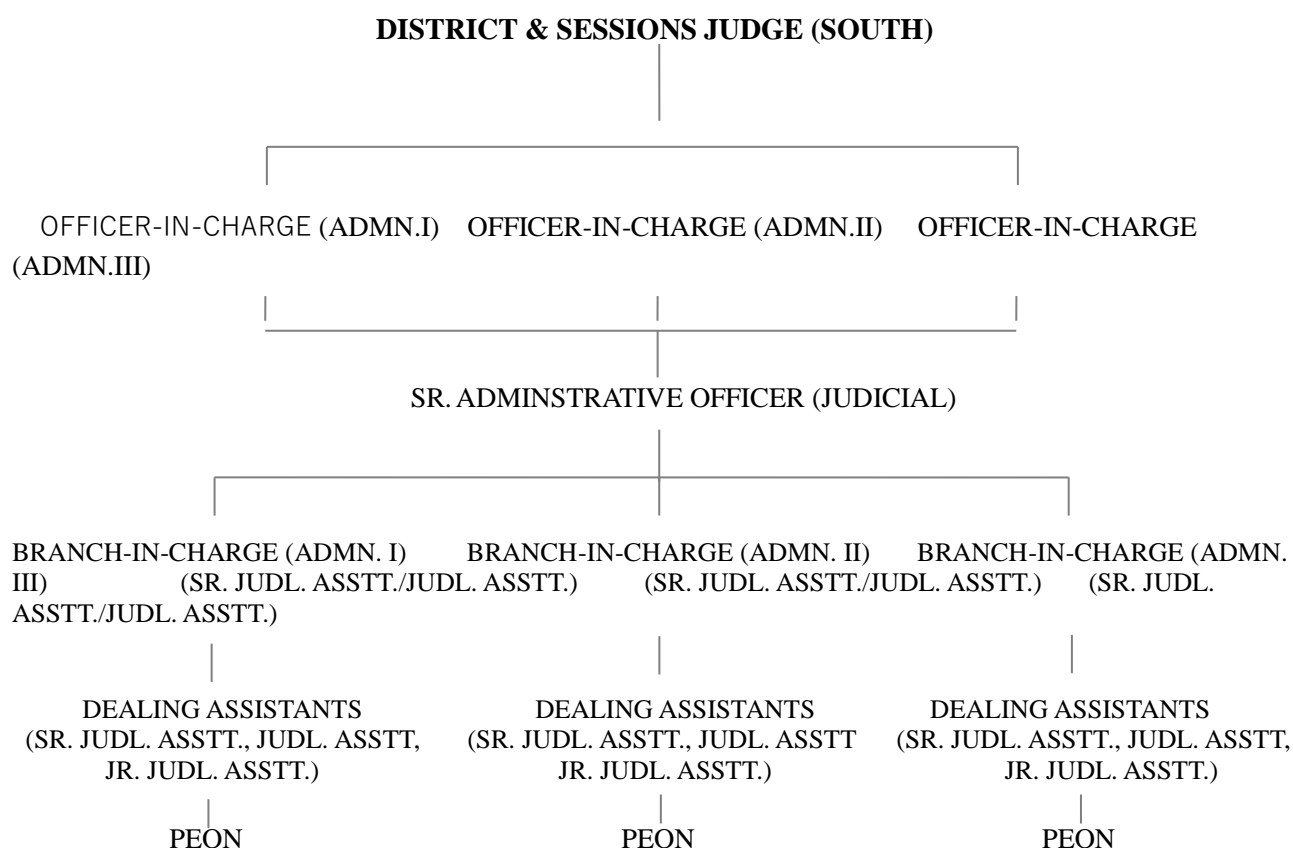


Information regarding working / organizational structure, powers and duties of various Branches in South District, Saket Court Complex, New Delhi.

ORGANIZATION SETUP OF ADMINISTRATION BRANCH IN SOUTH DISTRICT



Administration Branch deals with administrative affairs pertaining to Administrative Officer and officials of all the other cadres in this District. In South District, the branch is split into three branches i.e. Administration I, II & III. Work profile of each branch is similar in nature but they are dealing with different cadres. Admin. I is meant for Administrative Officers, Assistant Accounts Officer, Sr. Personal Assistants, Sr. Judicial Assistants, Personal Assistants & Judicial Assistants. Admn. II looks after Junior Judicial Assistants and Admin. III, the remaining cadres i.e. District Nazir Civil Nazir, Process Servers, Orderlies etc.

Besides Officers-in-Charge, Administrative Officer (Judl.) looks after immediate control over Branches-in-charge and other staff of Administration branches.

Each Administration branch deals with following matters of their specified cadres:

1. Management of staff i.e. assessment of requirements, internal postings & transfers, temporary deployment, consequent joining reports & charge reports etc.
2. Leave requests
3. Monitoring of attendance of staff
4. Communications with Central District pertaining to personal matters of officials i.e.
 - a) Request for change in residential address, inter-district transfer, addition of educational qualification acquired, permission for further studies, change in name or surname, marital status in case of female employee, Govt. Accommodation and intimations/prior-permissions required under CCS (Conduct) rules

- b) Declaration of immovable & movable assets in compliance to CCS (Conduct) rules
 - c) Annual Confidential Reports
 - d) Representations of officials
 - e) Application of candidature for higher posts & deputations
 - f) Resignation etc.
5. Recommendations for disciplinary action, if required in any case
 6. RTI matters pertaining to Administration Branch
 7. Correspondences and issuance of orders, standing instructions, circulars etc. relating to administrative matters
 8. Management of trainings for officials and
 9. Other miscellaneous administrative affairs

Charter of powers & duties on officials

Dealing Assistants (Sr. Judicial Assistants/Judicial Assistants/Junior Judicial Assistants)

- Maintains record and prepare initial note or report of each correspondence pertaining to his/her assignments
- Supervises the branch and assigns/distribute work amongst the officials under his/her control i.e. Sr. Judicial Assistants / Judicial Assistants / Junior Judicial Assistants.

Branch In-charge (Sr. Judicial Assistants/Judicial Assistants)

- Marks an endorsement or his/her observations on the note prepared by aforementioned officials. Branch In-charge after due scrutinizing puts up the matter before the Administrative Officer (Judicial) for his/her consideration and further action.
- Overall supervision on all the aforementioned officials.

Sr. Administrative Officer (Judicial)

- Peruses note presented by the Branch In-charge. After due consideration, marks his observations/ endorsement on it and refers the matter to Officer In-charge for consideration and necessary approvals. If required and OIC recommends, matter may be placed before Ld. District & Sessions Judge (South) for his/her kind perusal & approval.

