

Accounts Branch

Name of Branch: Accounts Branch, South District, Saket Courts, New Delhi

Work Profile & volume of work being dealt with by Accounts Branch

Pay bill Seat:

- ◆ Preparation of pay bills of Judicial Officers and staff. Release of payment of various Pay Arrears, implement of various orders received from Hon'ble High Court/HQs in time bound manner, to provide due and drawn statement to the officials/officers concerned, Tuition Fees claims, OTA, Hon. Bills, provide data of IT Return, preparation of data for filing of return of office {24Q} salary, issuance/transfer of online LPC and hard copy of the same to transferred district. Evening Court Bills, Form 16 & Other Misc. work.
- ◆ In addition to above preparation of DA Arrear, Bonus Bill, online work on the pay Package & Ors. Maintenance of bill register/budget register/pay-bill ledger of the judicial officer/staff. Increase/decrease of GPF subscription. Monthly detail of disbursement of salary in respect of judicial officer/staff posted/in strength is provided to administration branch for onward transmission to HQ.
- ◆ To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. Maintain all the relevant records and registers/ updation of ledgers and all other works as directed by the Ld. DDO/AO time to time. RTI-Disposal of RTI pertains to respective Seats.

GPF/CPF Seat:

- ◆ To check the entitlement/ eligibility of concerned Officers/Officials towards their respective claims of GPF Advance, GPF/CPF withdrawal and accordingly prepare the Note and Draft for obtaining the approval from competent authority as well as sanction and thereafter, prepare the bills for respective claims.
- ◆ Maintenance of GPF/CPF Pass Book and Make entry of GPF/CPF Advance & Withdrawal as the case may be, in Pay bill ledger/GPF/CPF Registers and GPF/CPF Pass Book of the Official concerned.
- ◆ Timely processing and put up the GPF Final payment case of Judicial Officers/staff on superannuation/Death/compulsory/ Voluntary retirement etc. as the case may be, before the competent authority and to submit the same to GPF Cell/PAO concerned and prepare bills after obtaining the authority of amount of final payment.

- ◆ To get issued and provide the PRAN No. & Cards to newly recruited Officers/Officials.
- ◆ To update the PRAN detail of the Officers/Official concerned by way of submission of requisite forms to PAO. Transfer of GPF/CPF Pass books of the Judicial Officers/Official to concerned district on transfer. All other works as directed by the superior authorities are disposed of in time bound manner.
- ◆ To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.

LTC Seat:

- ◆ To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims of All India LTC/HT-LTC/HT Conversion by way of obtaining reports from service book and Special Cash Package in lieu of LTC and process the claim accordingly and grant LTC advance/Final payment/adjustment and submit the bill to PAO concerned.
- ◆ To make necessary entries in the service book of the Officer/official concerned regarding availing of particular LTC for the concerned block. Relevant register and record are also maintained on the LTC seat.
- ◆ All other works as directed by the superior authorities are disposed of in time bound manner. To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.

Contingency Seat:

- ◆ To check the entitlement of concerned Officers towards their respective claims from their respective service books as well as details received from previous transferee districts and accordingly, prepare the Note and Draft for obtaining the approval from competent authority as well as sanction and thereafter, prepare the bills in respect of Reimbursement/respective claims of all the Judicial Officers towards water charges, Electricity Charges, News Paper & Magazine charges, Telephone bills, Petrol Charges and Allowances i.e. Camp Office, Technical Devices, Brief Case/Office Bags(Staff also), Home Orderly, Robe Dress, Mobile purchase, Mobile usage bill in respect of Judicial Officers and Mobile usage bills in respect of Process Servers and posting of all the aforesaid reimbursement/payment in the respective record registers.
- ◆ To provide the detail of disbursed amount against their respective claim on monthly basis. To provide contingency details of Judicial Officers/Officials to respective districts on transfer. Check and prepare the bills of All the Office Bills Electricity, Telephone, Water, outsourced staff and Ors. of Court Complex etc.

- ◆ Prepare Bills of Office/all branches i.e. Purchases of items from GeM Portal, Stationery, rubber stamps, Child Witnesses support persons bill, Pool car repair & Maintenance & petrol charges of Pool Car etc. Refreshment bills of Office, payment of amount for prize distribution of Hindi competitions.
- ◆ Prepare the Bills of Domestic Help Allowance in respect of retired Judicial Officers.
- ◆ To prepare Data for filing return against GST/TDS on monthly and quarterly basis and provide form 16 A/ GST to concerned parties. Maintain Budget and all the relevant records and registers pertaining to aforesaid bills and allowances. In addition to that necessary entries of reimbursement claims are made in the service book record of concerned Officers/Officials.

All other works as directed by the superior authorities are disposed of in time bound manner.

Budget Seat:

- ◆ The Accounts Branch maintain the budget distribution to all concerned branches, prepare monthly basis data pertaining to expenditure as well as remaining budget on account of bills submitted to PAO and reconcile the same with PAO.
- ◆ Prepare Revised Estimate for current financial year & Budget Estimate for next financial year to ascertain the expected expenditure to be incurred during the concerned financial year & send information to other departments on monthly basis.
- ◆ To send the requisition of additional budget to HQ as and when required during the financial year. To prepare Monthly Salary Statement & Quarterly Statement To prepare Final Excess & Saving (twice in a financial year). All other works as directed by the superior authorities are disposed of in time bound manner.

To sought out the queries pertaining to budget in respect of concerned Branches.

Leave Encashment of Judicial Officers & Leave Encashment on LTC:

- ◆ To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims in respect of Judicial Officers EL encashment and 10 days earned leave encashment on the occasion of LTC and put up the note and draft for approval and sanction before competent authority and prepare bill accordingly. Requisite entries in this regard are also made in the service book of the Officer/official concerned and leaves are deducted in the same. Relevant registers and records are also maintained on the LTC seat.

Short-terms & Long-term Advances i.e. HBA/MCA etc.:

- ◆ To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims of short/long term advances and put up the note and draft for approval and sanction before competent authority and also obtain the approval from Finance Department, and preparing bills accordingly and make proper entry in the office records/relevant registers as well as pay-bill register.

TA Seat:

- ◆ Grant of TA advance/reimbursement of final TA bill as per schedule provided by the Hon'ble High Court in respect of Judicial Officers. Judicial staff is also provided TA advance/reimbursement of TA claim on account of official journey as per direction of authority concerned.
- ◆ To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to Seats & others Misc. RTI.

Service Book Seat:

- ◆ Maintaining of Leave account, Recasting of Leave, Entry of sanctioned leave, Pay fixation on promotion and as per various orders time to time, currency of penalty, Special increment matter, Addition/deletion of the name of family members in respect of Judicial Officers and staff also, entry of documents marked by the Admn. Branch for necessary entry.
- ◆ Preparation of annual increment List of staff and judicial officers, entry of increment, entry of penalty order & fixation of pay, compliance of various order related to pay fixation time to time, SOM verification in case of dependency, if required and disposal of all other Misc. work pertain to Seats. Noting/drafting regarding other official letters/correspondence. To resolve the query of officials/officers regarding pay fixation and service book inspection.
- ◆ To send Service book of the staff/judicial officers to PAO concerned for verification of service.
- ◆ To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time. RTI-Disposal of RTI pertains to respective Seats.

Misc.- Maintain all the relevant records and registers pertaining to seats and all other works as directed by the Ld. DDO/AO time to time, convenience and also resolve the queries of staff time to time.

Fine & Audit Branch (South)

- ◆ Preparation of refund vouchers.
- ◆ Checking & submitting the daily & monthly fine statement.
- ◆ Maintenance of Fine record & copy Agency Record.
- ◆ Preparation of fine & CA revenue reconciliation statement (monthly).
- ◆ Audit of the Fine Record of the ASJ & CMM, MM Courts (South), CA, Nazarat and R&I Branch for postal stamps etc.

THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES [Section 4(1)(b)(i)]

Name of the Branch	Work Profile of the Branch (in brief)	Dealing with Matters
Cash Branch, South	<p>1. Handling and disbursed of Cash (Road and Diet Money & Imprest Money)</p> <p>2. Filed work, depositing and collecting all bills, cheques and Cash from RBI, Parliament Street , PAO-14, and SBI East Patel Nagar, Delhi.</p>	<p>1. Maintenance of Cash Book.</p> <p>2. Maintenance of Imprest Money Register with Record.</p> <p>3. Disburse the Road & Diet Money to the witnesses.</p> <p>4. Receiving the Lawyers Chamber Cheques from General Branch of Licence Fee, Maintenance Fee & Preparation the Challans.</p> <p>5. Receiving POS Statements and Preparing Challan/Reconciliation of State Bank of India, Patel Nagar.</p> <p>6. Issuance of Fine receipt Book to the various courts</p> <p>7. Issuance of Treasury Receipt-V.</p> <p>8. Preparation of reconciliation statement(Fine and Copying Agency).</p> <p>9. Verifying the Monthly statement of the various Courts.</p> <p>10. Receiving fine from various courts and Copying Agency and Library of South District on daily basis.</p> <p>11. Preparation of RBI Challans.(Cash,Cheques,Postal Order)</p> <p>12. Handling of Cash of Imprest Money and Road & Diet Money.</p> <p>13. Attending the Court of Duty JMFC and Lok Adalat duty on Holiday.</p> <p>14. Preparation of RDM Bills.</p> <p>15. Issued receipts from various courts and Copying Agency received Fine on daily basis.</p> <p>16. Supervision of Staff concerned.</p> <p>1. Presentation of all Bills received from Accounts Branch in PAO-XIV. (Medical, APB,CB,GPF Bills, LTC etc.)</p> <p>2. Obtain cheques in respect of bills from PAO-14, Shankar Road.</p> <p>3. Depositing and Collecting Cash and Cheques received from various courts and General Branch(lawyers Chambers) in RBI behalf of DDO on daily basis.</p> <p>4. Depositing the bills of MTNL, BSES, Water, electricity etc. In PAO-14, Shankar Road.</p> <p>5. Deposited the POS Statement in SBI, East Patel Nagar.</p> <p>6. Receiving of fine from various court.</p> <p>7. Record maintain Registers of returned bills from PAO-14.</p> <p>8. Attending the court of duty JMFC/Lok adalat on holiday(turn wise duty)</p>

Administration Branch

Administration Branch South District deals with administrative affairs pertaining to officials of all the 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 deals with Administrative Officers (Judl.), Assistant Accounts Officer, Sr. Personal Assistants, Personal Assistants. Admn. II looks after Sr. Judicial Assistants & Judicial Assistants & 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 Branch Incharge and other staff of Administration branches.

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

- ◆ Management of staff i.e. assessment of requirements, internal postings & transfers, temporary deployment, Leave requests and consequent joining reports & charge reports monitoring of attendance of staff etc.
- ◆ Correspondences and issuance of orders, standing instructions, circulars etc. relating to administrative matters.
- ◆ Communications with Central District pertaining to personal matters of officials i.e. Request for change in residential address, inter-district transfer, addition of educational qualification acquired, application for higher posts & deputations, permission for further studies, change in name or surname, marital status employee, Govt. Accommodation and intimations/prior-permissions required under CCS (Conduct) rules
- ◆ Representations of officials regarding their Annual Confidential Reports.
- ◆ Recommendations for disciplinary action, if required in any case
- ◆ RTI matters pertaining to Administration Branch

Charter of powers & duties on officials

- ◆ Dealing Assistants maintains record and prepare initial note or report of each correspondence pertaining to his/her assignments.

- ◆ Branch In-charge (Sr. Judicial Assistants/Judicial Assistants) Supervises the branch and assigns/distribute work amongst the officials under his/her control. Scrutinizes and make observation on the note prepared by officials of his branch and then 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, Office of the Principal District & Sessions Judge, Headquarter and Head of Department i.e. Principal District & Sessions Judge (South).

**Computer Branch, South & SOUTH-EAST District
Saket Court Complex, New Delhi**

Profile of Branch

Computer Branch is located at Room no. 305, Admin Block, Saket Courts Complex. Computer Branch provides Computer Systems, Printers, Scanners, Thin Client Machines and other IT infrastructure to Courts and Branches functioning in both South and South-East District, Saket Courts, New Delhi. Besides this, Computer Branch maintains CIS Server and Official Websites of both South and South-East District.

The Structure and hierarchy of Computer Branch is as under:-

Pr. District & Sessions Judge, South District



Officer Incharge (Computer)



Nodal Officer (Computer Branch)



Branch Incharge (Computer Branch)

Work Profile of Computer Branch is as under:-

Branch Incharge seat:-

- ◆ Placing of files of various matters marked/related to Computer Branch for approval/resolution before concerned authorities.
- ◆ Supervision of notings / Letters / Circulars / Minutes of Meetings on the directions of Ld. Officer In-charge (Computer), Nodal Officer (Computer), Nodal Officer (District Website)
- ◆ 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 in all courts of South and South-East District.
- ◆ Supervision of Engineers in resolution of complaints related to Computer System / Printer/ VC etc. by the Resident Engineers deputed by AMC vendors.

- ◆ To supervise the overall functioning of 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, Tis Hazari Courts (HQ), Computer Committee, Hon'ble High Court of Delhi, Honble e-Committee, Supreme Court of India and District Court Computer Committee, Saket Court.
- ◆ 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.

Digital Signature Certificate creation seat:-

- ◆ Preparation of Digital Signature Certificates for all Ld. Judicial Officers staff officials posted at South and South-East District.
- ◆ Preparation of Digital Signature Certificates of staff officials posted at South and South-East District.
- ◆ To coordinate with Ld. Judicial Officers and staff officials for removal of objection in document uploading and video verification and with vendor for preparation of Digital Signature Certificates
- ◆ Maintain record of issuance of and expiry of Digital Signature Certificates of Ld. Judicial Officers of South and South-East District and send advance intimation to concerned Purchase Cell for creation of Digital Signature Certificates.

Noting and drafting seat

- ◆ Preparation of Noting / Letters / Circulars / Minutes of Meetings based on the communications received from Hon'ble High Court of Delhi, Ld. Principal District & Sessions Judge (HQs) and Ld. Chairman (IT & Digitization), Delhi District Courts through the concerned district Ld. Principal District & Sessions Judge.
- ◆ Preparation of Noting / Letters / Circulars on the directions of Ld. Principal District & Sessions Judge South and South-East District, Ld. Officer In-Charge (Computer) and Ld. Nodal Officer (Computer).

Management of Website of South and South-East District seat

- ◆ Uploading of important Circulars, Notices, Notifications, Tenders, Recruitment notices for information of public concerned.
- ◆ Upload of leaves of Ld. Judicial Officers for information of Advocate / Litigants.
- ◆ Updation / uploading of Video Conferencing links and information of Readers for the convenience of Lawyers / Litigants.

- ◆ Consequent to the transfer / posting order of Hon'ble High Court of Delhi to update list of judges and their photographs on the official Website of South and South-East District.
- ◆ To upload photographs of various functions organized at Saket Courts Complex in the media gallery of official Website of South and South-East District.
- ◆ Updation of Bail Roster, Duty Roster and Link Rosters on the official Website of South and South-East District.
- ◆ Creation of new Links / Tabs for displaying specific information as per the directions of higher authorities.
- ◆ Updation of information under various Tabs available on the official Website of South and South-East District.

Justice Clock

- ◆ Maintanance of Justice clock regarding switch on & off on daily basis.
- ◆ Updation /Modification of Software and information to be displayed on Justice Clock.

Creation of Emails from NIC

- ◆ Creation of Email IDs of Judicial Officers on *.aij.gov.in* domain

Dak, Email and files management seat

- ◆ Receive/ Dispatch of the daily dak.
- ◆ Distribution of Dak amongst the concerned office/officials.
- ◆ Maintain record of Minutes of Meetings of all Committees.
- ◆ Circulation of all office Circular/Orders amongst officials/concerned offices and keep record thereof.
- ◆ Regularly checking of e-mails and preparation of Replies / forward the same to the concerned authorities/officials with the directions of Branch Incharge.
- ◆ Management of all the Files of Computer Branch, Saket Courts Complex, New Delhi
- ◆ Tagging of all the Notings / Letters / Circulars / Minutes of Meeting in the concerned files.

Local Area Network (LAN) & Lease Line (1GBPS) Management

- ◆ To ensure proper functioning of Local Area Network of Saket courts (i.e. Manageable Switches, Un-manageable Switches, all the Lan Nodes and other LAN devices).
- ◆ To co-ordinate with Engineers in resolution of complaints related to LAN by the Resident Engineer deputed by AMC Vendor.
- ◆ To ensure smooth functioning of 1 GBPS leased line at Saket Courts Complex.
- ◆ Assigned complaint related to 1 GBPS leased line to NIC / MTNL and coordinate with their office for immediate resolution of complaints.

Complaint Management seat

- ◆ Maintain the Complaint Register pertaining to computer systems, Printers, Scanner, Thin Client Systems, LAN issue and other technical complaints in Saket Court Complex, New Delhi.
- ◆ To Co-ordinate with Engineers in resolution of complaints related to Computer System / Printer by the Resident Engineer deputed by AMC vendors.
- ◆ Tracking the status of such complaints.
- ◆ Preparation of quarterly report of AMC vendors/companies.

Stock Management seat

- ◆ Maintain the inventory of approx 1000 nos. Of Computer System 400 nos. of Printer, 150 nos. of Scanners, 226nos. of Thin client systems and other related peripherals.
- ◆ Maintain the inventory of Windows OS, Antivirus, Adobe Acrobat professional and other softwares.
- ◆ Maintain the inventory of Printer Cartridges
- ◆ Issuance /Distribution of cartridge, computer systems, Server, Printer and 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 (HQs) .
- ◆ Updation of Computer Systems and Printers on LAYERS.
- ◆ 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.
- ◆ Preparation of Budget on the basis of annual requirements.
- ◆ Handling of matters relating to audit of Stock.

CIS Server Management seat

- ◆ Year Initialization of Servers.
- ◆ National Codes of each case type
- ◆ Mapping of Masters
- ◆ Creation of New Courts
- ◆ Creation of New Judges
- ◆ Joining / Relieving of Judges
- ◆ Modification of Cases
- ◆ Deletion of Cases
- ◆ Transfer of Cases (Individual, Bulk & Establishment)
- ◆ Taken on Board
- ◆ User Creation in Database
- ◆ Role assignment to users
- ◆ Deletion of Ordersheets / Judgments wrongly updated on CIS or eCourts portal.
- ◆ Daily Server backup of CIS Software.
- ◆ Maintenance and updation of servers.

- ◆ Consuming of Challans (NBT etc.) on daily basis.
- ◆ Running of Slon commands on daily basis.
- ◆ Taking of CIS Backup on daily basis.
- ◆ Removing double entry errors.
- ◆ Running of SMS Script on daily basis.
- ◆ Uploading of Daily Orders / Judgments on eCourts Website on daily basis.
- ◆ Management for officers training (noting /correspondances / approval / schedule of batches/circulars) and technical assistance to Master Trainers in Training programme of learned Judicial Officers.
- ◆ Creation of Lok Adalats, Addition of Lok Adalat Member, Adding of panels, retrieving of Lok Adalat reports and closing of Lok adalats. Technical support to court officials and DLSA Officials to assign the cases to panel, settlement of cases and disposal of cases.
- ◆ Execution of Scripts commands to run the Server and update the data on NJDG in morning and evening including SMS script.
- ◆ Handling of telephonic queries/complaints raised by the Readers, Personal Assistants, Ahlmads, Nazirs, Bail & Filing Branch related to server and CIS software.

- ◆ **NSTEP Project**
- ◆ Handling of complaints/issues regarding generation of processes through NSTEP.
- ◆ Impart training / support to Court staff and Nazarat Branch Officials regarding NSTEP implementation and working.
- ◆ **E-Filing Project**
- ◆ To short out / resolve queries of advocates regarding e-Filing login creation.
- ◆ To provide report (as and when desired) by Hon'ble High Court of Delhi & Department of Justice regarding how many cases e-Filed etc.
- ◆ ICJS (Interoperable Criminal Justice System) Project.
- ◆ Mapping of Police Stations
- ◆ Handling of Digital Court Project (138 NI Act Cases)
- ◆ Attend the queries of advocate regarding 138 NI Act Cases.
- ◆ Attend the queries of dealing official (filing counter) regarding 138 NI Act Cases.
- ◆ Attend the queries of Reader-cum-Ahlmad posted in Digital Courts.
- ◆ **Imparting Training to Staff**
- ◆ Imparting Training programmes of advocates and litigants as per the directions of Delhi Judicial Academy and higher authorities.

In addition to aforesaid work Computer Branch is also assigned the work of following committees:-

District Court Computer Committee

- ◆ Preparation of Minutes of Meeting
- ◆ Arrangement / Scheduling of Meeting Committee
- ◆ Communication with different departments for necessary compliance of the Minutes of Meeting.

Committee to Monitor / Observe the Reason of Delay of cases Pending for more than 2 Years

- ◆ Arrangement / Scheduling of Meeting of Committee
- ◆ Collection of reports of **Reason of Delay of cases Pending for more than 2 Years** from all the courts of South-East District.
- ◆ Compilation of such reports and sending it to Hon'ble High Court of Delhi.

Fortnightly compliance report of Video Conferencing.

- ◆ Collection of **Fortnightly compliance report of Video Conferencing** from all the courts of South and South-East District.
- ◆ Compilation of all the reports received from Courts of South of South-East District and sending it to Hon'ble High Court of Delhi.

Accessibility Committee, South-East District

- ◆ Arrangement / Scheduling of Meeting of Committee
- ◆ Preparation of Minutes of Meeting
- ◆ Communication with higher authorities and different departments for necessary compliance of the Minutes of Meeting.
- ◆ Implementation of various directions regarding Accessibility Committee, South-East received from higher authorities.

Compliance Report in respect of uploading of orders and judgments on CIS by Judicial Officers after signing them by using the digital signatures.

- ◆ Sending monthly compliance Report of uploading of orders and judgments on CIS by Judicial Officers after signing them by using the digital signatures received through Judicial Branch (South).

GENERAL BRANCH

Particulars, functions and duties of General Branch (South) are as under :-

ORGANISATION SET UP

Principal District & Sessions Judge, South



Officer In-charge



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



Dealing Assistant (s)

FUNCTIONS

It deals with the receipt of payments/dues in respect of Licence Fees, maintenance charges or any other charges against the Chambers allotted to the members of Saket Bar Association in Lawyers' Chamber Block, Saket Courts besides others like SBI Bank, Post Office, SHCIL, etc. Payments are being received by way of Cheque in favour of Principal District & Sessions Judge (South) or through Card (Debit / Credit) and it maintain records of all allottees.

All the Circulars / orders received from Hon'ble Supreme Court of India or Hon'ble High Courts are circulated in South District through General branch. It also deals with the out station summons / notices received and ensures necessary action / compliance in respect of the same. It also deals with the permission to serve summons to the officials of this establishment.

General Branch also deals with few committees constituted for the smooth functioning of the department, such as, Random Inspection of Oath Commissioner Committee, Disaster Management Committee, Lawyers' Chambers Monitoring Committee (LCMC), Creche Committee, Oath Commissioners Appointment Committee, Court Auctioneers Appointment Committee, Staff Grievance Committee, Sexual HarassmentPage 1 Committee, Accessibility Committee, Residential Complex Maintenance Committee (RCMC), Committee for Developing of Wellness Studio & Medical Unit etc.

In addition to above, General Branch also deals with miscellaneous reports and communication with other branches and districts including Headquarter, Hon'ble High Court and Hon'ble Supreme Court. However, such communication is subject to prior approval / permission of Ld. Principal District and Sessions Judge, South.

Functioning of Copying Agency (South District)

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

Branch Incharge

1. Making instructions regarding distribution of work among staff.
2. Maintained marking and disposal register of C. A. Application.
3. Handling of queries of litigants and advocates.
4. Making all correspondence with concerned Branches/Courts.
5. To send the monthly statement to Ld. District & Sessions Judge, South.
6. To get the circular/orders issue after being permittd from Ld. Officer Incharge and approved by Ld. Principal District & Sessions Judge, South.

File fetcher

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

Copyist:-

1. To maintain copyist register bearing entries to mark file 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 quota register.
4. To maintain the quota register
5. To get the clarification done, if any, from the CA Application concerned.

Examiner:-

1. To check the entitlement of the CA Application in accordance with the rule.
2. To tally and check the judicial record/file after being prepared by the copyist as the desired documents sought by CA Application.
3. To make clarification 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 CA Application after acknowledge the same as per rules.
2. To maintain the cash register & CA Application register.
3. To handle the queries related to prepared certified copies and also to provide the date for uncertified copies.
4. To sequentialize 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 prepare the monthly statement of pending and disposal CA applications.
7. To deposit the cash to cashier.

RECORD ROOMS (SOUTH)

Record Rooms, South District, Delhi are bifurcated under the three category i.e. (a) Record Room Sessions (b) Record Room Civil (c) Record Room Criminal. These Record Rooms preserves the consigned records such as Judicial decided case files and miscellaneous registers of the South Districts Branches and courts. All three record rooms works in accordance to the norms incorporated in the Delhi High Court Rules & Orders, Vol. IV, Chapter 16.

The basic work profile of the Record Rooms are as under:-

1. Consignment of files and other miscellaneous records:-

Consignment work requires the checking of paging and maintenance of the records and giving a particular number to each record or files which are to be consigned and that number is called Goshwara Number. of the files.

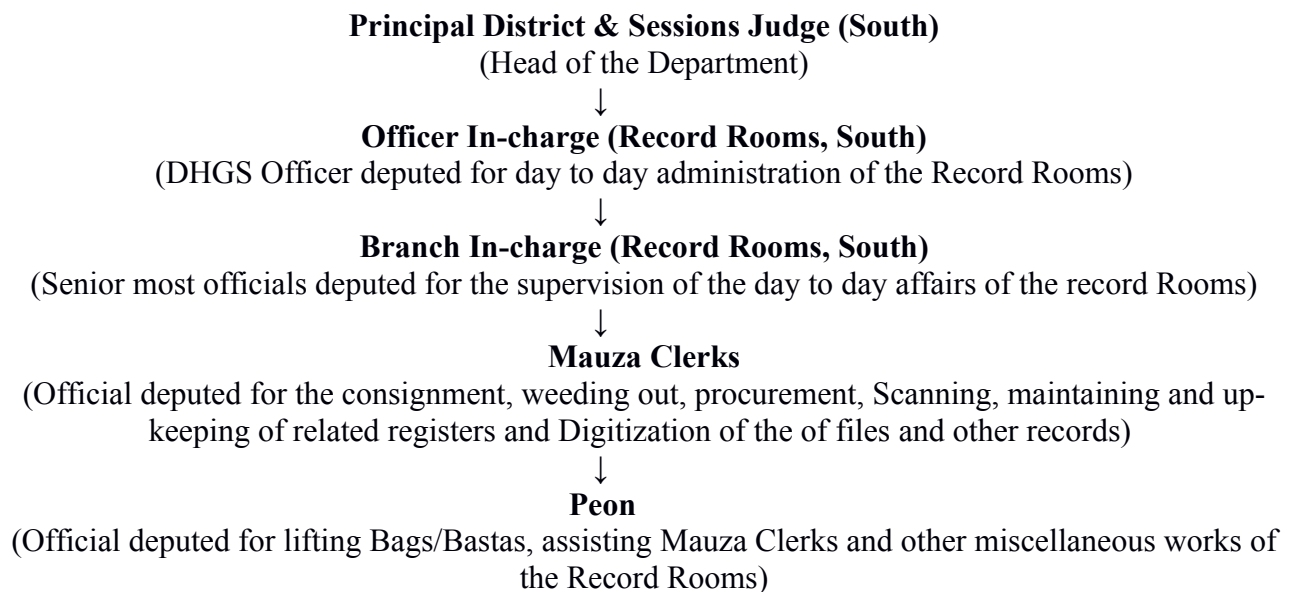
2. Procurement of the consigned files and miscellaneous records:-

The consigned files and other miscellaneous record are provided to the different institutions as per their requirements which are such as Hon'ble Supreme Court, Hon'ble High Courts, Trial & Lower Courts, Tribunals, commissions, Copying Agency, etc. These consigned records also can be procured for inspection as per rules.

3. Miscellaneous Works:-

These Record Rooms also deals with public enquiries, replies, circulars, informations under RTI Act etc. And to performs all these works efficiently and to keep the track of the works, different registers are maintained by the Record Rooms such as Goshwara register, inspection register, files sending register, Copying Agency Registers etc.

