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

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 immediate effect.**

S.No.	Branch	Connected/ Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
1	Principal District & Sessions Judge's Secretariat	—	Principal District & Sessions Judge (South)	—	—
2	Administration Branch-I	Administration Branch-II & III	Sh. Lokesh Kumar Sharma, District Judge (Commercial)(South)	Ms. Santosh Chabra, Administrative Officer (Judl.)	Sh. Rajinder Kumar Tuteja, Sr. Judicial Assistant
3	Leave Santioning Authority of Staff Members	—	Dr. Sugandha Aggarwal, Addl. Sessions Judge (SC-RC) (South) **Link Leave Santioning Authority of Staff Member** Sh. Dinesh Kumar, ASJ (SC-PCOSO), South	Ms. Santosh Chabra, Administrative Officer (Judl.)	Sh. Rajinder Kumar Tuteja, Sr. Judicial Assistant
4	Vigilance	—	Ms. Mona Tardi Kerketta, ASJ-01 (POCSO) (South)		Sh. Tara Singh Bisht Sr. Judicial Assistant
5	Litigation	—	Ms. Niti Phutela, ASJ (SFTC), South		Sh. Rajinder Kumar Tuteja, Sr. Judicial Assistant
6	Building Maintenance Committee Cell	Space Allotment Cell	Sh. Lokesh Kumar Sharma, District Judge (Commercial)-05, South	—	Sh. Pramod Saxena, Sr. Judicial Assistant
7	Lawyers' Chambers Allotment Cell	---	Sh. Lokesh Kumar Sharma, District Judge (Commercial)-05, South	---	Sh. Pramod Saxena, Sr. Judicial Assistant
8	Disaster Management Cell	—	Sh. Pooran Chand, District Judge-05, South	—	Sh. Hardeep Singh, Judicial Assistant
9	Security Cell	—	Sh. Pooran Chand, District Judge-05, South	—	Sh. Rakesh Kumar, Caretaker
10	Library Branch	—	Sh. Navjeet Budhiraja, ASJ-03 (South)	—	Sh. Rajinder Kumar Tuteja, Sr. Judicial Assistant
11	Computer Branch	—	Sh. Vipin Kharb, ASJ, South-East	—	Ms. Leena Rawat, Sr. Judicial Assistant
12	Receipt and Issuing Branch (R&I)	—	Sh. Gaurav Gupta, ASJ/Spl. Judge (NDPS), South	—	Sh. Tara Singh Bisht Sr. Judicial Assistant

S.No.	Branch	Connected/ Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
13	Judicial-I	Judicial-II	Sh. Purshotam Pathak, ASJ-05, South **Link Officer In-Charge** Sh. Pawan Kumar, ASJ-06, South	Ms. Santosh Chabra, Administrative Officer (Judl.)	Sh. Tara Singh Bisht Sr. Judicial Assistant
14	Leave Santioning Authority of Judicial Officers	—	Ms. Savita Rao, District Judge (Commercial)-01, South **Link Leave Santioning Authority of Judicial Officers** Ms. Anuradha Shukla, District Judge (Commercial)-01, South	Ms. Santosh Chabra, Administrative Officer (Judl.)	Sh. Tara Singh Bisht Sr. Judicial Assistant
15	Bail & Filing	Facilitation Centre	Ms. Shunali Gupta, ASJ (FTC)-02, South	—	Ms. Laxmi, Sr. Judicial Assistant
16	General Branch	Purchase Cell	Sh. Ajay Garg, ASJ (FTSC) (POCSO), South	---	Sh. Hardeep Singh, Judicial Assistant
17	Environment & (Horticulture Cell)	—	Sh. Bhupesh Kumar, District Judge (Commercial), South-East	—	Sh. Hardeep Singh, Judicial Assistant
18	Caretaking	(i) Stationery (ii)Telephone Exchange	Administrative Civil Judge (South)	—	Sh. Rakesh Kumar, Caretaker
19	Accounts Branch	(i) Fine & Audit (ii) Cash	Ms. Anuradha Shukla, District Judge (Commercial)-02, South (Controlling Officer) Dr. Sugandha Aggarwal, ASJ (SC-RC) (South) (Link CO) Sh. Sanjeev Kumar Singh, District Judge (Commercial) (Digital)-04, South (HOO) Sh. Purshotam Pathak, ASJ-05, South (Link HOO)	Sh. Krishna Sah (Asstt. Accounts Officer)/DDO	Ms. Sneh Lata, Sr. Judicial Assistant Sh. Satvir (Cashier)
20	Hospitality and Protocol Branch	—	Dr. Sugandha Aggarwal, ASJ (SC-RC) (South)	—	—
21	Copying Agency (Civil/Sessions)	Copying Agency (Criminal)	Sh. Abhitosh Pratap Singh Rathore, District Judge-04	—	Sh. Itaish Yadav Sr. Judicial Assistant
22	Record Room (Sessions)	(i) Record Room (Civil) (ii) Record Room (Criminal) (iii) Digitization Cell	Ms. Manika, ASJ-04 (POCSO)	—	Sh. Sushil Kr. Jatav Sr. Judicial Assistant (Sessions, Civil & Criminal) and Digitization Cell

