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

ORDER NO. 18 /2020

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
01	Environment & (Horticulture Cell)	(i) Stationery (ii) Facilitation Centre (iii) Telephone Exchange (iv) PRO	Sh. Sumit Dass, Addl. District Judge (South) Link Officer In-Charge Ms. Priya Mahendra, Addl. Sessions Judge (POCSO) (South)	—	Sh. Krishna Sah (Asstt. Accounts Officer)
02	Caretaking	Housekeeping (Cleanliness/Sanitation etc.) Cell	Sh. Sumit Dass, Addl. District Judge (South) [assisted by OIC (Genl.) & ACJ]	—	Sh. Rakesh Kumar, Caretaker

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. 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.
9. 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.
10. 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.

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

No. 8360 – 8510 /D&SJ(South)/Saket/ND/2020 Dated:- 07/10/2020

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