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

ORDER NO. 15 /2021

Dated:- 07th October, 2020

Pursuant to the transfer & posting of the Judicial Officers and in partial modification of the earlier orders on the subject, the following Officer(s) In-Charge are appointed to look after and supervise the work of the Branches indicated against their names, with Administrative Officers (Judl.)/Branch In-Charges deputed to assist them, with effect:-

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
1	Bail & Filing	—	Sh. Sandeep Yadav, Addl. Sessions Judge (Electricity) South	—	Ms. Laxmi, Sr. Judl. Asstt.
2	Copying Agency (Civil/Sessions)	Copying Agency (Criminal)	Sh. Sandeep Yadav, Addl. Sessions Judge (Electricity) South	—	Sh. Gajraj Singh, Sr. Judl. Asstt.

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the Principal District & Sessions Judge (South).
2. The Officer(s)-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 Principal District & Sessions Judge (South), if in doubt.
3. All the official communications to the Principal District & Sessions Judges of other Districts or their Branches be addressed to the concerned Ld. Principal District & Sessions Judge and only under instructions of the undersigned.
4. Every Branch shall provide all necessary assistance to the concerned Officer In-Charge and Chairman of each Committee, as and when required.
5. 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.

(Vinay Kumar Khanna)
Off. Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi

No. 16680-16765 /Pr. D&SJ(South)/Saket/New Delhi/2021

Dated:- 08/10/2021

Copy to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. All the Ld.Judicial Officers posted at South District, Saket Courts Complex, New Delhi.
5. 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.**
6. The Public Relation Officer, Saket Court Complex, New Delhi.
7. The Administrative Officer(s) (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. of South District at Saket Courts Complex, New Delhi.
8. For uploading on LAYERS.
9. For uploading on Centralized Website through LAYERS.
10. Guard File.

(Vinay Kumar Khanna)
Off. Principal District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi