LitigationBranch,
Shahdara District,
Karkardooma Courts, Delhi.

Encl: As above.

Annexure- 'A'

Litigation Branch Shahdara District, Karkardooma Courts, Delhi
Structure and Nature of work of Litigation Branch, Shahdara District.

Officers of Litigation Branch, Shahdara Distt., Karkardooma Courts, Delhi.

Name of the Officer	Designation
Sh. Brijesh Kumar Garg	Ld. District Judge Commercial Courts-01/Officer In-charge, Litigation Branch, Shahdara District.

Nature of Work

Litigation Branch, Shahdara District deals with all the litigations related to Shahdara District and send the relevant & desired information (compiled reports) to the standing counsel in various ongoing matters in the Hon'ble High Court of Delhi in which Ld. Principal District & Sessions Judge, Shahdara District is one of the parties.

The Branch also complies/circulates/deals with the directions received from Hon'ble High Court of Delhi as well as the office of Ld. Principal District & Sessions Judge(HQ).

Name of the dealing official – Priyanka Rawal, JA.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT, KARKARDOOMA COURTS DELHI.

No. 1965 /Vigilance/SHD/KKD/Delhi/2023 Dated: 19/09/23

To

The Transparency Officer,
Ld. Additional Sessions Judge-05
Shahdara District,
Karkardooma Courts, Delhi.

Sub: Details of nature of work of Vigilance Branch, Shahdara District, Karkardooma Courts, Delhi.

R/Sir,

With reference to Order No.6919-20/Transparency/SHD/KKD/Delhi/2023 Dated 24.08.2023 of Ld. Additional Sessions Judge-05, Transparency Officer, Shahdara District, Karkardooma Courts, Delhi, please find enclosed herewith herewith the details of the nature of the work of and details of concerned officer and official posted in Vigilance Branch, Shahdara District, Karkardooma Courts, Delhi.

Thanking You,

Yours faithfully,

(KIRAN BANSAL)
Officer In-charge,
Vigilance Branch,
Shahdara District,
Karkardooma Courts, Delhi.

Encl: As above.

Vigilance Branch Shahdara District, Karkardooma Courts, Delhi
Structure and Nature of work of Vigilance Branch, Shahdara Distt.

Officers of Vigilance Committee, Shahdara Distt., Karkardooma Courts, Delhi

S.No	Name of the Officer	Designation
1	Sh. Brijesh Kumar Garg, Ld. District Judge Commercial Courts-01	Chairperson
2.	Dr. Tarun Sahrawat, Ld. PO MACT	Member
3.	Sh. Dheeraj Mor, Ld. ASJ-01	Member
4.	Ms. Isra Zaidi, Ld. MM (02)	Member

Officer In-charge of Vigilance Branch, Shahdara Distt., Karkardooma Courts, Delhi

Name of the Officer	Designation
Ms. Kiran Bansal, Ld. District Judge Commercial Court-02	Officer In-charge

Nature of Work

Vigilance Branch, Shahdara District deals with all the complaints related to the officials posted in the Shahdara District which are marked by Ld. Principal District & Sessions Judge, Shahdara District.

The Branch also complies/circulates/deals with the directions received from Hon'ble High Court of Delhi as well as the office of Ld. Principal District & Sessions Judge (HQ).

Name of the dealing official – Priyanka Rawal, JA.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI

No. 7977 **/Genl./SHD/KKD/Delhi/2023** **Dated** 20/09/23

To,

The Transparency Officer,
Shahdara District,
Karkardooma Courts, Delhi.

Subject: Details of Nature of work of General Branch.

Respected Sir,

With reference to your office Order No. 6919-20/Transparency/SHD/KKD/Delhi/2023 dated 24.08.2023, on the subject cited above, please find enclosed herewith the details of nature of work of General Branch, Shahdara District, Karkardooma Courts, Delhi.

Submitted please.

Your's Sincerely,

(SUNIL DUTT)
Administrative Officer (Judl.)
General Branch, Shahdara District,
Karkardooma Courts, Delhi.

WORKING STRUCTURE OF GENERAL BRANCH, SHAHDARA DISTRICT, KARKARDOOMA COURT, DELHI.

