

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (SOUTH)**  
**DISTRICT COURT COMPLEX, SAKET, NEW DELHI**

ORDER NO. 21 /2018

Dated:- 14<sup>th</sup> May, 2018

In partial modification of the earlier orders on the subject, the following Officer In-Charge is appointed to look after and supervise the work of the Branches indicated against his name, with Administrative Officer (Judl.)/Branch In-Charge deputed to assist him, with immediate effect:-

<u>S.No.</u>	<u>Branch</u>	<u>Connected/Attached/ Branches/Sections/ Cells/ Units etc.</u>	<u>Officer In-Charge</u>	<u>Administrative Officer (Judicial)</u>	<u>Branch In-Charge</u>
1	Administration-I	—	Mr. Rajesh Kumar Singh, Special Judge (NDPS) South	Mr. K.D. Sharma	Mr. Satya Pal Arora, Sr. Judl. Asstt.

**Notes:-**

- All the correspondence with the Hon'ble High Court shall be made only by the District & Sessions Judge (South).
- The Officer In-Charge shall:-
  - (a) be responsible for regularly supervising the work of the Branches (and connected Branches & Sections) under their Control on daily basis, *inter alia*, whenever required by providing necessary guidance/directions to the Administrative Officer (Judl.) or Branch In-Charge; and
  - (b) take all necessary decisions, using proper discretion in matters of routine nature, keeping in mind the best interest of the institution and refer the matter to the District & Sessions Judge (South), if in doubt.
- All the official communications to the District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. District & Sessions Judge and only under instructions of the undersigned.
- Every Branch shall provide all necessary assistance to the concerned Officer In-Charge and Chairman of each Committee, as and when required.
- The Administrative Officer (Judl.), Branch(es) In-Charge and all subordinate staff shall be answerable and report, on daily basis, to the respective Officer(s) In-Charge.
- In the event of inability to discharge such responsibility (on account of leave, other duties, etc.) of the OIC of a Branch/Cell, the OIC of the Branch/Cell mentioned immediately below in the previous order shall be suitably informed by the former and the latter shall act as the link officer.
- The above-mentioned officials shall work under the control and supervision of concerned officers In-charge and report to them on regular basis.
- Each Branch/Cell shall have work allocated amongst the staff subject-wise, with arrangement for link Assistant (on account of absence of regular dealing hand), for which the OIC(s) shall issue formal orders, in consultation with and under intimation to the undersigned.
- Each Branch/Cell shall allocate the task of diary/dispatch of the dak to one specified Clerk, who shall maintain (and keep updated) a record showing letters/PUCs received/sent by the Branch/Cell and the official/officer to whom the same has been allocated.
- Each Administrative Officer (Judl.)/Branch In-charge/Clerk shall maintain (and keep updated) a diary showing letters/PUCs received chronologically and action taken thereupon. Such diaries of the dealing assistant shall be regularly checked by the Branch In-Charge and Administrative Officer (Judl.) to ensure there is no unnecessary delay in requisite action.

*Asha Menon*  
(Asha Menon) 14-5-18

District & Sessions Judge (South)  
District Courts Complex, Saket, New Delhi

No. 11728 - 11807 / AM/D&SJ(South)/Saket/ND/2018

Dated:- 14-05-18

**Copy to:-**

- The Registrar General, Hon'ble High Court of Delhi, New Delhi.
- The District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
- The District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
- All Officers of Delhi Higher Judicial Service & Delhi Judicial Service posted in South District at Saket Courts Complex, New Delhi.
- The Nodal Officer, Website Saket Court Complex, New Delhi with a request to upload the same on the website i.e. [www.ecourts.gov.in/south & south-east delhi](http://www.ecourts.gov.in/south & south-east delhi).
- The Public Relation Officer, Saket Court Complex, New Delhi.
- The Administrative Officer(s) (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. in South District at Saket Courts Complex, New Delhi.
- Guard File.

*Asha Menon*  
(Asha Menon) 14-5-18

District & Sessions Judge (South)  
District Courts Complex, Saket, New Delhi