S.No.	Branch	Connected/ Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Administrative Officer (Judicial)	Branch In-Charge
23	Pool Car Section	—	Sh. Munish Bansal, District Judge-03, South	—	Sh. Tara Singh Bisht Sr. Judicial Assistant
24	RTI Branch	(i) Office of PIO (ii) PRO	Sh. Ravindra Kumar Pandey, ASJ-03, South	—	Sh. Pramod Saxena, Sr. Judicial Assistant
25	Office of CMM (South)	—	CJM, South (ACJM, South will be link)	—	Ms. Laxmi, Sr. Judicial Assistant
26	Nazarat Branch	—	Administrative Civil Judge (South) (Sh. Nitin Shah JMFC (NI Act)-05, South will be link)	—	Sh. Nafe Singh District Nazair
27	Video Conferencing	—	CJM (South)	—	Ms. Leena Rawat, Sr. Judicial Assistant
28	Vulnerable Witness Deposition Complex	—	Sh. Ajay Garg, ASJ (FTSC) (POCSO), South	—	Ms. Poonam Sharma Sr. Judicial Assistant
29	Nodal Officer (South & South-East District(s) Website)	—	Sh. Vipin Kharb, ASJ, South-East	—	Ms. Leena Rawat, Sr. Judicial Assistant
30	E-Sewa Kendra	—	Sh. Vipin Kharb, ASJ, South-East	—	Ms. Laxmi, Sr. Judicial Assistant

Notes:-

1. All the correspondence with the Hon'ble High Court shall be made only by the Principal 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 Principal 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 work related to the issues / deposit of license fees of Lawyer's Chamber and work related to Lawyer,s Chamber has been dealt by the Lawyer's Chamber Allotment Cell

8. The above-mentioned officials shall work under the control and supervision of concerned officers In-charge and report to them on regular basis.

9. 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".
10. 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.

11. 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.

12. 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.

09/06/25

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

18834- 18934

No._____/Judl./South/Saket/ND/2025 **Dated:-** 9/6/25

Copy to:-

1. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts Complex, Delhi.
2. The Principal District & Sessions Judge (South-East), Saket Courts Complex, New Delhi.
3. All Officers of Delhi Higher Judicial Service & Delhi Judicial Service posted at Saket Courts Complex, New Delhi.
4. 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.**
5. The Public Relation Officer, Saket Court Complex, New Delhi.
6. The Administrative Officer(s) (Judl.)/Branch In-Charges of all Branches/Sections/Cell/Units etc. at Saket Courts Complex, New Delhi.
7. For uploading on LAYERS.
8. For uploading on Centralized Website through LAYERS.
9. Guard File.

09/06/25

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