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

ORDER NO. 05 /2021

Dated:- 11th February, 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	District & Sessions Judge's Secretariat	—	District & Sessions Judge (South)	—	—
2	Administration-I	—	Sh. Atul Kumar Garg, Presiding Officer (MACT) (South)	—	Sh. Satya Pal Arora, Sr. Judl. Asstt.
3	Administration-II	—	Sh. Atul Kumar Garg, Presiding Officer (MACT) (South)	—	Sh. Satya Pal Arora, Sr. Judl. Asstt.
4	Administration-III	—	Ms. Priya Mahendra, Addl. Sessions Judge(POCSO) (South)	—	Ms. Kamlesh, Judl. Asstt.
5	Vigilance	—	Ms. Pooja Talwar, Addl. District Judge (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt.
6	Litigation	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt.
7	Building Maintenance Committee Cell	—	Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
8	Lawyers' Chambers Allotment Cell	---	Sh. Vinay Kumar Khanna, District Judge (Commercial) (South)	---	Sh. Pramod Saxena, Sr. Judl. Asstt.
9	Space Allotment Cell	—	Sh. Atul Kumar Garg, Presiding Officer (MACT) (South)	—	Sh. Pramod Saxena, Sr. Judl. Asstt.
10	Disaster Management Cell	—	Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC) (South)		Sh. Tara Singh Bist, Sr. Judl. Asstt.
11	Security Cell	—	Sh. Raj Kumar Chauhan, District Judge (Commercial)(South-East)	—	Sh.D.P. Singh, Sr. Judl. Asstt [Assisted by Sh. Satish Kumar Sharma, JA]
12	Library Branch	—	Sh. Nikhil Chopra, Addl. District Judge (South)	—	—
13	Computer Branch	—	Sh. Sandeep Yadav, Addl. Sessions Judge (South-East)	—	Sh. Ajay P.S. Kulayana, Judl. Asstt.
14	R&I	—	Sh. Atul Kumar Garg, Presiding Officer (MACT) (South)	—	Sh. Rati Ram, Judicial Assistant
15	Judicial-I	—	Sh. Vinay Kumar Khanna District Judge (Commercial) (South)	—	Sh. Vijay Kumar Taneja Sr. Judl. Asstt.
16	Judicial-II	—	Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC) (South)	—	Sh. Vijay Kumar Taneja Sr. Judl. Asstt.
17	Bail & Filing	—	Sh. Sanjeev Kumar Singh, ASJ (Electricity)	—	Ms. Laxmi, Sr. Judl. Asstt.

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
18	General Branch	—	Sh. Vinay Kumar Khanna District Judge (Commercial) (South)	—	Sh. Tara Singh Bist, Sr. Judl. Asstt.
19	General Administration Branch	—	Sh. Prem Kumar Barthwal, District Judge (Commercial) (South)	—	Sh. Bhim Singh, Judl. Asstt.
20	Purchase Cell	—	Sh. Vinay Kumar Khanna, District Judge (Commercial) (South)	—	Sh. Krishna Sah, (Asstt. Accounts Officer)
21	Environment & (Horticulture Cell)	(i) Stationery (ii) Facilitation Centre (iii) Telephone Exchange (iv) PRO	Sh. Sumit Dass, Addl. Sessions Judge (South-East) Link Officer In-Charge Ms. Priya Mahendra, Addl. Sessions Judge (POCSO) (South)	—	Sh. Krishna Sah (Asstt. Accounts Officer)
22	Caretaking	Housekeeping (Cleanliness/Sanitation etc.) Cell	Sh. Sumit Dass, Addl. Sessions Judge (South-East) [assisted by OIC (Genl.) & ACJ]	—	Sh. Rakesh Kumar, Caretaker
23	Accounts Branch	(i) Fine & Audit (ii) Cash	Sh. Vinay Kumar Khanna, District Judge (Commercial)(South) (Controlling Officer) Sh. Prem Kumar Barthwal, District Judge (Commercial) (South) (HOO) Ms. Pooja Talwar, Addl. District Judge (South) (Link HOO)	Sh. Krishna Sah (Asstt. Accounts Officer)/DDO	Ms. Sneh Lata, Sr. Judicial Assistant Sh. Satvir (Cashier)
24	Hospitality and Protocol Branch	—	Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC) (South)	—	Sh. D.P. Singh, Sr. Judl. Asstt [Assisted by Sh. Satish Kumar Sharma, JA]
25	Copying Agency (Civil/Sessions)	Copying Agency (Criminal)	Sh. Sanjeev Kumar Singh, Addl. Sessions Judge (Electricity) South	—	Sh. Gajraj Singh, Sr. Judl. Asstt.
26	Record Room (Sessions)	(i) Record Room (Civil) (ii) Record Room (Criminal)	Ms. Priya Mahendra, ASJ (POCSO) (South) for Record Rooms (Sessions) & (Criminal) Ms. Gurmohina Kaur, Addl. District Judge (South) for Record Room (Civil)(South)	—	Sh. Surender Singh Sr. Judicial Asstt. (Sessions) Ms. Narbada Rawat, Sr. Judicial Asstt. (Criminal) Sh. Surender Singh, Sr. Judicial Asstt. (Civil)
27	Pool Car Section	—	Sh. Sumit Dass, Addl. Sessions Judge (South-East)	—	Itaish Yadav, Judl. Asstt.
28	RTI Branch	Office of PIO	Sh. Atul Kumar Garg, PO (MACT)(South)	—	Sh. D.P. Singh, Sr. Judl. Asstt

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
29	Office of CMM (South)	—	Ms. Charu Gupta, CMM (South) (Ms. Manika, ACMM will be link)	—	Ms. Ruby Arora, Sr. Judl. Asstt.
30	Nazarat Branch	—	Sh. Rohit Gulia Administrative Civil Judge (South)	—	Sh. Nafe Singh District Nazair
31	Video Conferencing	—	Ms. Charu Gupta, CMM (South)	—	Sh. Ajay P.S. Kulayana, Judl. Asstt.
32	Vulnerable Witness Deposition Complex	—	Ms. Vijeta Singh Rawat Addl. Sessions Judge (SFTC)(POCSO) (South)	—	Sh. Sukhranjan Mistri
33	Nodal Officer (South & South-East District(s) Website)	—	Ms. Vineeta Goyal, Addl. Sessions Judge (SFTC) (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 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.
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.

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

No. 3104-3263 /D&SJ(South)/Saket/ND/2021 Dated:- 11/2/2021

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