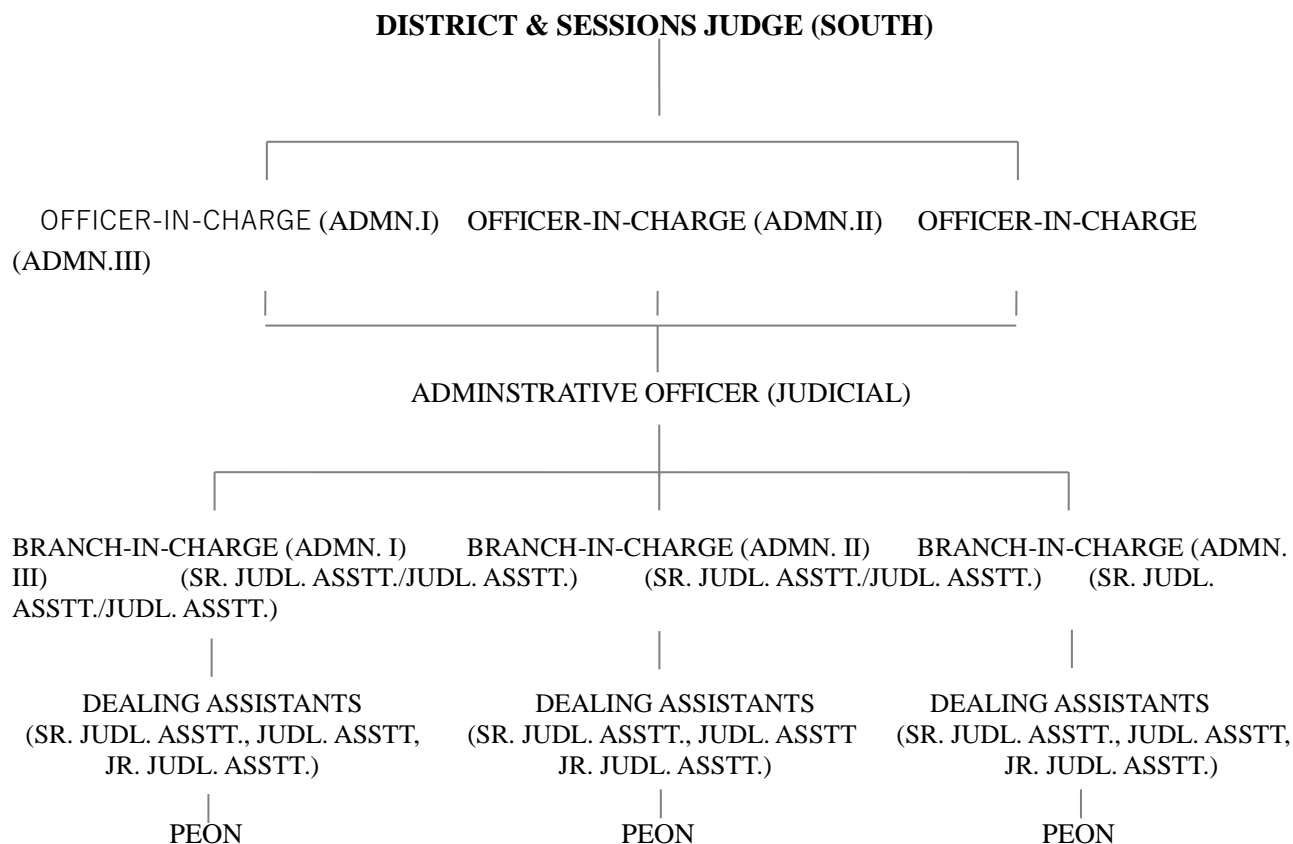
All the administrative matter are governed by FRSR, CCS rules & regulations, Office Procedure Manual and the instructions and also orders & circulars issued by Govt. of India, Govt. of NCT of Delhi, Hon'ble High Court of Delhi, Head of Department i.e. District & Sessions Judge (South), as applicable on employees of this District.

Following records are maintained in each administration branch for their specified cadars:

1. Updated list & record of officials working of this District
2. Part Personal Files pertaining to officials of this District
3. Casual & Compensatory Leave Record of officials
4. Attendance sheets
5. Transfer & Posting record
6. Administrative circulars, orders & instructions

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ORGANIZATION SETUP OF ADMINISTRATION BRANCH IN SOUTH DISTRICT



Administration Branch deals with administrative affairs pertaining to Administrative Officer and officials of all the other cadres in this District. In South District, the branch is split into three cells i.e. Administration I, II & III. Work profile of each cell is similar in nature but they are dealing with different cadres. Admin. I is meant for Administrative Officers, Assistant Accounts Officer, Sr. Personal Assistants, Sr. Judicial Assistants, Personal Assistants & Judicial Assistants. Admn. II looks after Junior Judicial Assistants and Admin. III, the remaining cadres i.e. District Nazir Civil Nazir, Process Servers, Orderlies/peons etc.

Besides Officers-in-Charge, Administrative Officer (Judl.) looks after immediate control over Branches-in-charge and other staff of Administration cells.

Each Administration branch deals with following matters of their specified cadres:

1. Management of staff i.e. assessment of requirements, internal postings & transfers, temporary deployment, consequent joining reports & charge reports etc.
2. Leave requests
3. Monitoring of attendance of staff
4. Communications with Central District pertaining to personal matters of officials i.e.
 - (a) Request for change in residential address, inter-district transfer, addition of educational qualification acquired, permission for further studies, change in name or surname, marital status

in case of female employee, Govt. Accommodation and intimations/prior-permissions required under CCS (Conduct) rules

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 8. Management of trainings for officials and
 9. Other miscellaneous administrative affairs

Charter of powers & duties of officials

Dealing Assistants (Sr. Judicial Assistants/Judicial Assistants/Junior Judicial Assistants)

- Maintains record and prepare initial note or report of each correspondence pertaining to his/her assignments
- Supervises the branch and assigns/distribute work amongst the officials under his/her control i.e. Sr. Judicial Assistants / Judicial Assistants / Junior Judicial Assistants.

Branch In-charge (Sr. Judicial Assistants/Judicial Assistants)

- Marks an endorsement or his/her observations on the note prepared by aforementioned officials. Branch In-charge after due scrutinizing puts up the matter before the Administrative Officer (Judicial) for his/her consideration and further action.
- Overall supervision on all the aforementioned officials.

Administrative Officer (Judicial)

- Peruses note presented by the Branch In-charge. After due consideration, marks his observations/ endorsement on it and refers the matter to Officer In-charge for consideration and necessary approvals. If required and OIC recommends, matter may be placed before Ld. District & Sessions Judge (South) for his/her kind perusal & approval.

All the administrative matter are governed by FRSR, CCS rules & regulations, Office Procedure Manual and the instructions and also the orders & circulars issued by Govt. of India, Govt. of NCT of Delhi, Hon'ble High Court of Delhi, Head of Department i.e. District & Sessions Judge (South), as applicable on employees of this District.

Following records are maintained in each Administration branch for their specified cadres:

1. Updated list & record of officials working in this District.
2. Part Personal Files pertaining to officials of this District.
3. Casual & Compensatory leave record of officials
4. Attendance sheets.
5. Transfer & Posting record.
6. Administrative circulars, orders & instructions.

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VIGILANCE CELL

Organizational Structure of Vigilance Branch.

Officer-Incharge, Judicial Officer (ASJ/ADJ)



Administrative Officer (Judicial)







Branch In-charge (Sr. Judicial Assistant)



Dealing Officials

(Judicial Assistants/Junior Judicial Assistants)

Charter Of Duties of the Vigilance Branch.

-  Deals with the complaints of Group B, C & D Staff.
-  Receive the complaints and forward the Same to the Headquarters, Tis Hazari Courts.
-  Ancillary RTI Matters.
-  Correspondence, Noting, Drafting and any other task that may be assigned by the Officer Incharge.

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RTI BRANCH

➡ Organizational Structure of RTI Branch.

Officer-Incharge, Judicial Officer (ASJ/ADJ)



Public Information Officer, Administrative Officer (Judicial)



Branch In-charge (Sr. Judicial Assistant)



Dealing Officials

(Judicial Assistants/Junior Judicial Assistants)

➡ Charter Of Duties of the Vigilance Branch.

- To Receive Applications under RTI Act and register them.
- Process the application and seek/obtain the comments/information sought in the Application from the concerned Branch, Court and Official.
- Prepare the Reply and communicate expeditiously in time, the information sought for appropriate reply to the applicant or take necessary action in accordance with Law/Rules.
- To Receive Appeal and register them.
- Assist the Appellate Authority on appeals being filed.
- Compliance with direction of Appellate Authority.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer Incharge.

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LITIGATION CELL

Organizational Structure of Litigation Branch.

Officer-Incharge, Judicial Officer (ASJ/ADJ)



Branch In-charge (Sr. Judicial Assistant)



Dealing Officials

(Judicial Assistants/Junior Judicial Assistants)

Charter Of Duties of the Litigation Branch.

- Deal with cases in the Hon'ble Supreme Court, Hon'ble High Court and District Courts and other forums as pertains to office of District & Sessions Judge, South.
- Follow up with these cases, i.e, calling up the comments from the concerned Banches and forwarding the same to the counsel for the preparation of reply.
- The Appointment of Government counsels giving briefing to the counsel.
- Preparation of bill/professional charges of government counsel.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer Incharge.

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HOSPITALITY & PROTOCOL CELL

➡ Organizational Structure of Hospitality & Protocol Branch.

Officer-Incharge (Hospitality & Protocol Branch), Judicial Officer (ASJ/ADJ)



Branch In-charge (Sr. Judicial Assistant)



Dealing Officials

(Judicial Assistants/Junior Judicial Assistants)

➡ Charter Of Duties of the Hospitality & Protocol Branch.

- To cater the needs of and make all arrangements for official functions, meetings, seminars, conferences etc.
- To look after requirements of Protocol at the time of visits of High Dignitaries.
- Correspondence, Noting, Drafting and any other task that may be assigned by the Officer Incharge.

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The working /organizational structure,powers and duties of employees of the Telephone Exchange/purchase Cell/Environment Cell are as under:

TELEPHONE EXCHANGE

Br.Incharge	Supervision of Accounts Branch and Misc. work assigned by A.A.O
One Judicial Asstt. & One Jr.Judicial Asstt.	To manage EPABX ,inventory of telephone instruments, complaints regarding Services of MTNL landlines, to connect several branches with other district.

PURCHASE CELL

Junior Judicial Assistant	<p>1 Receiving requisition from several branches for local purchase</p> <p>2.To call the quotation & recieving it from several vendors in respect to requisite items</p> <p>3. Initiation of purchase process with co-ordination with the Purchase committee.</p> <p>4 After purchase, Issuance of the same to the concerned branch.</p>
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ENVIORNMENT (HORTICULTURE)

One Jr.Judicial Assistant	1.To take follow-up action on recommendation of the Enviornment (Horticulture) Committeem, as approved by Ld District & Sessions
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	<p>Judge, South</p> <p>2. To supervise the maintenance of nursery, gardens, flowerbuds, trees/plantation in the Court Complex and Residential Complex</p> <p>3. To float tenders and oversee the delivery of flowers in the chambers of Judicial Officer on regular basis, as per norms</p> <p>4. To coordinate with the concerned departments in PWD, Jal Board Etc for maintenance of greenery in the Court Complex</p> <p>5. To oversee the maintenance of greenery on the periphery of the Court Complex and Residential Complex, as falling within the jurisdiction of MCD, coordinating efforts with that agency</p>
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The working /organizational structure,powers and duties of employees of the Accounts Branch / Cash Branch / Fine & Audit Branch are as under:

SL.NO	PARTICULARS OF POST	PAY BAND	GAZETTED /NON-GAZETTED	NO OF POST
1.	District Judge (L-15)	Rs 182200-224100	Gazetted	1
2.	DHJS(L-13A)	RS 131100-216600	Gazetted	16
3.	DJS (L-12)	Rs 78800-209200	Gazetted	8
4.	DJS(L-11)	Rs 67700-208700	Gazetted	5
5.	DJS(L-10)	Rs 56100-177500	Gazetted	9
6.	Administrative Officer(Judicial) (L-12)	Rs78800-209200	Gazetted	1
7.	Administrative Officer(Judicial)(L-11)	Rs 67700-208700	Gazetted	1
8.	A.A.O(L-10)	Rs 56100-177500	Gazetted	1
9.	Private Secretary(L-11)	Rs 67700-208700)	Non-Gazetted	1
10	Sr.Judicial Assistant (L-11)	Rs 67700-208700)	Non-Gazetted	4
11.	Sr.Personal Assistant(L-11)	Rs 67700-208700)	Non-Gazetted	3
12.	Sr.Judicial Asstt(L-10)	Rs 56100-177500	Non-Gazetted	30
13.	Sr.Personal Asstt(L-10)	Rs 56100-177500	Non-Gazetted	9
14.	Sr.Judicial Asstt.(L-8)	Rs 47600-151100	Non-Gazetted	2

15	Sr.Personal Asstt(L-8)	Rs 47600-151100	Non-Gazetted	4
16.	Judicial Asstt(L-7)	Rs 44900-142400	Non-Gazetted	37
17.	Personal Asstt(L-7)	Rs 44900-142400	Non-Gazetted	61
18.	Jr.Judicial Asstt(L-7)	Rs 44900-142400	Non-Gazetted	37
19	Jr.Judicial Asstt(L-5)	Rs 29200-92300	Non-Gazetted	125
20.	Civil Nazir(L-8)	Rs 47600-151100	Non-Gazetted	1
21	Civil Nazir (L-7)	Rs44900-142400	Non-Gazetted	3
22.	Naib Nazir(L-6)	Rs 35400-112400	Non-Gazetted	7
23.	Bailiff(L-5)	Rs 29200-92300	Non-Gazetted	3
24.	Process Server(L-5)	Rs 29200-92300	Non-Gazetted	14
25.	Process Server(L-4)	Rs 25500-81100	Non-Gazetted	8
26	Orderly(L-5)	Rs 29200-92300	Non-Gazetted	6
27	Orderly(L-4)	Rs 25500-81100	Non-Gazetted	51
28	Orderly(L-3)	Rs 21700-69100	Non-Gazetted	55
29.	Driver(L-5)	Rs 29200-92300	Non-Gazetted	3
30	Driver(L-4)	Rs25500-81100	Non-Gazetted	3

1. The working /organizational structure,powers and duties of employees of the Accounts Branch/Cash Branch are as under:

ACCOUNTS BRANCH

Asstt.Accounts Officer	<u>Supervision of Accounts and other subsidiary branches</u>
Br.Incharge	Supervision of Accounts Branch and Misc. work assigned by A.A.O
One Sr.Judicial Asstt. & One Jr.Judicial Asstt.	Service Book of all Judicial Officers, A.O.J. / A.A.O. /J.A. / S.J.A. / Personal Assistants, Peons, pay fixation, preparation of increment list and other miscellaneous work.
One Judicial Assistant & One Jr.Judicial Assistant	Service Book of J.J.A., Nazir, Naib, Nazir, Process Server and Drivers, their pay fixation, preparation of increment list and other miscellaneous work.
One Judicial Assistant & One Jr.Judicial Asstt	Medical bills Seat.
Jr.Judicial Asstt.	Medical Card, GPF / CPF Statements & Passbooks, Advances H.B.A. / Car / Computer and Withdrawls.. Assisting pay bill clerks in preparation of Tuition Fees Bills
Two Jr.Judicial Assistant	Budget, LTC, T.A., Contingency and Vouchers. Reconciliation of various statements with P.A.O. XIV.
Judicial Asstt	Pension Seat, Supervision of Service Book and Miscellaneous work assigned by A.A.O.

Sr.Judicial Asstt	Pay Bill { J.A. /S.J.A. / P.A. / S.P.A. / Drivers }, calculation of income tax, preparation of various arrear bills, evening court and other miscellaneous work.
Jr.Judicial Asstt	Pay Bill J.J.A. / Civil Nazir / Nazir , calculation of income tax, preparation of various arrear bills, evening court and other miscellaneous work.
Jr.Judicial Asstt	Pay Bill (Gazetted Officers and Peons), calculation of income tax, preparation of various arrears bills, evening court and other miscellaneous work (under supervision of Br.Incharge)

CASH BRANCH

Cashier / S.J.A.

- 1 Maintenance of Cash Book
- 2 Issuance of Fine receipt Book to the various courts
- 3 Issuance of Treasury Receipt-V / preparation of Challans from various branches / cheques.
- 4 Preparation of reconciliation statement (fine)
- 5 Handling of cash of imprest money/ RDM.
- 6 Evening Court Duty (on rotational basis).
7. Attending the court of Duty MM/lok adalat on Holiday (rotation wise).

J.A.

1. Disbursement of Road & Diet Money to the witnesses
2. Preparation of Bills of Road & Diet Money
- 3 Receiving fine / cheques (Lawyers Chamber) from various courts / Copying Agency and issuance of receipt.
- 4 Attending the evening courts and attending the court of Duty MM/lok adalat on Holiday (rotation wise).

J.A.

- 1. Deposition of various fine in RBI and presenting of all bills received from Accounts Branch in PAO XIV.**
- 2. Deposition of cheques pertaining to Saket Court Complex that is MTNL /BSES/WATER / ELECTRICITY etc. in concerned department.**
- 9. Attending the evening courts and attending the court of Duty MM/lok adalat on Holiday (rotation wise).**

Two Peon

For Cash Branch & Accounts Branch

FINE & AUDIT BRANCH

One Jr.Judicial Assistant	Recouncilation of Fine Audit of Fine record of Criminal & Traffic Courts Issuance of Refund Voucher Monthly statements Reciept of Dak Maintenance of fine record of all Criminal Courts
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3. Budget Allocated to South District against the head mentioned are as under:2017-2018

CIVIL	
Budget for salary	438256000
Budget for clearing arrears of Personal Assistant/Sr.Personal Assistant and Class-III(Peons) employees	143858828
Budget for clearing arrear of revised 4200 to 4600 and 4600 to 4800	52374813
OTA	25000
Travel Exp	63000
Office Exp (Voted)	17440000
Other Charges	2500000
Medical Treatment	5600000

Computerization of District and Sessions Courts(Sub Head)	4600000
Criminal	
Budget for salary	45144000
TA	50000
Office Exp	175795000
Other Charges	22000000
OTA	25000
Medical Treatment	5360000
Lock-up Charges	1500000

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Functioning of Copying Agency, (South-District)

Sh. Ramesh Kumar, Spl. Judge, CBI, South/Officer Incharge, Copying Agency, (South District).

The Copying Agency Branch perform its duties under the supervision of Administrative Officer (Judicial)/ Branch Incharge, Copying Agency, South District, headed by Ld. Officer Incharge, Copying Agency, South District, Saket Courts Complex.

Branch In-Charge:-

1. Making instructions regarding distribution of work among staff.
2. Maintained marking and disposal register of C.A applications.
3. Handling of queries of litigants and advocates.
4. Making all correspondence with concerned branches/courts.
5. To prepare & send monthly statement to Ld. District & Session Judge.
6. To get the circular/orders issue after being permitted from Ld. Officer In-Charge, and approved by Ld. District & Sessions Judge, South.

File Fetcher:-

1. To maintain the C.A. Application register
2. To send the C.A. Applications to the concerned court/branches handing over to him by the window receipt clerk.
3. To fetch/bring the desired record/file/documents from the Ahlamd/Asstt. Ahlmad of the court concerned.
4. To get the file/document marked from Branch In-charge to copyists after make entry in his/her register.
5. To send back the documents/files to concerned court/branch after preparation of copy.

Copyist:-

1. To maintain copyist register bearing entries of marked files and copies prepared by herself/himself.
2. To photocopy the files/documents received from the court and get it examined/checked from examiner.
3. To stamp the examined copies and make entries of certified copies in her quota register.
4. To maintain the quota register.
5. To get the clarification done, if any, from the C.A. Applicant concerned.

Examiner:-

1. To check the entitlement of the C.A. Applicant in accordance with the rule.
2. To tally & check the judicial record/file after being prepared by the copyist as the desired documents sought by C.A. Applicant.
3. To make clarifications from applicants concerned, if required and prepare the certified copies accordingly.
4. To check, sign and attest the certified copies prepared by the copyist in accordance with the rule.

Window Clerk:-

1. To receipt & issue the C.A. Application after acknowledged the same as per rules.
2. To maintain the cash register & C.A. Application register.
3. To handle the queries related to prepared certified copies and also to provide the date for uncertified copies.
4. To sequentialise the prepared certified copies prepared by copyist accordingly.
5. To deliver the certified copies to litigants/advocates concerned and maintain the delivery register.
6. To deposit the cash to cashier.

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Caretaking Branch

Following officials work under the Supervision of the undersigned for the smooth functioning of Caretaking Branch, Saket Court Complex, New Delhi.

- 1 Sr. Administrative Officer (Judicial)
- 2 Caretaker/ In-Charge Caretaking Branch
- 3 Judicial Assistant
- 4 Junior Judicial Assistant
- 5 Peon, Farash, Safai Karamchari and Chowkidar

Care taking Branch deals with the following issues :-

- Regular liaison with the private agency engaged for housekeeping, to ensure cleanliness/hygiene of the court complex, under guidance of and regular reporting to Officer In-Charge (General Branch), Administrative Civil Judge and the District Judge.
- Regular contact with the officers of PWD and other agencies engaged in ongoing projects and pending works (civil/electrical etc.) in the court complex, under guidance of and regular reporting to Administrative Civil Judge, Officer In-Charge (Caretaking Branch), and the District Judge.
- Regular contact with the staff of PWD (electrical) to ensure that the A.C. Plant functions as per the norms prescribed and to ensure that there is no pilferage/wastage of electrical energy.
- Regular contact and liaison with concerned staff of PWD and Delhi Jal Board to ensure regular supply of potable water for drinking purposes and other supplies of water for toilets, gardening etc.
- Follow up on complains requiring action from PWD (Civil/Electrical) staff in Courts Complex or Residential Block.
- Regular supervision over the staff deputed as Nodal Officers for security and officials deputed at the Entry Gates.
- To deal with the matters relating to infrastructural needs of the District (other than those entrusted to specific subject-wise Committees.
- Maintaining inventory of all kinds of furniture/furnishings in the court complex and ensuring safety thereof.
- Maintaining Notice Boards.
- Maintaining Signage.
- To make necessary arrangement of Meetings and Seminar.
- Maintenance of furniture.
- Processing of bills (Court Electricity bills, Water bill, Telephone's bill, Security bill, House-keeping bill, Pest Control Bill, Internet Bill & Bills of refreshment of meetings and other programmes)
- Processing of local purchase bill.
- To make necessary arrangement of Monthly National Lok Adalat & Mega Lok Adalat.

- To distribute consumable article and crockery as per requirement of Judicial Officer.
Any other task as assigned by the Ld. District & Sessions Judge & other Judicial Officer.
Any other work/ task assigned by the Ld. District & Sessions Judge (South and South-East)
Districts.

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Pool Car

1. Maintain the record of vehicles in fleet attached to District South.
2. Maintain the record of allotment of vehicles and attachment of drivers therewith, deputing of driver as and when the regular route driver proceeds on leave.
3. Additional requirement of vehicles/Driver.
4. Reimbursement of conveyance bills of Judicial Officers and bills of drivers and maintaining the records of the same.
5. Maintain the records of maintenance and approve the estimates and bills from the T.O.
6. Maintain the records of standing orders, circulars, Guard File, miscellaneous files.
7. Maintain the records relating to work and conduct reports of Drivers.
8. Grievances of officers regarding transport facility.
9. Complaints of drivers.
10. To make the local purchase of tyres, tubes, batteries, seat covers, fire extinguishers for vehicles and distribution of the same to the drivers and maintain the records.
11. Budget proposal of Pool Car Section.
12. Issue of new petrol coupon books and log books to the drivers.
13. To organise and monitor smart card facility for procuring of petrol and maintain. Account thereof.
14. To prepare the petrol bills and complete records for payment of petrol of pool cars.
15. To check the log books and petrol bills and places for approval/directions before Officer-Incharge & Drawing and Disbursing Officer.
16. Removal of objections in petrol bills.
17. Correspondence related to petrol bills and relaxation of restrictions on quantity of petrol.
18. Hiring of vehicles, when required.
19. To make route charts
20. ancillary RTI matters.
21. Correspondence/ noting/drafting etc. on all of the above.
22. Any other task that may assigned by the OIC or the District Judge.

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Functioning of Judges Library

Sr. No.	Work Profile
1	Issue return (Circulation) of the books and other study materials to the courts as per demands.
2	Maintain the records of all Judges' residential library, individually.
3	Maintain the records of permanent courts library of all and individual courts functioning in the courts complex.
4	Fetch the books from Tis Hazari Courts for the library, permanent courts library (PCL) and for residential library of individual judges or courts functioning.
5	Search, retrieve and provide requisite information and citation regularly as per demand received from different courts functioning.
6	To retrieve the requisite information using www and the legal databases available in the library as per the requirement of judges or courts functioning in the complex.
7	Updating of legal databases at regular intervals.
8	To maintain manual record of all the library resources i.e. books, periodical and other study materials/resources received from Central Library Tis Hazari Court.
9	To maintain/update the computerized entries of all library resources i.e. books, journals and other study materials etc.
10	Proper checking, classifying and shelving of books bare acts and other study material in order to make easy and open access.
11	Issue reminders in respect of return of library books to all the courts functioning at regular intervals in order to ensure

	the availability of sufficient numbers of books in the library.
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BAR REFERENCE LIBRARY

Sr.No.	Work Profile
1	To man manage and look after the work and all resources of Bar Reference Library by the official appointed therein.

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Genl. Admin. Branch

1. Working/Organizational Structure :-

Officer In-Charge / Judicial Officer (DHJS)



Branch In-Charge/Judicial Assistant



Two Dealing Officials / Junior Judicial Assistants

2. General Admin. Branch deals with the following issues :-

- Realization of electricity dues from users other than court administration of electrical energy from the electricity connection in the name of District Judge (e.g. Bank, post Office, Police Post, Kiosks, Cafeteria, Lawyers' Chamber Block etc.)
- Issuance/execution of necessary documents like Offer letter, Allotment letter & Allotment Order in pursuance to Allotment of Chambers at Lawyers' Chambers Block, Saket Court, New Delhi made by Lawyers' Chambers Allotment Committee.
- Appointment / functioning of Oath Commissioners, Local Commissioners and Court Auctioneers for Saket Court Complex, New Delhi.
- Countersignatures on Experience Certificates of Advocates.
- Correspondence regarding Delhi Legal Service Authority and District Legal Service Authority.
- Correspondence regarding Residents Welfare Association of Judicial Officer' Residential Complex at Saket.
- Endorsement and Forwarding of applications of advocates for the appointment of Notary Public.
- Ensuring provision of Public Prosecutors/Addl. Public Prosecutors/Asstt. Public Prosecutors and Naib Courts in Criminal Courts.
- Reply of Parliament/Assembly questions.
- To obtain monthly pendency reports from Copying Agencies (Civil/Sessions and Criminal) and compile the same.
- To oversee weeding out of administrative records, as per rules, by all branches/courts periodically.
- Procurement & circulation of Invites for Government celebrations (Republic Day; Beating Retreat; Independence Day etc.).
- To receive summons in the names of court staff as received from Supreme Court, High Court, or other courts beyond Delhi, for appearance/production of records and ensure timely service thereof, maintaining proper records in the court.
- General complaints from public at large.
- Execution of necessary documents including Licence Deed, Handing Taking over Memo, etc. in the context of allotments of space to outside agencies/parties/lawyers/Bar etc.
- Execution of necessary documents (including Licence Deed, Handing/Taking over memo,

etc.) at the time of allotment of chambers pursuant to directions of the Lawyers' Chambers Allotment Committee.

- Maintain the record of initial deposits of lawyers chambers.
- Maintaining records of the allotments of Lawyers' Chambers and follow-up on breach of terms and conditions of allotment being noticed.
- Circulation of amendments of High Court Rules and Orders to judicial officers.
- Circulation of judgments of Supreme Court and high Court to judicial officers.
- Circulation of list of holiday(s), calendars, directory etc.
- Maintain record of all circulars received from Supreme Court, High Court, GNCTD, Sessions Judge or District Judges.

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Lawyers Chamber Allotment Cell



Working/ Organizational Structure:-

Officer In-charge/ Judicial Officer (DHJS)

Branch In-charge/ Sr. Judicial Assistant

Two Dealing Officials/ Jr. Judicial Assistant



Lawyers' Chambers Allotment Cell deals with the following issues:-

- ◆ Maintaining record of notices, applications, minutes, orders and other such record relating to allotment of Lawyers' Chambers.
- ◆ Correspondence with outside agencies pursuant to decisions of Lawyers' Chambers Allotment Committee.
- ◆ Liaison with concerned agencies (PWD, Power Distribution Company etc.) to provide/maintain/ improve availability of services for Lawyers' Chambers, wherever required/ necessary.

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BMC CELL

1. Working/ Organizational Structure:-

Officer In-charge/ Judicial Officer (DHJS)

Branch In-charge/ Sr. Judicial Assistant

Two Dealing Officials/ Jr. Judicial Assistant

 Building Maintenance Cell deals with the following issues:-

- ◆ To deal with the correspondence relating to ongoing projects and all pending works (civil, electrical etc.) of the Saket Court Complex.
- ◆ Process of recommendations for grant of administrative approval and expenditure sanctions for various works, as received from different Committees and/ or PWD authorities.
- ◆ Maintaining records of Minutes of BMCC of Hon'ble High Court, BMC of the District, making over extracts thereof for compliance to concerned quarters as also follow-up action thereupon.

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NAZARAT BRANCH

Working of Branch

1. Service of processes (summons) pertaining to South District, Delhi, issued by the courts across India or abroad, dealing in civil matters.

Zila Gair (districts outside Delhi) processes are sent by ordinary post.

Processes received with floppy containing images of scanned copies of process and plaint (maximum size 20 MB) and valid email ID are sent through electronic mail.

2. Execution of Warrant of Possession, Warrant of Attachment, Bailable Warrants & Warrant of Arrest in civil cases pertaining to Delhi South District.
3. Receipt from plaintiff / defendant and Disbursal of Diet Money to witnesses as ordered by Delhi South District Courts.
4. Receipt of Rent money as ordered by South District Courts.
5. Publication of Succession Certificate and Recovery Matter pertaining to civil matters of Delhi South District.

Duties of Staff

1. **Nazir.**

Receipt of Summons from Hon'ble Delhi Court and all the District Courts of Delhi and across India. These processes are assigned to Process Server for service, on the same day. These summons are received back from the Process Server after service, verified, Kharza is done in records and returned to the concerned courts immediately.

All processes from South District courts meant for Zila Gair (Out of Delhi) are segregated and earmarked. After data entry these processes are forwarded to the District & Sessions Judge of respective district through ordinary post. These processes are received back directly in the concerned court.

Processes received with floppy containing images of scanned copies of process and plaint (maximum size 20 MB) and valid email ID are sent through electronic mail.

Attachment/Possession/Bailable Warrants are received which are put to Ld. Administrative Civil Judge for marking.

Diet Money is received from complainant as per directions of the concerned court and disbursed to witness.

Rent for properties is accepted from tenants as per the directions of the courts and deposited to treasury through Cash Branch.

Publication of Succession Certificate and Recovery matter pertaining to civil matters are processed by way of accepting money for various newspapers having direct access. The matter is sent for publication when received from the concerned court. Clients are advised to take Dasti Publication material for Newspapers not having contact with the dealing Nazir.

Contd./...2

**Duties of Staff
(Contd)**

2. **Bailiff.**

When a Attachment / Possession / Bailable Warrant is assigned by Ld. Administrative Civil Judge, the Bailiff accompanies the DH on the date so assigned for execution. On completion of the proceedings, all such warrants are handed over to the dealing Nazir for onward despatch to the concerned courts.

3. **Process Server.**

On assignment of a process for service by the beat Nazir, Process Server visits the given address and makes efforts to serve the process. In case of inability to serve the process due to various reasons, three visits are made to the address. An endorsement is made on the process regarding all the visits. After service, the process is returned to Beat Nazir for onward despatch to the concerned court.

4. **JJA.**

Data entry of all Warrants, Processes and regular correspondence pertaining to Nazarat Branch.

5. **Orderly.**

Distribution of Dak pertaining to Nazarat Branch.

**Organisational
Structure**

1. Nazarat Branch is headed by the Administrative Civil Judge (South).
2. Staff containing Nazirs, Bailiffs, Process Servers, JJA and Orderly work under the supervision of In-Charge holding the designation of Civil Nazir.

**Rules,
Regulations,
Instruction
Manuals and
Records**

1. Nazarat Branch conducts its working as per the Process Serving Establishment Rules contained in Chapter 6 of Delhi High Court Rules.
2. Records regarding Processes and Warrants are held by the branch.
3. Any instructions regarding functioning of Process Serving Branch, issued from time to time by higher authorities are held in the branch.

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P.R.O Office

Designation	Address and Phone No.
1.Public Relation Officer Complex	Facilitation Centre, Saket Courts Saket, New Delhi
2.Judicial Assistant	Facilitation Centre, Saket Courts Complex Saket, New Delhi
3.Peon Complex	Facilitation Centre, Saket Courts Saket, New Delhi
EPABX No.	29574500 & 29574545 Extn: 1157
Website I/D	www.ecourts.gov.in

officer/official	Particulars of Facilities available to Citizens for obtaining information
PRO	<p>i) Maintenance of conspicuous information relating to Hon'ble - High Court of Delhi, New Delhi, Delhi District Judiciary and other Offices pertaining to different Police Stations in the form of official lists.</p> <p>ii) Maintaining current record of the Hon'ble Judicial Officers with regard to their sitting Plan, transfer/posting, contact No.</p>

addresses etc in the South District.

lii) Maintaining the Pedigree of Successor/Predecessor Courts of the Court Premises at the South District w.e.f. 28-08-2010 onwards.

iv) Facilitating litigants, advocates, public at large with regard to their voluminous queries about the location of the court rooms, filing of the applications with the branches concerned, places of utility and the general information etc.

v) Responding to various counter queries being made by the litigants, advocates, public at large to readily apprise and address them through the Data Base Server System installed in the Facilitation Centre by the NIC, on different accounts due

Contd/...2...

-2-

to frequent transfer of the cases, court rooms, besides general telephonic queries.

vi) Endeavouring to resolve the petty contentious issues at the Facilitation Centre, Saket District Courts, arising out of one context or the other among the staff and public at large.

vii) From time to time, answering out of RTI queries through the Data Base Server System provided in the Facilitation Centre by the NIC.

Assistant Assisting in the abovesaid work.

Peon
Assisting in the whole office work indoor as well as outdoor
(Field Work).

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RECORD ROOM (Sessions, Civil & Criminal)-

Record Room is a Branch, where all the decided judicial record are kept and maintained in a systematic manner, which enables the litigants, advocates and courts to access the decided judicial records instantly at their requirement/direction.

Record Room, South District works under the direct control and supervision of the Additional District & Sessions Judge – cum - Officer In-charge, Record Room, South District, Saket Courts Complex.

(iii) Record Room Criminal/Fauzdari

The Duties & Responsibilities of Officer/Officials posted in the Record Room(Sessions/ Civil & Criminal)

1. Administrative Officer (Judicial), Record Room, South District

(i) To supervise the work of all the Branches of Record Room, South District, Saket Courts Complex.

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(c) **Register of Civil Mauza** - use to consigned the Civil Suit, Arbitration, LAC, Probate Cases, Transfer Petitions, Execution files etc.

(d) **Register of MACT Mauza** - use to consigned the MACT Petitions, DAR & Executions pertains to the MACT Court.

(e) **Register of Miscellaneous Mauza** - use to consigned registers maintained by the Reader/Ahlmad/Assistant Ahlmad in all Session Courts.

(v) Apart from this all the official look after the Miscellaneous work of the Mauza concern i.e. sending of files and received back from the Copying Agency. Hon'ble Sessions Courts, Hon'ble High Courts, Hon'ble Supreme Court of India as per the requisition received must be in advance after entered in outgoing and incoming registered and also perform a duty as a link Mauza Dealing Official alongwith his/her present duties under the supervision of Assistant Record Keeper of Record Room(Sessions).

Record Room(Civil)

(i) Mauza Dealing Officials posted in the Record Room(Civil) receive the record of cases decided by Senior Civil Judge, Additional Senior Civil Judge, Judge Small Cause Court, Rent Control, Additional Rent Control, Administrative Civil Judge, Commercial Civil Judge and Civil Judges

(ii) Thereafter the concerned Mauza Dealing Officials notes down all the discrepancies of the file on a paper with page number and nature of discrepancy of the file and call the concerned Ahlmad to remove those discrepancies simultaneously inform to the Branch In-charge about the discrepancies of the file.

(iii) Thereafter the files entered into the Goshwara Register of respective Mauza, where the files are assigned Goshwara Number, by the concerned Mauza Dealing Official and wrapped in a cloth(basta/bags) in a systematic manner so as to locate the files easily as and when required.

(iv) Mauza Dealing Officials in the Record Room (Civil) maintain the following Goshwara Registers for the different Mauzas.

(a) **Register of Civil Mauza** - use to consigned the decided Civil cases pertains to the Civil Courts.

(b) **Register of Execution Mazua** - use to consigned the decided Execution cases pertains to the Civil Courts

(c) **Register of Miscellaneous Mauza** - use to consigned registers maintained by the Reader/Ahlmad/Assistant Ahlmad in all Civil Courts.

(v) Apart from this all the official look after the Miscellaneous work of the Mauza concern i.e. sending of files and received back from the Copying Agency. Hon'ble Sessions Courts, Hon'ble High Courts, Hon'ble Supreme Court of India as per the requisition received must be in advance after entered in outgoing and incoming registered and also perform a duty as a link Mauza Dealing Official alongwith his/her present duties under the supervision of Assistant Record Keeper of Record Room(Civil).

Record Room(Criminal)

(i) Mauza Dealing Officials posted in the Record Room (Civil) receive the record of cases decided by Metropolitan Magistrates and consigned in the Record Room (Criminal).

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- (ii) Shall assist the Officer In-charge in his functions regarding Record Room and ensure that all the officials are regular & punctual

2. Branch In-charge/Record Keeper, South District, Saket Courts Complex

- (i) Issuance of Circular regarding Consignment of Decided Judicial Record pertaining to South District.
- (ii) Work Distribution & Requirement of Additional Officials in Record Room (South) time to time.
- (iii) Necessary arrangement of Basic Requirement i.e. Additional Space/Room, Bags/Bastas, Racks, Trolley, Mask, Gur-Chana etc. in the Record Room, South District time to time
- (iv) Weed-out of Judicial Records, with the approval of Ld. District & Sessions Judge (South), Saket Courts Complex.
- (v) Miscellaneous Correspondence in each Record Room, South District.

3. Assistant Record Keeper in Record Room Sessions, Civil & Criminal, South District

- (i) Each Record Room i.e. Sessions, Civil & Criminal have their own Assistant Record Keeper with the duties to supervise the work of respective Record Rooms and assist the Branch In-charge / Administrative Officer (Judicial), also to ensure that all the staff is regular and punctual alongwith the work assigned to his/her.

4. Work profile of Mauza Dealing Official/Junior Judicial Assistant in Record Room Sessions, Civil & Criminal, South District

Record Room(Sessions)

- (i) Mauza Dealing Officials posted in the Record Room(Sessions) receive the record of cases decided by Ld. District & Sessions Judge(South), Additional District & Sessions Judges, Presiding Officer – MACT, Special CBI Courts, Special NDPS Court and other Sessions Court.

