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	Link Officer In-Charge	Branch In-Charge
1	Principal District & Sessions Judge's Secretariat	—	Principal District & Sessions Judge (South)	—	—
2	Administration Branch-I	—	Mr. Lokesh Kumar Sharma, District Judge (Commercial Court)-05, (South)	Mr. Samar Vishal, Addl. Sessions Judge – 02 (South)	Mr. Prabhat Bhatti, Sr. Judicial Assistant
	Administration Branch-II	—	Mr. Samar Vishal, Addl. Sessions Judge – 02 (South)	Mr. Purshotam Pathak, Addl. Sessions Judge-05 (South)	Mr. Prabhat Bhatti, Sr. Judicial Assistant
	Administration Branch-III	—	Mr. Purshotam Pathak, Addl. Sessions Judge-05 (South)	Mr. Lokesh Kumar Sharma, District Judge (Commercial Court) -05,(South)	Mr. Prabhat Bhatti, Sr. Judicial Assistant
3	Leave Sanctioning Authority of Staff Members	—	Mr. Hargurvarinder Singh Jaggi, Addl. Sessions Judge (FTC) -01, (South)	Mr. Dinesh Kumar, Addl. Sessions Judge (SC-PCOSO), (South)	Mr. Prabhat Bhatti, Sr. Judicial Assistant
4	Vigilance	—	Dr. Saurabh Kulshreshtha, District Judge-04 (South)	Mr. Samar Vishal, Addl. Sessions Judge – 02 (South)	Mr. Tara Singh Bist, Sr. Judicial Assistant
5	Litigation	—	Dr. Saurabh Kulshreshtha, District Judge-04 (South)	Mr. Sonu Agnihotri, Addl. Sessions Judge-03 (South)	Mr. Rajinder Kumar Tuteja, Sr. Judicial Assistant
6	Building Maintenance Committee Cell	Space Allotment Cell	Mr. Lokesh Kumar Sharma, District Judge (Commercial Court)-05, (South)	Mr. Samar Vishal, Addl. Sessions Judge – 02 (South)	Mr. Tara Singh Bist, Sr. Judicial Assistant

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Link Officer In-Charge	Branch In-Charge
7	Lawyers' Chambers Allotment Cell	—	Mr. Lokesh Kumar Sharma, District Judge (Commercial Court)-05, (South)	Mr. Hargurvarinder Singh Jaggi, Addl. Sessions Judge (FTC) -01, (South)	Mr. Tara Singh Bist, Sr. Judicial Assistant
8	Disaster Management Cell	—	Mr. Pooran Chand, District Judge-05, (South)	Mr. Munish Bansal, District Judge-03, (South)	Mr. Hardeep Singh, Judicial Assistant
9	Security Cell	—	Mr. Pooran Chand, District Judge-05, (South)	Mr. Purshotam Pathak, Addl. Sessions Judge-05 (South)	Mr. Rakesh Kumar, Caretaker
10	Library Branch	—	Mr. Ajay Kumar Jain, District Judge-04 (Commercial Court-Digital), (South)	Ms. Shunali Gupta, Addl. Sessions Judge (FTC)-02, (South)	Mr. Rajinder Kumar Tuteja, Sr. Judicial Assistant
11	Computer Branch	—	Mr. Vipin Kharb, Addl. Sessions Judge-07, (South-East)	Mr. Hargurvarinder Singh Jaggi, Addl. Sessions Judge (FTC)-01, (South)	Ms. Leena Rawat, Sr. Judicial Assistant
12	Receipt and Issuing Branch (R&I)	—	Mr. Ajay Garg, ASJ/Spl. Judge (NDPS), (South)	Ms. Anjani Mahajan, PO-MACT, (South)	Mr. Tara Singh Bist, Sr. Judicial Assistant
13	Judicial-I	Judicial-II	Mr. Purshotam Pathak, Addl. Sessions Judge-05, (South)	Mr. Pawan Kumar, Addl. Sessions Judge-06, (South)	Mr. Rajinder Kumar Tuteja, Sr. Judicial Assistant
14	Leave Santioning Authority of Judicial Officers	—	Ms. Savita Rao, District Judge (Commercial Court)-01, (South)	Mr. Sandeep Yadav, District Judge (Commercial Court)-03, (South)	Mr. Rajinder Kumar Tuteja, Sr. Judicial Assistant
15	Bail & Filing	Facilitation Centre	Mr. Munish Bansal, District Judge-03, (South)	Ms. Anjani Mahajan, PO-MACT, (South)	Ms. Laxmi, Sr. Judicial Assistant