STRUCTURE OF THE RECORD ROOMS SOUTH

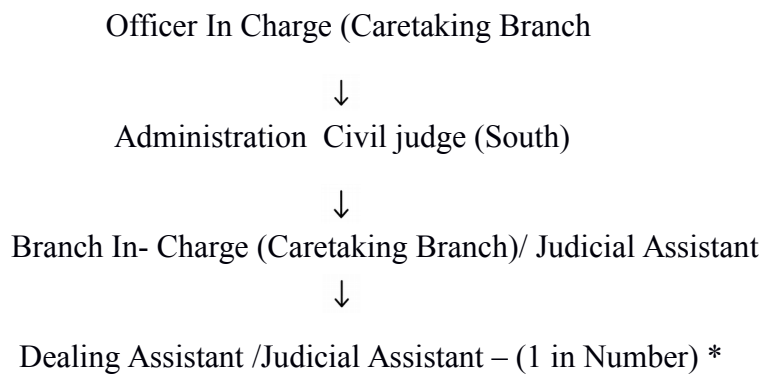


Caretaking branch

Caretaking Branch, Saket Court Complex functioning under the aegis of South & South East District :-

Caretaking branch is functioning under the supervision of Ld. Officer In-charge Branch and Ld. Administrative Civil Judge (South) under the aegis of Ld. Principal District & Sessions Judge (S). The flow chart of the organization is mentioned herein below for the ready reference :

Flow chart of Organization qua Caretaking Branch



*[At present, solitary dealing clerk has been posted in Caretaking Branch who is also looking after the work of the Environment (& Horticulture) Cell.]

Function and Duties of Branch :-

- A. The Caretaking Branch is functioning at this Court Complex for both the Districts i.e. South & South-East. The Branch is looking after the work qua repairing / maintenance work of furniture of the Court Rooms as well as Branches in close coordination with the Public Works Department.
- B. The Branch also looks after the work of safety and security of government property lying / attached therein in close coordination with the Security Branch of Saket Court Complex and ensuring the attendance of the manpower deployed in this court complex by the service providers under the contract for services.
- C. Regular liaison with the private agency engaged for housekeeping and to ensure cleanliness / hygiene in the court complex, under guidance and supervision of Ld. Officer In- Charge (Caretaking Branch), Ld. Administrative Civil Judge and other competent authority.
- D. Regular contact with the staffs of PWD (Electrical) and to ensure the functioning of A.C. Plant.

- E Regular contact & liaison with the staffs of PWD and Delhi Jal Board and to ensure regular supply of potable water in this court complex.
- F Follow up on maintenance complaints requiring action from PWD (Civil/Electrical) staffs in Courts Complex.
- G To deal with the matters relating to infrastructural requirement in this District Court Complex (other than those entrusted to specific subject-wise Committees).
- H To deal with the works relating to the Housekeeping & Security works of the court complex and ensure the safety and security of government property lying /attached therein.
- I Maintaining the respective Notice Board of South & South East Districts.
- G Maintaining Signage in this Court Complex
- H To Process the utilities bills e.g. Electricity of Court building as well as VWDC, Water, Telephone, Broadband and Lease line] and to process the bills of outsourced agencies e.g. Housekeeping, Security Guards & Pest Control.
- I To Supervise and ensuring the cleaning in Lawyers' Block utility block basements and outer periphery of the Court Room.
- J Solitary dealing assistant posted in this Branch who is also discharging the work of Horticulture Committee in close coordination with Horticulture Wing of the PWD and ensure the regular plantation of seasonal & perennial flowers / plants in this court complex at regular intervals so that flower beds remain alive throughout the year under the guidance and supervision of the Branch In-charge (Hort) & Ld. Chairperson, Environment (& Horticulture) Committee.
- K. To take necessary steps in order to enhance and maintain the greenery of court complex and attached residential complex with close coordination of the Hort wing of PWD under th guidance and supervision of Branch In-Charge (Hort) & Ld. Chairperson, Environment (Horticulture) Committee, Saket Court Complex.
- L To distribute consumable articles to the Judicial officers and Branches of South District and to make proposal for the procure the consumable items through GeM and to maintain the stock Registers.”

Hospitality & Protocol Branch

Organizational Structure of Hospitality & Protocol Branch

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



Branch In-charge (Sr. JudicialAssistant)



Dealing Officials (Judicial Assistants/Junior Judicial Assistants)

- **Charter Of Duties of the Hospitality & Protocol Branch.**
- To make necessary Protocol arrangements at Airport for for Judicial Officers posted in Saket Court.
- 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 as assigned by the Officer In-charge and Ld. Principal District & Sessions Judge, South.

Judicial Branch

➤ **Organization: it is divided into two parts i.e.**

- **Judicial Branch -I**
- **Judicial Branch-II**

➤ **The procedure followed in the decision making process including channels supervision accountability**

- On receipt of any dak the same is entered in the Master Register. Branch In-charge marks the same to concerned dealing assistant. Dealing assistant prepares the note and put up the same to and Branch In-charge who scrutinize the note and takes the same to the Officers Incharge for approval/guidance/directions.

➤ **Functions and duties: Judicial Branch-I**

This Branch primarily deals with the service matters of Judicial Officers (members of Delhi Higher Judicial Service and Delhi Judicial Service) such as maintaining (and keeping updated) list of all the Judicial Officers posted presently and from time to time in South District indicating their designation, education qualifications, previous posting etc.

- ◆ General circulars/orders concerning service matters of Judicial Officers. Training Programme/seminar/workshops etc. (circulars, nomination, confirmation of participation follow up etc.)
- ◆ Maintaining personal file of Judicial Officer. Maintaining leave records and transfer posting chart of Judicial Officers. Roster of duty during vacation (judicial work, administrative responsibilities etc.)
- ◆ Dealing with personal matters (e.g. requests for change of residential address, posting/transfer, permission for further studies, addition to of change in family, addition of educational qualification acquired, request for allotment of government accommodation, No Objections Certificate)
- ◆ Compliance of Conduct Rules. Annual confidential report (submission of self appraisal forms by judicial officers, inputs by District Judge).
- ◆ Ancillary RTI matters.
- ◆ Appointing of Inspecting Judges, Inspection of the courts of Officers of Delhi Judicial Service and Inspection of courts by the Hon'ble High Courts (correspondence concerning).

- ◆ To conduct various meeting of the Committees i.e. Saket Study Circle, Review Subcommittee, Committee for compliance of directions of Hon'ble Supreme Court of India in Satinder Antil Vs CBI, Arrears Committee, Committee for District Court Management Committee. Prepare Minutes of Meeting for the said meeting and issues circular of the compliance.
- ◆ Correspondence/noting/drafting etc. on all of the above.

➤ **Functions and duties: Judicial Branch-II**

This Branch primarily deals with the matters concerning courts at all levels in South District (presided over of the Officers of Delhi Higher Judicial Service and Delhi Judicial Service) such as maintaining pendency statements of cases of all kinds in different courts of South District.