- (ii) Thereafter the concerned Mauza Dealing Official notes down all the discrepancies of the file on a paper with page number and nature of discrepancy of the file and call the concerned Ahlmad to remove those discrepancies simultaneously inform to the Branch In-charge about the discrepancies of the file.

- (iii) Thereafter the files entered into General Register and then entered into Goshwara Register of respective Mauza, where the files are assigned Goshwara Number, by the concerned Mauza Dealing Official and wrapped in a cloth(basta/bags) in a systematic manner so as to locate the files easily.

- (iv) Mauza Dealing Officials maintain the following Goshwara Registers for the different Mauzas.

- (a) **Register of Sessions Mauza** - use the consigned the FIR/CBI cases pertains to the Sessions Court.

- (b) **Register of Fauzdari Mazua** - use to consigned the Criminal Appeals / Revisions, Electricity Cases & Bail Matters/Muthas.

(ii) Thereafter the concerned Mauza Dealing Official note down all the discrepancies of the file on a paper with page number and nature of discrepancy of the file and call the concerned Ahlmad to remove those discrepancies simultaneously inform to the Branch In-charge about the discrepancies of the file.

(iii) Thereafter the files entered into the Goshwara Register of respective Mauza, where the files are assigned Goshwara Number, by the concerned Mauza Dealing Official and wrapped in a cloth(basta/bags) in a systematic manner so as to locate the files easily as and when required.

(iv) In the Record Room(Criminal) Officials maintain the Goshwara Registers according to the Police Stations of the concerned District, except this they also maintain the following registers.

(a) **Register of Citi Miscellaneous Mauza** - use consigned the decided cases of NI Act pertains to the Metropolitan Magistrate Courts.

(b) **Register of Miscellaneous Mazua** - use to consigned registers maintained by the Reader/Ahlmad/Assistant Ahlmad in all Metropolitan Magistrate Courts.

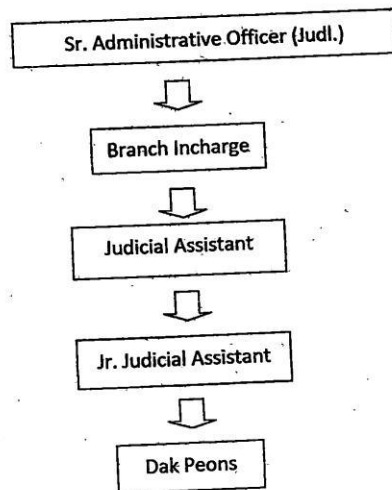
(v) Apart from this all the official look after the Miscellaneous work of the Mauza concern i.e. sending of files and received back from the Copying Agency. Hon'ble Sessions Courts, Hon'ble High Courts, Hon'ble Supreme Court of India as per the requisition received must be in advance after entered in outgoing and incoming registered and also perform a duty as a link Mauza Dealing Official alongwith his/her present duties under the supervision of Assistant Record Keeper of Record Room(Civil).

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WORKING CHART OF RECEIPT & ISSUE BRANCH (SOUTH DISTRICT)
SAKET COURT COMPLEX, NEW DELHI

Sh. Ajay Kumar Jain, Addl. Sessions Judge/Officer-in-Charge, R&I Branch (South District)

Following officials work under the Supervision of Officer Incharge, R&I Branch (South)
Saket Court Complex, Delhi.



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Functioning of Receipt & Issue Branch, South District, Saket

1. Receipt of records, files, letters, communications and correspondence from the office of District & Sessions Delhi of various district courts, Hon'ble Supreme Court, Hon'ble High Court, Government and private agencies etc. and passing on the same to the concerned Courts, Branches and authorities by adopting following manner.
 - (i) All communications, files and any other papers coming to the Receipt and Issue Branch South District from outside are received and acknowledged by the dealing official (i.e. JA and JJAs). The dealing official will acknowledge receipt of papers.
 - (ii) The communications so received will be entered in the Diary Register maintained in the branch. It will be stamped on their outer covers and diarised on the basis of whatever particulars are available. The Serial Number of the communication entered in the Diary will be referred to as its 'Diary Number'. The 'Diary Number' will start afresh from Serial No. (1) on the first working day of every calendar year. After entry in the Diary Register, the communication along with the relevant file on the subject, if any, shall pass on concerned authorities who will initial the dak register in token of its receipt.
2. To collect, on being called upon to do so by the authorities, the judicial record from Hon'ble Supreme Court/ Hon'ble High Court and pass on the same to the concerned court/ record room as per directions.
3. Deliver the dak dispatched through dak peons and by post. The Dak and files pertaining to outside Delhi are sent through Post.
4. Maintaining of record of receipts and dispatch.

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Powers and Duties of Receipt & Issue Branch South District
Saket Court Complex

Sr. N.	Designation of Post	Powers and duties attached
1.	Officer in Charge	Supervision of Receipt & Issue Branch
2.	Senior Administrative Officer (Judl.)	1. Supervision of R&I Branch 2. Pass on the orders and directives to the officials of branch receives from the District & Sessions Judge and officer in charge of R&I Branch.
3.	Branch in Charge	1. Performs duties related to distribution and monitor of work among the staff of the branch. 2. Scrutinize the work of the dealing hand. 3. Maintenance of order and discipline in the Section.
4.	Judicial Assistant and Jr. Judicial Assistant	1. Receipt, Diary, dispatch, file movement etc. 2. Typing work. 3. Maintenance of record (Register) and file movement registers.
5.	Dak Peon	1. Deliver dak, files and other communications to courts, branches and others offices in and outside the court complex. 2. Perform other duties assigned by the Branch Incharge and other senior officers.

General Branch

Following officials work under the Supervision of Officer –In-charge, General Branch,
South District, Saket Court

1. Branch Incharge, General Branch
2. Judicial Assistant
3. Peon

General Branch deals with the following issues:-

- General complaints from public at large
- Shifting of court rooms
- Information sent regarding room availability
- Circulation of misc. circulars assigned by Ld. District & Sessions Judge (South).
- Maintaining of record of recovery of licence fee from the users of Space allotted to Govt. agencies / Parties (eg. The Bank, Post Office, DDA, CBI, SDMC, BSES, SHCIL etc.)
- Deals with different committees meetings i.e. Energy Conservation Committee, Developing of De-stress room & Medical unit etc. and E-tendering Committee, Lawyers Chamber monitoring Committee, Sexual harassment Committee.
- Deals with hindi work i.e. Noting, Letters, Circulars and Endorsement.
- Receiving of Licence fee & maintenance charges from advocates/allottees

of Chambers through DD/Cheques/swipe machine.

- Maintaining record of payment of licence fee and other charges.
- Keeping the database entries of allottees of chambers in the computer.
- Depositing of Licence fee & maintenance charges to cash branch.
- Issuance of notices to defaulters for recovery of dues regarding lawyers of chambers.
- Follow up action on defaults in payment of licence fee or other charges or on account of breach of terms and conditions of allotment of such space as mentioned in the preceding clause.
- Any other work assigned by the Ld. District & Sessions Judge (South).

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Computer Branch **District Courts, Saket, New Delhi**

Profile of Branch

Computer Branch is functioning at Saket Court Complex for both South District and South East District. Computer Branch provides Computer Systems, Printers alongwith its peripherals, and technical support to the Judicial Officers, Courts and Branches functioning at this court complex. Besides this Computer Branch also looking after the work of Seminar Hall, Computer Training Room and also provides technical support to Video Conferencing Branch / Vulnerable Witness Court Room, e-Courts and e-FIR Courts.