Officer-in-Charge	*Ms. Sarita Birbal, Ld. Principal Judge, Family Courts, Shahdara District, KKD/Delhi*
Link Officer-in-Charge	*Ms. Twinkle Wadhwa, Judge Family Court - 02*

- Dealing with matters/order received from Hon'ble High Court & Hon'ble Supreme Court of India (Record letters/order to concerned courts & Files & records to Hon'ble High Court of Delhi).
- Sending various reports in compliance of Judgments/orders received form Hon'ble High Court of Delhi and Supreme Court of India.
- Maintenance of successor court records.
- Confirmation of order from Hon'ble High Court of Delhi & Hon'ble Supreme Court of India.
- Dealing with Environment Committee/Disaster Management Committee.
- Circulation of orders/circulars received from other districts.
- Local purchase of stationery items from local market.
- Apart from this, various Judgments received from Hon'ble High Court of Delhi and letter received from Jail Authorities are also circulated to all the court of Shahdara District by this branch.
- This branch also receive various letter regarding providing of police Aid. All the correspondence related to that is being done by this branch including sending the letter to DCP through the concerned Naib Court. Once the sanction letter is received from the office of DCP the same is sent to the concerned court.
- Preparation and distribution of rubber stamps. The work related to surrender of rubber stamps is also handled by General Branch.
- Complaints related to Photocopier machines and Fax machines are handled by this branch. Work related to installation of the abovesaid machines are also done by this branch.
- Dealing with General complaints of public addressed to Ld. Principal District & Sessions Judge/Shahdara.
- Issuance of no dues certificate to Court Staff & Ld. Judicial Officers.

- We also prepare Annual Budget for purchase of items which comes under General Branch such as rubber stamps, stationery items, file covers. Yearly Audit of this branch is also done by the office of Accountant General (Audit).
- Maintaining of stock register & billing of the same.
- Sending Jail Dak to jail authority received from various courts.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI

No. 8785 **/Genl./SHD/KKD/Delhi/2023** **Dated** 26/09/23

To,

The Transparency Officer,
Shahdara District,
Karkardooma Courts, Delhi.

Subject: Details of Nature of work of RTI Appeal Branch.

Sir,

With reference to your office Order No. 6919-20/Transparency/SHD/KKD/Delhi/2023 dated 24.08.2023, on the subject cited above, please find enclosed herewith the details of nature of work of RTI Appeal Branch, Shahdara District, Karkardooma Courts, Delhi.

Submitted please.

(KIRAN BANSAL)
Officer In-Charge/DJ (Commercial-2)
RTI Branch, Shahdara District,
Karkardooma Courts, Delhi.

RIGHT TO INFORMATION BRANCH, SHAHDARA, KARKARDOOMA COURTS, DELHI

DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICERS	ADDRESS AND CONTACT NUMBER
FIRST APPELLATE AUTHORITY	Sh. Devender Kumar, JFC-01	Court No. 46 First Floor
PUBLIC INFORMATION OFFICER	Ms. Promila Mahajan, SJA	Record Room (Criminal) 3rd Floor
NODAL OFFICER	Mr. Sudhir Kumar, SJA	Administration Block (Porta Cabin)

WORKING STRUCTURE OF RTI APPEAL BRANCH

The work of RTI Appeal Branch is urgent and time bound. On receipt of appeal the same has to be put up before the Ld. Appellate Authority who then orders for issuance of notices to the parties. The staff then assists the Public Information Officer while appearing in the Court for proceedings in the appeal. Once the order in the appeal is passed, the same has to be sent to the appellant after making necessary entries in all the relevant registers.

Sometimes applicants are not satisfied with the information provided by the PIO or with the order passed by the Appellate Authority and then they file appeal in the CIC for which this branch receives notices to appear before the CIC. All the matters and correspondence related to that has to be handled by this branch.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI

No. 8784 **/Genl./SHD/KKD/Delhi/2023** **Dated** 26/09/23

To,

The Transparency Officer,
Shahdara District,
Karkardooma Courts, Delhi.

Subject: Details of Nature of work of RTI Branch.