- ◆ Maintaining statistics of monthly work done statement and compilation of same and forwarding to the Hon'ble High Court of Delhi and Ld. Principal District & Sessions Judge (HQs), Tis Hazari Court, Delhi.
- ◆ Maintaining quarterly work done statement of all the Judicial Officers and after due checking scanning and forwarding to the Hon'ble High Court of Delhi.
- ◆ Maintaining Seventeen (21) monthly reports and after compilation forwarding the same to the Hon'ble High Court of Delhi and Ld. Principal District & Sessions Judge (HQs), Tis Hazari Court, Delhi. Preparation of daily data, Physical Hearing/VC data and other miscellaneous data after Covid-19 pandemic.
- ◆ Maintaining thirteen (13) quarterly reports along-with one (01) half yearly and one (02) annual report and after compilation forwarding the same to the Hon'ble High Court of Delhi and Ld. Principal District & Sessions Judge (HQs), Tis Hazari Court, Delhi and uploading the same on the portal of Department of Justice.
- ◆ Preparation of Monthly and Annual Reports for uploading the same on portal of Ministry of Law & Justice.
- ◆ Timely submission of various data and statistics time to time asked by the Hon'ble High Court and Ld. Principal District & Sessions Judge (HQs) and also by the Ld. Principal District & Sessions Judge, South.
- ◆ Correspondence with the Deputy Commissioner of Police concerned to provide police aid as per requests of the courts as and when received.
- ◆ Ancillary RTI matters.

- ◆ Receipt and endorsing copies of the Judgments / orders received from Hon'ble Supreme Court of India / Hon'ble High Court of Delhi to the concerned courts for information and necessary compliance.

- ◆ To allow the summons in the names of Judicial Officers.

- ◆ Maintaining / Updating lists of all courts Jurisdiction wise, successor courts record.

- ◆ To dealt with the reports / data of the Action plan for Arrears Reduction in District Judiciary - Information regarding pendency of old cases

- ◆ Correspondence/noting/drafting etc. on all of the above.

Litigation Branch

Organizational Structure of Litigation Branch.

Officer In-charge, 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 the Principal District & Sessions Judge, South.
- Follow up with these cases, i.e, calling up the comments from the concerned Branches 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 In-charge and Ld. Principal District & Sessions Judge, South.

Work Porfile of Pool Car Section

Maintain the records of maintenance of vehicle, Grievances of officers regarding transport facility, hiring of vehicles, when required and to make route chart, Complaint of drivers, maintain the record of allotment of vehicles and attachment of drivers therewith, to place repair/maintenance files of vehicles for approval/directions before Officer Incharge and Ld. Drawing and Disbursing Officer, prepare bills of Vulnerable Courts and Mukhija Bills, arrangements of Duty JFMCs.

To prepare the petrol bills of pool cars of BPCL and Delhi Govt, correspondence related to petrol bills and relaxation of restrictions on quantity of petrol, keeping check on equal distribution of cash and check on balance amount of cash left in Smart Cards of all vehicles attached to Saket Courts, and also to prepare sanction for next month advance cheque on routine basis, prepare the overtime, puncture and conveyance bills, etc., of drivers, to organise and monitor Smart Card facility for procuring of petrol, to check the log books and petrol bills and place the petrol related files for approval/directions before Officer Incharge and Drawing and Disbursing Officer and Ld. Controlling Officer. (Removal of objections in petrol bills of Smart Card Facility of M/s BPCL and to co-ordinate with officials of Accounts Branch in this regard and Arrangements for the seminars and meetings.

Safe keeping of all the old and new records, maintaining records of dead stocks, moment register, miscellaneous files, arrangement of TIP's on day to day basis, maintaining of dak register and received dak and other miscellaneous papers.

RTI Branch

Work Profile of RTI Branch

Organizational Structure of RTI Branch.

Officer-In charge, 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 RTI Branch.

- To Receive Applications under RTI Act Online & Offline 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 In-charge.

Work Profile e-Sewa Kendra

1. Providing General Information
2. Enquiry regarding Leave of the Judges
3. Enquiry regarding E- filing
4. Assistance in E- filing
5. Scanning Services
6. Video Conferencing Services
7. Reply of Email of both facilitation centre and e- Sewa Kendra (South & South- East District)
8. Handling telephonic enquiries
9. Solving enquiries regarding Mediation and DLSA
10. Providing Wheelchairs to Physically handicapped etc.
11. Keeping record of issuance of wheelchairs
12. Making arrangements of appointments of hospitals to all the judicial officers of Saket Court.

Security Cell Work Profile

Organization function and duties of Security Cell.

Officer In-charge (Security Cell), Judicial Officer (ASJ/DJ)



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



**Dealing officials
(Junior Judicial Assistants/Judicial Assistants)**

Charter of Duties of the Security Cell.

- Monitoring the use of CCTV system by security agency/police
- Supervision over performance of agency engaged for security and police personnel deputed for the purpose
- All other matters pertaining to CCTV system at District Court Complex, Saket
- Ancillary RTI matters
- Correspondence/noting/drafting etc. on all of the above
- Any other task that may be assigned by the OIC or the District Judge.

Work Profile of Vigilance Branch

Organizational Structure of Vigilance Branch.

Officer In-charge, 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.

- ◆ Sending Vigilance Clearance report as and when sought.
- ◆ Deals with the complaints of Group B, C & D Staff.
- ◆ Attending Hearing in Vigilance Enquiries.
- ◆ Ancillary RTI Matters.
- ◆ Correspondence, Noting, Drafting and any other task that may be assigned by the Officer In-charge.

Vulnerable Witness Deposition Complex

In Vulnerable Witness Deposition Complex facility of recording of evidence of child victim/vulnerable witnesses in confidential, safe and comfortable environment is provided to all the Ld POCSO Courts , FTCs and other Ld Courts of South & South East District on regular basis.

- a) Officials of VWDC Branch co-ordinates with Courts and the Support Persons & victims for smooth recording of the statements of Vulnerable Witness/Child Victims.
- b) Cause-lists of the cases in which evidences are required to be recorded in VWDC are forwarded by the concerned court in advance to VWDC along with the name of the Support Person to whom the duty is assigned in each case , after receiving the cause-list, this branch inform the concerned Support Person about the duty assigned to them by the Court.
- c) Certificate of duty performed are also issued to the Support Person, on the basis of these certificates, Support Persons raises their bills, these bills are also processed by the VWDC Branch.
- d) Prior to the recording of testimony in each case, VWDC branch ensure proper functioning of all electronic equipment viz audio-video system, mics etc. installed in the Court Room as well as Deposition Rooms.
- e) VWDC Branch also provide facility of video recording of the testimony of Vulnerable Witnesses/Child Victims as and when requested the Ld. Courts of South & South East District.
- f) Further details of all the cases which are recorded in VWDC are maintained manually in Registers as well as in Computer by the VWDC officials.
- g) On the day of the evidence, in the cases in which evidence are recorded till the time of lunch or post lunch this branch also arrange packed lunch thalis for the victim + one family member/Attendant from Lawyer's Canteen, for this a voucher is issued and a record with regard to these vouchers are also maintained in a separate Register, further these vouchers and record registers are also got signed by the concerned courts.
- h) This Branch also manage all the account works pertaining to the branch like preparation of annual budget , processing of refreshment bills, processing of Support Persons Bills etc.
- i) Correspondence work pertaining to VWDC branch like communications with the Headquarter, Hon'ble High Court of Delhi or any other department of govt. is also dealt by VWDC officials.

j) Annual Reports, Quarterly reports with regard to the work done in Vulnerable Witness Deposition Complex are also prepared by this branch for onward transmission of the same to the Hon'ble High Court of Delhi as directed.

k) This branch also deal with Work related to the process of appointment of Support Persons as and when directed by the Hon'ble High Court of Delhi.

l) In addition to the above, it is also to add here that School Children, College Students/Law- Interns visits the VWDC to understand the procedure of recording of evidences of Vulnerable Witnesses/Child Victim and delegations from all over India also visits Vulnerable Witness Deposition Complex from time to time.