District & Sessions Judge, South District
Chairman (District Court Computer Committee, Saket Court Complex)

Officer Incharge (Computer Branch)

Nodal Officer (Computer Branch)
(Assist Officer Incharge and Chairman)

Branch Incharge (Computer Branch)

Branch In-charge shall look after overall working and smooth functioning of the Computer Branch in addition to the following duties :-

- Placing of files of different matters marked/related to Computer Branch for approval/resolution before concerned authorities.
- To liaison with Headquarters to get/provide the requisite information / reports through e-mails or via other modes of communication.
- To liaison with Service Managers of AMC/ Warranty Companies and other competent authorities for smooth functioning of Computerization Work.
- To supervise the Computer Branch and Server Room. Immediately marking of the matters received through Dak, e-mail etc. and to ensure timely disposal of the matters. Compliance of the directions of Minutes of Meeting of Centralized Computer Committee and Computer Committee, Hon'ble High Court of Delhi, Honble e-Committee, Supreme Court of India.

To supervise and ensure smooth functioning of the Computer Store by issue necessary directions to store clerk to maintain inward/outward record of computers & other peripherals, issuance thereof, provide future requirements of articles in the store to provide to the courts/branches for their smooth functioning.

Judicial Assistant / Junior Judicial Assistant

- Installation of operating system in Servers/maintenance/updation of servers.
- Taking and manage the Backup of CIS Servers and E-courts/E-FIR Servers.
- Execution of Scripts commands to run the Server and update the data on NJDG in morning and evening including SMS script.
- Transfer of Cases, Case Restoration, Case Deletion, Modification/correction in existing case details, checking of data updation on NJDG website.
- Handling of telephonic queries/complaints raised by the Readers, Stenographers, Ahlmads/Asst. Ahlmads, Nazirs, Bail & Filing Branch related to server and CIS software.
- Handling of queries and maintenance of different modules of LAYERS Software.

- Working on Emails received regarding CIS and NJDG. Preparation of different types of reports of cases to update and manage the data.
- Preparation of 56 column quarterly report after collecting information from different branches for onward transmission to Hon'ble Delhi High Court through Headquarter.
- Noting and drafting of CIS, NJDG and CIS related RTI Matters.
- Imparting training programmes related to CIS Software and LAYERS software to Judicial Officers/Officials.

Uploading of Circulars/Orders/Leaves of Judicial Officers etc. on the Drupre website in the absence of dealing official.

- Preparation of noting and drafting etc. on the directions of Ld.Officer Incharge (Computer), Nodal Officer (Computer), Nodal Officer (District Website) and Branch Incharge (Computer)
- Preparation of Letters/ Correspondences on the directions of Ld.Officer Incharge (Computer), Nodal Officer (Computer), Nodal Officer (District Website) and Branch Incharge (Computer)
- Digital Signature Certificate / Token Forms distribution, assistance/help to fill up the forms, collection & process for preparation of Digital Signature Certificates/tokens of Judicial Officers/staff officials.
- Making liaison with vendors for creation of Digital Signature Certificates/tokens.
- Handling of the work of various Meetings, seminar programmes, DLSA program and Mediation Centre program etc. to be held in Seminar Hall.
- Creation of Email IDs of Judicial Officers and staff officials on NIC Domain.
- To Look after the work of Seminar Hall.

Look after the work of e-filing.

- Installation of operating system in Servers/maintenance/updation of servers.
- Taking and manage the Backup of CIS Servers and E-courts Servers.
- Execution of Scripts commands to run the Server and update the data on NJDG in morning and evening including SMS script.
- Transfer of Cases, Case Restoration, Case Deletion, Modification/correction in existing case details, checking of data updation on NJDG website.
- Handling of telephonic queries/complaints raised by the Readers, Stenographers, Ahlmads/Asst. Ahlmads, Nazirs, Bail & Filing Branch related to server and CIS software.
- Handling of queries and maintenance of different modules of LAYERS Software.
- Working on Emails received regarding CIS and NJDG. Preparation of different types of reports of cases to update and manage the data.
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- Noting and drafting of CIS, NJDG and CIS related RTI Matters.
- Imparting training programmes related to CIS Software and LAYERS software to Judicial Officers/Officials.
- Uploading of Circulars/Orders/Leaves of Judicial Officers etc. on the Drupre website in the absence of dealing official.

Work related to Bio-metric Attendance System.

Making noting and drafting related to Biometric attendance system, Dealing with RTI related to Biometric attendance system, Making entry of Court Staff in Bio-metric Software after transferred from District to another District, Updation of finger impression of Court Staff, Download data from biometric terminals in the software, Processing of Data for Generation of Biometric attendance, Trouble shooting of Generation of Biometric attendance, Delivered biometric attendance of Court Staff to the Administration Branch of Both Districts South and South East, Updation of data after relieving and joining of court staff individually from one place to another place in Biometric Software in case of transfer, Handling of letters received from both district regarding lost, cracked, damage non-working and other issues of biometric cards and take necessary action on them, Handling of Emails received from Tis Hazari Courts regarding biometric attendance system and provides status report as

and when they asked and reply of the same. Troubleshooting of Bio-Metric Attendance Cards and Machines.
<ul style="list-style-type: none"> ➤ Maintain the Complaint Register (separate register with regard to complaints related to Computer/printers/LAN-AMC/Warrantee/ Guarantee wise) pertaining to computer systems and other articles installed in Saket Court Complex, New Delhi. ➤ The record of complaints be maintained having information in the following manner – Date and time of complaint, Court/branch, Nature of Complaint, complaint attended by, remarks, if any. ➤ Co-ordination in removal of complaints with the Engineers provided by the AMC vendors. ➤ Handling the matter of satisfactory report of AMC vendors/companies. ➤ Complaints of LAN services, Internet services, Mobile dongle and broadband services. ➤ Regularly checking of e-mails and forward the same to the concerned authorities/officials with the directions of Branch Incharge. <p>Process the matter regarding issuance of gate pass to the engineers, in case the systems inward and outward of the complex for repairing under intimation with Complaint Seat Official.</p>
<ul style="list-style-type: none"> ➤ Maintain the inventory of hardware & Software of Computer related peripherals. ➤ Issuance /Distribution of cartridge, computer systems, UPS etc. to the courts and branches in South District and South-East District as per requirement. ➤ Preparation of Indent as per requirement of Computer and consumable peripherals or any other articles consumable or non-consumable for South District and South-East District in coordination with Computer Branch, Headquarters, Delhi. ➤ Handling of matter of AMC of Computer Systems, UPS, Batteries etc. installed in South District and South East District. ➤ Prepare stock or Inventory of the hardware which are liable to put to be for condemnation. ➤ Website Management like uploading of Circulars/Orders/Leaves of Judicial Officers etc. on the official druple website for South and South East District. ➤ Preparation of Budget on the basis of annual requirements. ➤ Handling of matters relating to audit. <p>Any other matter related to the store or otherwise on assignment.</p>
<ul style="list-style-type: none"> ➤ Maintain the inventory of hardware & Software of Computer related peripherals. ➤ Issuance /Distribution of cartridge, computer systems, UPS etc. to the courts and branches in South District and South-East District as per requirement. ➤ Preparation of Indent as per requirement of Computer and consumable peripherals or any other articles consumable or non-consumable for South District and South-East District in coordination with Computer Branch, Headquarters, Delhi. ➤ Handling of matter of AMC of Computer Systems, UPS, Batteries etc. installed in South District and South East District. ➤ Prepare stock or Inventory of the hardware which are liable to put to be for condemnation. ➤ Website Management like uploading of Circulars/Orders/Leaves of Judicial Officers etc. on the official druple website for South and South East District. ➤ Preparation of Budget on the basis of annual requirements. ➤ Handling of matters relating to audit. <p>Any other matter related to the store or otherwise on assignment.</p>
<ul style="list-style-type: none"> ➤ Receive/dispatch of the daily dak. ➤ Maintenance of Attendance Register and leaves of all officials. ➤ Distribution of dak amongst the concerned office/officials. ➤ Keep record of Minutes of Meetings of all Committees. ➤ Circulation of all office circular/orders amongst officials/concerned offices and keep record thereof. ➤ Assist to Branch Incharge in day to day work. ➤ Any other matter assigned.

Class IV

Delivery of Dak, assisting in installation of Computer Systems and assisting in other ministerial work.

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