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16	General Branch	Purchase Cell	Mr. Arul Varma, District Judge-02, (South)	Ms. Nabeela Wali, Addl. Sessions Judge (SC-RC), (South)	Mr. Hardeep Singh, Judicial Assistant
17	Environment (& Horticulture) Cell	—	Ms. Prabh Deep Kaur, District Judge-05, (South-East)	Ms. Manika, Addl. Sessions Judge-04, (POCSO), (South)	Mr. Hardeep Singh, Judicial Assistant
18	Caretaking	(i) Stationery (ii)Telephone Exchange	Mr. Samar Vishal, Addl. Sessions Judge - 02, (South)	Ms. Shilpi Singh, Administrative Civil Judge, (South)	Mr. Rakesh Kumar, Care-taker
19	Accounts Branch	(i) Fine & Audit (ii) Cash	Ms. Anuradha Shukla, District Judge (Commercial Court)-02, (South) (Controlling Officer) Mr. Purshotam Pathak, Addl. Sessions Judge-05 (South) (HOO)	Mr. Arul Varma, District Judge-02, (South) (Link Controlling Officer) Ms. Manika, Addl. Sessions Judge-04, (POCSO), (South) (Link HOO)	Mr. Krishna Sah (Asstt. Accounts Officer)/DDO Ms. Sneh Lata, Sr. Judicial Assistant (Branch In-Charge) Mr. Satvir (Cashier)
20	Hospitality and Protocol Branch	—	Ms. Anuradha Shukla, District Judge (Commercial Court)-02, (South)	Mr. Samar Vishal, Addl. Sessions Judge - 02 (South)	Mr. D. P. Singh, Administrative Officer (Judicial) Mr. Rakesh Kumar, Care-taker
21	Copying Agency (Civil/Sessions)	Copying Agency (Criminal)	Ms. Manika, Addl. Sessions Judge-04, (POCSO), (South)	Ms. Anjani Mahajan, PO-MACT, (South)	Mr. Itaish Yadav, Sr. Judicial Assistant

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Link Officer In-Charge	Branch In-Charge
22	Record Room (Sessions)	(i) Record Room (Civil) (ii) Record Room (Criminal) (iii) Digitization Cell	Dr. Saurabh Kulshreshtha, District Judge-04 (South)	Mr. Sonu Agnihotri, Addl. Sessions Judge-03 (South)	Mr. Sushil Kumar Jatav Sr. Judicial Assistant (Sessions, Civil & Criminal) and Digitization Cell
23	Pool Car Section	—	Mr. Munish Bansal, District Judge-03, (South)	Mr. Sonu Agnihotri, Addl. Sessions Judge-03 (South)	Mr. Prabhat Bhatti, Sr. Judicial Assistant
24	RTI Branch	(i) Office of PIO (ii) PRO	Dr. Saurabh Kulshreshtha, District Judge-04 (South)	Mr. Arul Varma, District Judge-02, (South)	Mr. Tara Singh Bist, Sr. Judicial Assistant
25	Office of CJM (South)	—	CJM, (South)	ACJM, (South)	Ms. Laxmi, Sr. Judicial Assistant
26	Nazarat Branch	—	Ms. Shilpi Singh, Administrative Civil Judge, (South)	Ms. Nidhi Singh, JMFC-03, (South)	Mr. Nafe Singh, District Nazir
27	Video Conferencing	—	CJM (South)	SCJ/RC (South)	Ms. Leena Rawat, Sr. Judicial Assistant
28	Vulnerable Witness Deposition Complex	—	Mr. Arul Varma, District Judge-02, (South)	Ms. Manika, Addl. Sessions Judge-04 (POCSO),(South)	Ms. Poonam Sharma, Sr. Judicial Assistant
29	Nodal Officer (South & South-East District(s) Website)	—	Mr. Vipin Kharb, Addl. Sessions Judge-07, (South-East)	Mr. Hargurvarinder Singh Jaggi, Addl. Sessions Judge (FTC) -01, (South)	Ms. Leena Rawat, Sr. Judicial Assistant
30	E-Sewa Kendra	—	Mr. Vipin Kharb, Addl. Sessions Judge-07, (South-East)	Mr. Dinesh Kumar, Addl. Sessions Judge (SC-POCSO), (South)	Ms. Laxmi, Sr. Judicial Assistant

S.No.	Branch	Connected/Attached/ Branches/Sections/ Cells/ Units etc.	Officer In-Charge	Link Officer In-Charge	Branch In-Charge
31	Nodal Officer (South), Computer Branch	—	Mr. Animesh Bhaskar Mani Tripathi, SCJ/RC (South)	Ms. Niharika Kumar Sharma, CJM (South)	Ms. Leena Rawat, 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 later shall act as the link officer; when link OIC, as per above table, also happens to be on leave.

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 Officer(s) 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.

GSingh
19/02/2026.

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

No. 9124 - 9324 /Judl./South/Saket/ND/2026 Dated:- 19/2/26

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.

GSingh

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