Bail & Filing Branch

Bail & Civil Filing Section is situated at Facilitation, Ground Floor, main building.

1. In Filing section, we receive all bail applications/ Criminal Misc. applications through physical mode and register the same in CIS and the physical copy send to the concerned Bail Roster Bench and court concerned.
2. All Civil cases (including criminal revision, criminal appeals, criminal transfer applications/petitions criminal and civil) of District Judge, received through e-filing portal and allocated randomly. Caveats are also receive and register manually as well as make entry in computer on day to day basis and registration number is provided to the respective counsels/litigants.
3. All Written arguments, Written Statements, Vakalatnama, Affidavits and other documents, Misc. applications etc. in pending trial cases filed through e-filing portal are consumed at filing counter and the same are verified by the concerned courts staff.
4. All civil cases of Senior Civil Judge, receive through e-filing portal and allocate randomly, Caveats are also receive and register manually as well as make entry in computer on day to day basis and registration number is provided to the respective counsels/litigants.
5. Taking out C.A applications that come from copying agency in bail matters on day to day basis.
6. Issue work of Summons/Notices/Warrants etc. as per the direction of the presiding officer in bail matters.
7. Making robkars for calling for trial court record (TCR) from the respective Ld.JMFC,courts in bail matters.
8. All disposed of bail applications are sent to the concerned courts of Ld. JMFC, after properly pagination w.e.f 01.12.2022.
9. We provide Goshwara number to the advocates and litigants in bail matters.
10. Receiving of Misc. applications as well as bail applications of all the sessions courts in pending trial cases as per circular No.28529-28589/GENL/HC2015, dt. 18.09.2015 and the same are sent to the concerned sessions court on next day at 11:00 AM.
11. Make entry of individual files of charge-sheets come from sessions courts in POCSO Act, MACT, NDPS, SC/ST Act. and Electricity act.
12. Give reply of RTI applications.
13. Maintaining of register and folders like Dak, Robkar, Order, Wapsi trial court record, goshwara register, Hone'ble High Court letters and Hon'ble Supreme court orders.

Work Profile of CMM Office

Submission of Vakalatnamas, Affidavits other Misc documents and Misc. applications etc. in pending trial cases filed through e-filing portal are consumed at filing counter and the same are verified by the concerned courts staff.

01. All Criminal complaint cases other than U/s 138 NI Act receive through e-filing portal are consumed, verified and allocated to the respective concerned court by the office.
02. All Criminal complaint cases U/S 138 NI Act, received through e-filing portal are consumed, verified and randomly allocated to the concerned court.
03. Bail applications and other Misc. applications i.e. Superdari, Status Report etc filed through Window of the filing counter is to be sent to the concerned court by the office.
04. This Branch deals the receiving of Misc. Papers, Order, Summons, Production warrants Release Warrants etc. received from the concerned courts of South District.
05. Files receive by this office for transferring the case from one court to another court and put up the same before Ld. CJM, South for transferring the same.
06. All the Charge-Sheets filed by the police are allocated to the concerned court and all Charges-Sheet of e-FIR registered manually by the office.
07. Taking consents of Ld. Judicial Officer for Duty Roster, preparing of Duty Roster, Modified Duty Roste**13.12.2024**r, Link Roster, Modified Link Roster.
08. Preparing of Meeting Notices and circulating the same amongst all the concerned as and when directions received.
09. Giving of reply to the RTI applications after collecting the information from the concerned court.
10. Maintaining of Dak Register, Transfer Register, Postal Stamps Register and Register for entering the order of Hone'ble High Court and Hon'ble Supreme Court of India.
11. Receiving of daily leave intimations/applications received from the Ld. Judicial Officer for sending the same to the Judicial Branch, South through Ld. CJM, South, Saket Court.
12. Receiving and sending the statement under section 138 BNSS (164 Cr.PC) from and to the concerned court.
13. Receiving of data with regard to the report of 'Manjeet Singh Vs. State' from the all the Magisterial Courts and forward the same to Judicial Banch, South after consolidation.

Video Conferencing

Work profile and volume of work being dealt Video Conferencing.

- 1) Daily Judicial remands / Rehnumai proceedings for both districts i.e., South and South East District through Video Conferencing.
- 2) Providing Video Conferencing facilities to the Doctors/witnesses/other persons for their deposing in matters pending the other State Courts.
- 3) Conducting evidences matters of the Courts of Saket Courts for High-risk prisoners, those are produced from Jails of Delhi through Video Conferencing instead of producing them physically in Concern Court.
- 4) Conducting evidences matters of the Courts of Saket Courts for prisoners those are produced through Video Conferencing from the Jails of Other states instead of producing them physically in Concern Court Complex.
- 5) Conducting evidences through video conferencing of witnesses from overseas in the cases pending before Ld. Courts of South and South East District, Saket Court Complex, New Delhi.

Nazarat Branch

Working of Nazarat Branch

To perform the work under the establishment of the District Judge, South District, Saket Courts, Delhi comprising of Peons/Orderlies, Process Servers etc. and to deal with matters relating to administrative work i.e. receipt and dispatch of dak, immediate circulation of urgent circulars and vacation matters, routine correspondence and absentee report of the officials. Forwarding leaves and all miscellaneous matters inside and outside of the all District Courts and any other work assigned by the Ld. Officer Incharge.

Nature of Work

As Branch Incharge in Nazarat Branch (South) :

1. Maintain the attendance register of South District of process servers, baliffs, Niab Nazirs and Civil Nazirs.
2. Attend the courts of all districts on notice issued by the concerned courts.
3. Look after the work of ACJ office.
4. Superwise the work of whole branch.

As District Nazir both districts (South and South-East)

1. Amanat register (cheque deposit register concerned with LAC of both districts).
2. Preparation of calculation report of the Land Compensation.
3. Cheque deposit with SBI (Saket and Tis Hazari Courts) as per orders of Ld. P.O.
4. Refund vouchers prepared and distribution.
5. Sending distribution TDS vouchers to Land Aquisition Collector (South and South-East).
6. Put up of payment file with compensation to concerned courts.

Nature of Work of Naib Nazirs:

- .Prepare daily duty chart of process server.
- .Received summons of South district courts and all other districts.
- .Allocate the summons to process servers beat wise daily.
- .Received and attest the reports of all processes from all process servers.
- .Maintain the register of warrant of attachment, bailable warrants and warrant of possession.
- .Put up the W/A, B/W and W/P daily at 2 PM with Ld.ACJ (South).
- .Received and attest the report of W/A, B/W and W/P from bailiffs and send the warrants to the concerned courts.
- .Distribute the summons to process servers after computer entry daily.
- .Maintain the kharja register of warrants.
- .Maintain the kharja register of summons.
- .Received and deposit diet money for witnesses and publications.
- .Maintain the register of desposit diet money

- .Maintain the register of diet money disbursement and put up the same daily with Ld. ACJ (South).
- .Maintain the register of summons of witnesses and publications.
- .Check the diet money register of process servers monthly.
- .Received and allocate the summons of Hon'ble High Court of Delhi to process servers beat wise.
- .Attest report of process of Hon'ble High Court of Delhi and send to Central District,THC
- .Attest the report of process of witness summons and publications.
- .Received and maintain the record of the rent for South and South-East Districts

Nature of Work of Jr. Judicial Assistant/Judicial Assistant:

1. Data entry of processes of South District and all other Districts (10 districts of Delhi) including out of Station (Inward Dak) and High Court processes.
2. Operate Emails held under responsibility of Incharge Nazarat Branch.
3. Emails and N-STEP of all received summons.
4. Reply of all circulars/letters received in Nazarat Branch and other computer work.
5. All other work assigned by Branch In-Charge.