Sir,

With reference to your office Order No. 6919-20/Transparency/SHD/KKD/Delhi/2023 dated 24.08.2023, on the subject cited above, please find enclosed herewith the details of nature of work of RTI Branch, Shahdara District, Karkardooma Courts, Delhi.

Submitted please.

(KIRAN BANSAL)
Officer In-Charge/DJ (Commercial-2)
RTI Branch, Shahdara District,
Karkardooma Courts, Delhi.

RIGHT TO INFORMATION BRANCH, SHAHDARA, KARKARDOOMA COURTS, DELHI

DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICERS	ADDRESS AND CONTACT NUMBER
FIRST APPELLATE AUTHORITY	Sh. Devender Kumar, JFC-01	Court No. 46 First Floor
PUBLIC INFORMATION OFFICER	Ms. Promila Mahajan, SJA	Record Room (Criminal) 3rd Floor
NODAL OFFICER	Mr. Sudhir Kumar, SJA	Administration Block (Porta Cabin)

WORKING STRUCTURE OF RTI BRANCH

The work of RTI Branch is urgent and time bound. The applications under RTI Act are being received regularly. Requisite fees is checked and postal order enclosed with RTI applications is to be realized from the post office. After examining the applications the same is sent to the concerned Court/Branch and query-wise information is called. Once the information is received the same is compiled, the information is sent to the applicant after getting it attested from PIO. RTI applications are also transferred to other departments if the information sought pertains to other department. All the applications are disposed off by the Public Information Officer within the stipulated time.

07-10-23

To,

07.10.2023

Sh. Arvind Bansal
Ld. ASJ-05/Transparency Officer
Shahdara District
KKD Courts, Delhi

Sub: Details of nature of work of Record Room (Sessions, Civil, MACT, Criminal)

Sir,

With Reference to Letter No. 6919-20/Transparency/SHD/KKD/Delhi/2023 dated 24.08.2023, please find annexed herewith the requisite information for further action.

Thanking You

Yours Faithfully

(Jigyasa)
Junior Judicial Assistant
Record Room Criminal, Shahdara
Karkardooma Courts, Delhi

Forwarded Please

INCHARGE
Record Room (Criminal)
Shahdara
Karkardooma Courts, Delhi

NATURE OF WORK IN RECORD ROOM (SESSIONS)

S.No.	Nature of Work	Information regarding work
1.	Consignment of Files	Receive decided files of Session Courts, ADJ Courts, Bail Section and Electricity Court from concerned Ahlmads, after that give the General number and Goshwara Number to the consigned files and then the consigned files are being arranged serial wise, month wise and year wise and kept in the bastes:
2.	Files sent to the Hon'ble High Court of Delhi on requisition	Files are being sent to Hon'ble High Court of Delhi on requisition. Now a days files are being sent to Hon'ble High Court of Delhi in Digitized form.
3.	Certified copy applications	Files and Chittahs are being sent to the Copying Agency on receipt of certified applications from the Copying Agency branch.
4.	Files sent to courts on Robkars	Files are being sent to courts on requisition from the different courts on Robkars.
5.	Inspection of files	Inspection of consigned files by the parties and advocates are also done with the permission of Ld Officer Incharge, Record Rooms after payment of the requisite Court fee.
6.	Return of Original Documents	Return the original documents from the consigned files to the concerned party with the permission of Ld. Officer Incharge, Record Rooms.
7.	Miscellaneous Work	Miscellaneous Work such as public enquiry, reply of circulars, RTI and miscellaneous letters are also done.

RECORD ROOM CIVIL

Employee Detail	Nature of Work	Information regarding work
Ruchika Gupta J.J.A. Worked as consignment clerk and mauza clerk for SHD District	1. Consignment of Files	Decided files of Civil/ARC/ACJ courts is given by the concerned ahlmad to record room.. Afrter giving General No., Goshwara No. To the consigned files, same are serial wise arranged in bastas and arranged month wise and year wise.
	2. Files sent to Hon'ble Delhi High Court of requsition	Files are sent to Hon'ble Delhi court on requisition. Now a days files are sent to Hon'ble High Court in CD form.
	3. Inspection of Files	Inspection of consigned files done by the parties and advocate with the permission of Ld/ Officer, incharge of record room after payment of requisite court fee.
	4. Files sent to courts on Robkar	Files are sent to courts on robkar
	5. Misc Work	Misc. Work such as public enquiry, reply of circulars, reply of RTT's are also done by the official.
	6. C.A. (Certified copy application)	Files & Chittahs are sent to copying agency branch on receiving of certified application from the C.A. branch.

