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

ORDER NO.50/2019

Dated:-12 September, 2019

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	District & Sessions Judge's Secretariat	—	District & Sessions Judge (South)	—	—
2	Administration-I	—	Sh. Rajesh Kumar Singh, Special Judge (NDPS) South	Ms. Madhu Gupta	Sh. Satya Pal Arora, Sr. Judl. Asstt.
3	Administration-II	—	Sh. Rajesh Kumar Singh, Special Judge (NDPS) South	Ms. Madhu Gupta	Sh. Satya Pal Arora, Sr. Judl. Asstt.
4	Administration-III	—	Ms. Jyoti Kler, Addl. District Judge (South)	Ms. Madhu Gupta	Ms. Kamlesh, Judl. Asstt.
5	Vigilance	—	Sh. Rajesh Kumar Singh, Special Judge (NDPS) South	—	Sh. Devender Pal Singh, Sr. Judl. Asstt.
6	Litigation	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	Sh. Devender Pal Singh, Sr. Judl. Asstt.
7	Building Maintenance Committee Cell	—	Sh. Harish Dudani, Addl. Sessions Judge (SFTC)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
8	Space Allotment Cell	—	Sh. Sanjiv Jain, Addl. Judge (Family Court) (South-East)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
9	Disaster Management Cell	—	Ms. Vineeta Goyal, Addl. District Judge (South)		Sh. Tara Singh Bist, Sr. Judl. Asstt.
10	Security Cell	—	Sh. Sanjiv Jain, Addl. Judge (Family Court) (South-East)	—	Sh. Devender Pal Singh, Sr. Judl. Asstt
11	Library Branch	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	—
12	Computer Branch	—	Sh. Sandeep Yadav, Addl. Sessions Judge (South-East)	—	Sh. Ajay P.S. Kulayana, Judl. Asstt.
13	R& I	—	Sh. Sameer Bajpai, PO, MACT (South)	—	Sh. Rati Ram, Judicial Assistant
14	Judicial-I	—	Sh. Harish Dudani, Addl. Sessions Judge (SFTC)	Ms. Madhu Gupta	Sh. Sunil Sharma, Sr. Judl. Asstt.
15	Judicial-II	—	Ms. Vineeta Goyal, Addl. District Judge (South)	Ms. Madhu Gupta	Sh. Sunil Sharma, Sr. Judl. Asstt.
16	Bail & Filing	—	Sh. Sanjeev Kumar Singh, ASJ (Electricity)	—	Ms. Laxmi, Sr. Judl. Asstt.
17	General Branch	—	Sh. Rajesh Kumar Singh, Special Judge (NDPS) South	—	Sh. Tara Singh Bist, Sr. Judl. Asstt.
18	General Administration Branch	—	Ms. Jyoti Kler, Addl. District Judge (South)	—	Sh. Bhim Singh, Judl. Asstt.
19	Purchase Cell	—	Sh. Munish Markan, Addl. District Judge (South)	—	Sh. Krishna Sah, (Asstt. Accounts Officer)