Nature of Work of Process Servers:

- .Distribute/affixed the summons of South Districts and all other Districts (10 districts of Delhi) Zila Gair and Hon'ble High Court of Delhi.
- .Mention their report on summons and return to Nazarat on time.
- .Distribute summons of witnesses and diet money and publication charges.
- .Maintain diet money register.
- .Maintain summon entry register.

Nature of Work of Bailiffs:

1. Execute warrant of attachments, warrant of possession, bailable warrants and warrants of arrest.

Nature of Work of Dak Peon:

1. Distribute the daks in all courts of South District Courts complex.
2. All other work assigned by Branch In-Charge.

Building Maintenance Cell (BM Cell):

This Section of Court's establishment has been formed to assist the Building Maintenance Committee of this Court Complex for its' office correspondences and functions. Said Cell is headed by an officer of Delhi Higher Judicial Services, mostly the Chairperson of Building Maintenance Committee.

Building Maintenance Committee is formed to look after the construction & maintenance related projects of this Court Complex which also includes its Judges' Residential Blocks. Though the meetings of this Committee is held by its Chairperson, however, if required, Ld. Pr. District & Sessions Judges of South and South-east districts, seldom chair the same.

Working / Organization Structure of BM Cell

Pr. District & Sessions Judge
v
Officer In-Charge
v
Branch In-Charge (Sr. Judicial Asst./Judl. Asst.)
v
Dealing Assistant (s)

Functions

This Section maintains its related records which includes minutes of meetings of in-house Building Maintenance Committee of this court complex & the Hon'ble Building Maintenance (& Construction) Committee (Saket Court complex), High Court of Delhi and the Correspondences etc..

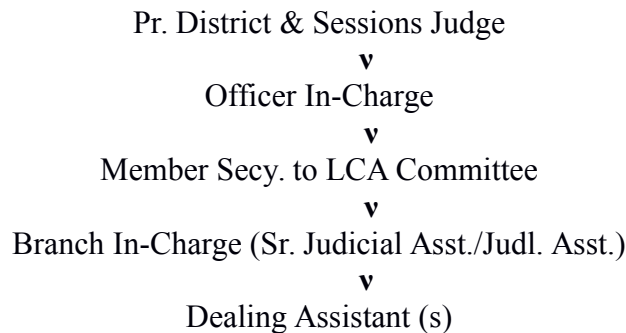
Besides above, this Section follows up the directions & instructions of Ld. Pr. District & Sessions Judges, the Committee concerned & the Officer In-charge. Simultaneously, it deals with related correspondences.

Lawyers' Chambers Allotment Cell (LCA Cell):

This Section of Court's establishment has been formed to assist the Lawyers' Chambers Allotment Committee of this Court Complex for its' office correspondences and functions. Said Cell is headed by a senior officer of Delhi Higher Judicial Services.

Lawyers Chambers Allotment Committee is formed to look after the allotment of chambers to lawyers in this court complex. Senior Pr. District & Sessions Judges amongst two in this court complex holds the position of Chairperson of this Committee. This Committee includes officers of Court's establishment and the Executives of Saket Bar Assn. i.e its' President & Hony. Secy. The Admn. Civil Judge (South) holds the position of Member Secretary to the Committee.

Working / Organization Structure of LCA Cell



Functions

This Section maintains its related records which includes minutes of meetings of Lawyers' Chambers Allotment Committee, Rules, lists & correspondences etc.

Besides above, this Section follows up the directions & instructions of Ld. Pr. District & Sessions Judges, the Committee concerned and the Officer In-charge. Simultaneously, it deals with the related correspondences.

Receipt & Issue Branch (R&I)

Receipt and Dispatch Section of Receipt & Issue Branch are divided into four sections.

1. Receipt and Dispatch “A”
2. Receipt and Dispatch “B”
3. Receipt and Dispatch “C”
4. Receipt and Dispatch “D”

Receipt and Dispatch “A”

Receipt and Dispatch “A” deals in receiving of letters from THC, receiving the Dak of accounts from the Saket Court Complex and receiving the Orders/circulars from the Courts and Branches of Saket Court Complex. Thereafter, the same are entered in the Receipt and Dispatch Register and dispatched to the concerned Courts and Branches through Dak Peons.

Receipt and Dispatch “B”

Receipt and Dispatch “B” deals in receiving the dak of Admn. Branch, dak of High Court and Misc. Daks from the Saket Court Complex, other District Courts, State Govt., Central Govt., Autonomous Bodies, Private offices/ Persons and through postman, thereafter, the same is entered in the Receipt and Dispatch register and dispatched to the concerned Courts and Branches through Dak Peons.

Receipt and Dispatch “C”

Receipt and Dispatch “C” deals in receiving the dak from courts and Branches of Saket Court Complex which has to be sent outside Saket Court Complex. Thereafter, the same are entered in the Receipt and Dispatch Register and dispatched to all the District Courts Complex, other Offices of Central Govt. State Govt. Autonomous bodies and private offices/ persons through Dak Peons and by Post. The Dak relating to outside Delhi has to be dispatched by Post and the same maintained in the Postal Ticket Register.

Receipt and Dispatch “D”

Receipt and Dispatch “D” deals in receiving the files and robkars from the courts. Thereafter the same are entered in the Receipt and Dispatch Registers and dispatched to all the District courts. High Court and JJB, Lajpat Nagar, Beggars Court through Dak Peons.

Receiving the dak from Central Jail, Tihar, New Delhi thereafter the same are entered in the Receipt and Dispatch Register and dispatched to the court concerned through Dak Peons. Receive the Jail Dak from the courts. Thereafter the same are entered in the register and dispatched through Dispatch Rider of Tihar Jail.

Library Branch

Work Profile

1. Management of Library and its resource.
2. To Pursue the matter in respect of management of Library, as per direction of requirement, and to appraise of to the Officers about the development.
3. Allocation of work and ensure about the completion of the same by the staff.
4. Maintenance of a computerized e- catalogus
5. To search requisite legal information through the legal database has been provided or through Internet.
6. Issue return of the books.
7. Maintain the records of all Judges Residential Library.
8. Maintain the record of every Permanent Court Library.
10. Maintain the issue return books process updating the computer.
9. Fetch the books for the library, court library and residential library form THC, as per direction.
11. Find out and provide requisite information and citation as per demand received from different courts.
12. To maintain manual record of all the library resources, i.e. books, periodicals, received from Library, THC.
13. Proper checking and re-shelving of books, bare acts etc. at their respective place.
14. Issue remainder in respect of return of library books at regular intervals to ensure the availability of the books.
15. Maintenance and updating of library cartilage at regular intervals.
16. Maintenance of records in respect of Newspaper & Magazines and provide the same to the O/o The Principal D.J. (South & South-East), Medication, Judges Library at regular bases.

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC
INFORMATION OFFICER**
[Section 4(1)(b)(xvi)]

Name	Sh. D.P. Singh
Designation	Senior Administrative Officer (Judicial)/Public Information Officer (South)
Address	Room No.405, Admin Block, RTI Branch, Saket Courts, New Delhi
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