RECORD ROOM (MACT)

Nature Of Work

S.No.	Nature of Work	Information regarding work
1.	Consignment of Files	Consignment of decided files of MACT Courts by giving Goshwara Numbers.
2.	Certified Copy Applications	Files are sent to Copying Agency on C.A applications.
3.	Files sent to Hon'ble Delhi Court	High Files are sent to Delhi High Court on the receipt of requisitioned letter in the form of CD or hard copy (photocopy) or both as per direction of Hon'ble Delhi High Court.
4.	Inspection Of Files	Inspection of decided files on filing requisite court fee.
5.	Miscellaneous Work	Miscellaneous Work such as public enquiry reply of circulars, RTI and miscellaneous letters are also done.

RECORD ROOM (CRIMINAL)

Details of Nature of Work	Information relating to the nature of work
1) Consignment of Work	Decided files of Metropolitan Magistrates Courts consigned by their concerned Ahlmads are given Goshwara Numbers and thereafter those files are kept and tied up in Bastas marking them serial-wise, year-wise In their concerned Mauzas.
2) C.A. Applications	Chitthas/Files are taken out or prepared to send them to copying Agency Branch for copying to make them officially available to the applicants.
3) Robkars	Files are send to the concerned Courts on issuance of orders in the form of Robkars.
4) Hon'ble Delhi High Court's Letters	Nowadays CDs of Scanned files are send to Hon'ble Delhi High Court for the date fixed. Earlier Files were also used to send to the Hon'ble Delhi High Court
5) Miscellaneous Work	a) Preparation and sending of replies, Information and data to various quarries like RTIS, Circulars/Orders Requisitions etc. b) Searching files c) To deal with Parties, Litigants & Advocates to answer their queries.
6) Weeding Out work	Destruction of matured files are done under the supervision of Assistant Record Keeper

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
EAST DISTRICT, KARKARDOOMA COURTS, DELHI

आज़ादी का अमृत महोत्सव

No. 768 /Comp.Sec./KKD/2023 Dated: 06.10.2023

To,

Administrative Officer (Judl.)
Shahdara District, Karkardooma Courts,
Delhi

Sub: Details of officials and their nature of work in Computer Branch.

Respected Sir,

Please find enclosed herewith the requisite information in ref. of order no. 6919-20/Transparency/SHD/KKD/Delhi/2023, dated 24.08.2023 on above-mentioned subject.

This is for your kind information.

Thanking you

Yours Sincerely,

(Brij Bhushan Sharma)
(MCA, MA, LLM, PGDESD, CHR)
Branch In-charge cum System Administrator
Computer Branch, Karkardooma Courts, Delhi

Requisite information in reference of order no. 6919-20/Transparency/SHD/Delhi/2023, dated 24.08.2023