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
20	Environment & (Horticulture Cell)	(i) Stationery (ii) Facilitation Centre (iii) Telephone Exchange (iv) PRO	Sh. Sameer Bajpai, PO, MACT (South)	—	Sh. Krishna Sah (Asstt. Accounts Officer)
21	Caretaking	Housekeeping (Cleanliness/Sanitation etc.) Cell	Sh. Sameer Bajpai, PO, MACT (South) [assisted by OIC (Genl.) & ACJ]	—	Sh. Rakesh Kumar, Caretaker
22	Accounts Branch	(i) Fine & Audit (ii) Cash	Sh. Harish Dudani, Addl. Sessions Judge (SFTC) (Controlling Officer) Sh. Munish Markan, Addl. District Judge (South) (HOO)	Sh. Krishna Sah (Asstt. Accounts Officer)/ DDO	Ms. Sneh Lata, Sr. Judicial Assistant
23	Hospitality and Protocol Branch	—	Ms. Vineeta Goyal, Addl. District Judge (South)	—	Sh. Devender Pal Singh, Sr. Judl. Asstt.
24	Copying Agency (Civil/Sessions)	Copying Agency (Criminal)	Sh. Rajesh Kumar Singh, Special Judge (NDPS) South	Ms. Madhu Gupta	Sh. Rajender Kumar Sr. Judl. Asstt.
25	Record Room (Sessions)	(i) Record Room (Civil) (ii) Record Room (Criminal)	Ms. Priya Mahendra, ADJ (South) for Record Rooms (Sessions) & (Criminal) Ms. Jyoti Kler, ADJ (South) for Record Room (Civil)(South)	—	Sh. Surender Singh Sr. Judicial Asstt. (Sessions) Ms. Narbada Rawat, Sr. Judicial Asstt. (Criminal) Sh. Sanjay Khanna, Sr. Judicial Asstt. (Civil)
26	Pool Car Section	—	Sh. Rajesh Kumar Singh, Special Judge (NDPS) South	—	Itaish Yadav, Judl. Asstt.
27	RTI Branch	Office of PIO	Sh. Munish Markan, Addl. District Judge (South)	—	Sh. Devender Pal Singh, Sr. Judl. Asstt.
28	Office of CMM (South)	—	Sh. Ajay Singh Shekhawat, CMM (South) (Sh. Harjyot Singh, ACMM will be link)	—	Ms. Ruby Arora, Sr. Judl. Asstt.
29	Nazarat Branch	—	Sh. Sachin Sangwan, Administrative Civil Judge (South)	—	Sh. Nafe Singh District Nazair
30	Video Conferencing	—	Sh. Ajay Singh Shekhawat, CMM (South)	—	Sh. Ajay P.S. Kulayana, Judl. Asstt.
31	Vulnerable Witness Deposition Complex	—	Ms. Renu Bhatnagar, Addl. Sessions Judge (SFTC)(South-East)	—	Sh. Sukhranjan Mistri
32	Nodal Officer (South & South-East District(s) Website)	—	Ms. Vineeta Goyal, Addl. District Judge (South)	—	Sh. Ajay P.S. Kulayana, Judl. Asstt.

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the 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 District & Sessions Judge (South), if in doubt.

3. 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.
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.
6. 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 list shall be suitably informed by the former and the latter shall act as the link officer.
7. The above-mentioned officials shall work under the control and supervision of concerned officers In-charge and report to them on regular basis.
8. In case any of the aforesaid officials is on leave or not available due to any reason, his/her work shall be looked after by the official mentioned immediately below him/her. In case the official mentioned immediately below is also not available, the work of the official shall be looked after by the official next below available in the above table. For such purposes of the last mentioned official, the official at Sl. No.2 shall be deemed to be the "next below".
9. 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.
10. 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.
11. 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.
12. The Officer(s) In-Charge of the Administration Branches are hereby authorized to regulate and take appropriate decisions, as per rules, on the applications for leave of all members of categories of staff under their respective control, and the leave of the Administrative Officer(s)(Judl.) and the Asstt. Account Officer shall be regulated by the Officer In-Charge (Admn.-I) and he/she is also empowered to take appropriate decisions, as per rules, on the applications for leave under the intimation to the DDO (South)
13. The Officer In-Charge of Judicial Branch-I is hereby authorized to regulate and take appropriate decisions, as per rules, on applications for leave of all kinds in case of officers of Delhi Judicial Service and for casual/compensatory leave in case of officers of Delhi High Judicial Service, under intimation to DDO.

(Poonam A. Bamba)
District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi
Dated:- 13.09.19

No. 18183-18325 /AM/D&SJ(South)/Saket/ND/2019

Copy to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
3. The District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
4. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service posted at 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. at Saket Courts Complex, New Delhi.
8. For uploading on LAYERS.
9. For uploading on Centralized Website through LAYERS.
10. Guard File.

(Poonam A. Bamba)
District & Sessions Judge (South)
District Courts Complex, Saket, New Delhi