Name of the Branch	Work Profile of the Branch (in brief)	Name of the Seat	No. of Officials Deployed along with designation		Dealing with Matters
Computer Branch, Karkardooma Courts, Delhi	**Details of work looking after by Computer Branch are mentioned below:** 1.To give technical assistance to all the staff in Karkardooma Courts Complex. 2. Get daily back-up of all the servers on regular basis. 3. Update the daily orders, judgments, case status etc, on the website https//ecourts. gov. in. 4. Upload circulars, orders, letters and necessary information, as and when directed, on the website https//ecourts. gov. in. 5. To get the report from NJDG regarding undated cases. 6. To update the data on NC-CIS Version 3.2 on regular basis. 7. To get the desired report from NC-CIS version 3.2, as and when asked. 8. To impart training to staff posted at Karkardooma Courts Complex regarding software and updation of software. 9. To attend/arrange various meetings regarding hardware as well as software. 10. To attend complaints in respect of computers installed in Courts and Branches and maintain the complaint register.	Sh. Brij Bhushan Sharma (East-District)	SJA/ Branch Incharge	01	Supervision of Branch and store, supervision of stationed engineers, Supervision of resolution of computer regarding complaints pertaining to Mediation, Family Courts and all three districts. Supervision of CIS and all training programmes, Noting-drafting, dealing with AMC companies, dealing with RTI and all miscellaneous applications, reporting to Nodal Officers, Officer-Incharge, Ld. Pr. District Judges, co-ordination with head quarter and compliance of directions of higher authorities
		Sh. D.S.Mehra (East-District)	JA	01	Handle/manage CIS/UBUNU OS/Official websites/emails/login Ids/Justice App/daily SMSs, to give technical assistance/ training. To provide assistance to the Ld. Advocates and litigants on android and physically on their visit to Computer Branch. To keep open and shut down the server. To prepare various reports. To deal with routine technical complaints as and when required. Assistance in Digital Signature Certificate. Coordination with IT Cell, and Computer Branch HQ. Work assigned by the higher authorities.
		Sh. Rajeev Kumar (Shahdara District)	JA	01	To keep open and shut down the server. To take up backup on daily basis. Noting-drafting, Handel/manage CIS/UBUNU OS/Official/emails/Justice App/daily SMSs, to give technical assistance/ training. To deal with routine technical complaints as and when required. To provide assistance to the Ld. Advocates and litigants on

	11. To maintain the stock register regarding computer articles. 12. To supervise the stationed engineers of AMC/ARC companies. 13. To follow the directions issued by OIC (Computers)/Nodal Officers. 14 To ensure co-ordination between Computer Branch, Headquarter and Computer Branch, Karkardooma Courts Complex. 15. To maintain all record/files pertaining to Computer Branch/Data Processing Centre, Karkardooma Courts Complex. 16. Justice Clock work 17. Generating Digital Signature of Judicial officers. 18. Advocate entry in CIS of each district's four establishments. 19.Login creation of Judicial Officers and Officials in Gem portal. 20. Support of Staffs/police officials regarding e-chargesheet filed through ICJS. 21. Sending reports of all three districts i.e. East, North-East and Shahdara with regard to Manual Charge-sheet filed in the filing counters of respective districts in every 15 days.				android and physically on their visit to Computer Branch. To prepare reports. Dealing with RTI applications. Coordination with Computer Branch HQ. Work assigned by the higher authorities
		Sh. Sudhir Saini (East-District)	JA	01	To keep open and shut down the server. To take up backup on daily basis. Noting-drafting, Handel/manage CIS/UBUNU OS/Official/emails/Justice App/daily SMSs, to give technical assistance/ training. To deal with routine technical complaints as and when required. To provide assistance to the Ld. Advocates and litigants on android and physically on their visit to Computer Branch. To prepare reports. Dealing with RTI. Work assigned by the branch incharge.
		Ms. Kamla Nainwal (East-District)	JA	01	Noting-drafting, handling all the files related to Computer Branch, receipt and dispatch of routine official letters/DAK, handel/manage CIS to cetain extent/daily SMSs. To attend daily complaints and maintaned record. To send ICJS reports. Checking and uploading of emails. Work assigned by the branch incharge.
		Sh. Devender Singh Rawat (East-District)	JJA	01	Looking after the entire work of computer store, manage inventory and stock registers, issuance of articles, prepration of reports related to computer systems and its peripherals. Preparation of all kind reports demaned by head quater from time to time. Work assigned by the higher authorities and Branch Incharge.
		Ms. Parvati Joshi (East-District)	Orderly	01	To receive and assign the daily complaints from the users. Distribution of daily DAK and circulars. Work assigned by the Branch Incharge.

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OFFICE OF THE DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT, KARKARDOOMA COURTS
DELHI

No. 7917 /Acctts./SHD/KKD/2023 Dated- 15/9/23

To,

Sh.Arvind Bansal,
ASJ-5/Transparency Officer
Shahdara District
Karkardooma Courts
Delhi.

Sub: Detail regarding Nature of Work .

Sir,

In reference to circular dated 6919-20/Transparency/SHD/KKD/Delhi/2023 dated 24/08/2023, on the subject cited above please find enclosed herewith the requisite information/detail as per Annexure "X" attached herewith.

Thanking You,

Yours Sincerely ,

15/09/23

(Vineet Kumar)
Addl.District & Sessions Judge /Head Of Office
O/o the District & Sessions Judge
Shahdara District ,Karkardooma Courts
Delhi

Encl: As Above

Annexure "X"

Name of Branch:- Accounts Branch , Shahdara District, KKD Courts, Delhi.

S.No.	Name of the Branch	No, of officials category/designation wise	Work profile and volume of work being dealt with by the Accounts Branch
1	Accounts Branch , Shahdara District	Total Officials posted:06 (Six), 04 (Four)Judicial Assistant & 02(Two) Junior Judicial Assistant	Budget Seat- The Accounts Branch first of all prepare Budget Estimate and Revised estimate for current as well as subsequent year to ascertain the expected expenditure to be incurred during the financial year. Accordingly, demand from Delhi Government is made and budget expenditure is reconciled on monthly basis and the same is verified from the concerned PAO and sent to Delhi Government . Service Book Seat- The Accounts Branch looks after the work of preparing and maintaining the Service Books of all Judicial Officers/Officials posted in concerned District. Pay Fixation is done as per order /directions issued by Hon'ble High Court of Delhi or in compliance of order issued from Head Quarter for grant of Promotion, MACP and Annual Increment to the Officer/Officials. Further, maintenance of their leave Account and other misc. works related to Service Book Seat is also done. Pay Bill Seat- The Accounts Branch also looks after the work of preparation of all Pay Bills including Evening Courts bills, OTA, Bonus, Tuition Fees and other arrears bill of Judicial Officers/officers and Staff as per directions/order issued by Hon'ble High Court of Delhi from time to time or in compliance of order issued from HQs on account of grant of Promotion or MACP to the concerned Judicial Officers/Officials. Filing of Quarterly/Annual Salary (24Q) TDS Returns in r/o Judicial Officers and Officials of this establishment is also done. LTC Seat- The Accounts Branch facilitate the process of LTC /Home Town (Advance & Final) bills, Traveling allowance bills, Short term and Long Term Advance Bills, Judicial Officers' 30 days Earned Leave encashment bills, 10 days Leave encashment on account of availing LTC to the Judicial Officers/Officials as per rule. GPF Seat- Accounts Branch process the GPF advance/Withdrawal claim of the Judicial Officers/Staff as per rule. The GPF/CPF passbooks are prepared/maintained and updated by this branch. At the time of retirement of Judicial Officers/Officials GPF/CPF final payment case is processed through this branch. Medical Seat- The Medical Bills of Judicial Officers and other staff including retirees are

processed by Accounts Branch, which involves preparation and maintenance of their medical cards. Also, bills of cashless treatment, Medical Advance, request for change of dispensary on request of Judicial officer/officials concerned are dealt by Accounts Branch.

Contingency Seat-The Bills pertaining to Contingency seat i.e. bills for Reimbursement of Telephone bills,Water Charges, Newspaper and Magazines charges, Petrol charges, Electricity charges, Camp Office allowance, Robe Dress allowance, Office bag reimbursement, Mobile purchase bills, Mobile charges bills, Technology devices are prepared in respect of Judicial Officers. Payment of Electricity, Water , Telephone Charges of Courts Complex, Housekeeping services bills, pest control bills and preparing bills of other misc. and contingent expenditure, bills of General Branch (Stationery, Photocopier repair and maintenance bills rubber stamps), Bills of Pool Cars repair and maintenance , petrol charges of Pool Cars, bills pertains to Computer branch & bills of Child witness court (VWDC) are prepared and processed by Accounts Branch. Filing of Quarterly Non Salary (26 Q) TDS Return and monthly GST Return of the Office is also done.

Pension Seat- At the time of retirement/death/resignation of concerned Judicial Officers and other staff, as the case may be, all his/her dues/benefits are released by Accounts Branch and accordingly their pension case, Family Pension, Leave encashment bill, Group Insurance payment bill and work of commutation of pension, Revised pension case on account of implementation of order/directions of Hon'ble High Court of Delhi as well as HQs is processed by Accounts Branch in time bound manner.

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
SHAHDARA DISTRICT: KARKARDOOMA COURTS: DELHI

No.1759/CMM/SHD/KKD/DELHI. Dated: 28.08.2023

To,

The Ld. ASJ-05/Transparency Officer,
Shahdara District,
Karkardooma Courts, Delhi

Sub: **Nature of Work in the office of Ld. Chief Metropolitan Magistrate, Shahdara Distt. Karkardoma Courts, Delhi**.

Respected Sir,

With reference to your goodself's office letter No. 6919-20/Transparency/SHD/KKD/Delhi/2023, Dated 24.08.2023, it is submitted that there are two officials namely Sh.Amod Kumar Jha (Judicial Assistant) and Sh.Rajesh Kumar, (Judicial Assistant) posted in the office of Ld. CMM, Shahdara, KKD Courts, Delhi and details of nature of works of the office of Ld. CMM is mentioned in a separate sheet attached with this letter as Annexure'A'.

This is for your kind information.

(Anubhav Jain)
Addl. Chief Metropolitan Magistrate
Shahdra, Karkardooma Courts, Delhi

Nature of Work

(Details of relevant information maintain by office of Ld. Chief Metropolitan Magistrate, Shahdara District, Karkardooma Courts, Delhi.)

1. Many types of cases are received physically and thoroughly checked by the dealing official in CMM Filing Section such as Complaint Cases, Execution, DV Act Cases, Police Challans, SARFAESI etc.
2. These files/ cases are then given filing number and data entry is done for the same. Thereafter these files are allocated to court concerned.This list is also displayed on the counter daily for the convenience of Advocates/ Litigitants.
3. Officials of CMM, Filing Section also make entry of all the **Police Challans /Chargesheets** pertaining to Shahdara District, in computer and allocate them to court concerned & maintained its record. Send report of E-Fir in email format to computer branch in 15 days.
4. Getting Service/execution and inter /intra District Process such as Notice /Summons/ Etc. from the state other than Delhi. Done and sending report thereof to the court concerned.
5. Files from Hon'ble High Court for hearing in District Court and Juvenile Justice Board are received and allocated to concerned courts.
6. Preparing, Modification and distribution of Duty Roster every month and Link Roster and maintained its record.
7. Meeting Notice prepared and circulate to all Magistrate Court of Shahdara District. Send consent to Tis Hazari Court every month regarding Jail duty Roster. Send letter to Hon'ble High Court of Punjab & Haryana Court to other district with covering letter of CMM, Shahdara District Delhi.
8. e-filing portal and thoroughly checked by the dealing official in CMM Filing Section such as Complaint Cases, 138 NI Act . Thereafter these files are allocated to the court concerned.
9. Receiving physical files, letter, Transfer applications, Dak entry, compaints and send files to one court to another courts.
10. Reply of R.T.I. and Ciruclars.
11. Check the mail of Ld CMM reply of Email id: cmmoffddc.ddc@gov.in
12. Collect willingness of Duty Roster.
13. Collecting the reports of Ciruclar/orders from all Metropolitan Magistrate courts and preparing reply of circular and orders issued by the Shahdara District as well as other District.
14. Collecting the verious replies from the Magistrial Courts of Shahdara District and Preparing the various replies in compiled from the Lok Sabha and Rajya Sabha Questions, Received from office of Ld. District and Sessions Judges Shahdara District.
15. Preparing the compiled statement of Ajay Verma on Monthly basis and send to the o/o Ld. District and Sessions Judge Shahdara District, Karkardooma Courts, Delhi for onward transmission to Hon'ble High Court of and o/o Ld. District and Sessions Judge (Hqs), Tis Hazari, Delhi.
16. Bail orders of All Magistrial Courts of Shahdara District received through NIC,Manual entry in register,uploading and send to the Jail authority in day to day basis.

(Amod Kumar Jha/RAJESH KUMAR)

J.A J.A