OFFICE OF THE DISTRICT AND SESSIONS JUDGE, JHAJJAR

ORDER

On account of general transfers of Judicial Officers posted in this Sessions Division, various Committees, constituted for different purposes, vide different orders, are re-constituted as under:

PURCHASE COMMITTEE

(As per directions of Hon'ble High Court's letter No.10174 A/Cs.A.III. Dated 27.03.2009)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Manoj Kumar Rana, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Ms. Meenu, Civil Judge (Senior Division), Jhajjar	Member

The Committee shall examine the rules/norms as well as quality and quantity of goods to be purchased for official use and submit report for proceeding further in the matter.

The Committee shall also physically inspect the furniture articles which are in broken condition and submit report with regard to the articles, which are beyond repairable. Such report be submitted in every quarter. Civil Nazir of the office of Civil Judge (Senior Division), Jhajjar and Nazir of this office shall assist the Committee in this task.

Continued Page 2

COMMITTEE FOR SCRUTINIZING PROPERTY STATEMENTS OF OFFICIALS

(As per directions of Hon'ble High Court's letter No.738 Spl.E.II/VII.B.3 (Hy.) dated 21.07.2018)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Sh. Sukhpreet Singh, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Dr. Monika Khanagwal, Chief Judicial Magistrate, Jhajjar	Member

The Committee shall examine the discrepancies, if any, in the property statements furnished by the officials and after considering the reply thereto, shall ***submit report to this office well before 31st August of every calendar year for sending the requisite certificate to Hon'ble High Court well in time.***

Superintendent Grade-II (Establishment Branch) and English Clerk/Assistant of this office shall assist the Committee in the above-said task.

COMMITTEE FOR SETTLEMENT OF AUDIT PARAS/OBJECTIONS/CAG REPORTS

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Undersigned	Chairman
2.	Shri Manoj Kumar Rana, Additional District and Sessions Judge, Jhajjar	Member
3.	Civil Judge (Sr.Division), Jhajjar	Member
4.	Section Officer	Member

Continued Page 3

The Committee shall examine and get settled/disposed of the audit paras/objections, if any raised in extensive audit and inspection note.

INTERNAL COMPLAINTS COMMITTEE REGARDING COMPLAINTS OF WOMEN AT WORK PLACES

(As per directions of Hon'ble High Court's letter No.564 Spl.E.II.L.80(a) dated 03.07.2018)

DISTRICT HEADQUARTERS

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Ms. Mona Singh, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Ms. Meenu, Civil Judge (Senior Division), Jhajjar	Member
3.	Shri Ravi, Additional Civil Judge (Senior Division), Jhajjar	Member
4.	Shri Deepak Goyal, Advocate, District Courts, Jhajjar	Member
5.	Ms. Seema Rani, Stenographer Grade-I	Member

SUB DIVISION BAHADURGARH

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1	Sh. Vivek Tomar, Additional Civil Judge (Senior Division)	Chairperson
2	Ms. Suman, Civil Judge (Junior Division)	Member
3	Ms. Taruna Rani, Advocate	Member
4	Ms. Seema, Additional Ahlmad, posted in Family Camp Court	Member

Continued Page 4

The Committee shall deal with the complaints, if any, made by female officials regarding sexual harassment at work place in accordance with the instructions contained in the Act and submit report to this office for proceeding further in the matter.

The Committee shall also ***submit report regarding pending complaints with status thereof, if any, on quarterly basis for onward transmission to the Hon'ble High Court*** as required by the Hon'ble High Court vide letter No. 1193 Spl.E.II/VII.B.3-E dated 28.10.2021

DISTRICT COMPUTER COMMITTEE

(As per directions of Hon'ble High Court letter No.650 Spl.C.B.2 dated 06.05.2013)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Praveen Kumar Lal, Additional District and Sessions Judge, Jhajjar	Chairman/ Nodal Officer
2.	Dr. Monika Khanagwal, Chief Judicial Magistrate, Jhajjar	Member
3.	Sh. Vivek Tomar, Additional Civil Judge (Senior Division), Bahadurgarh	Member

The Committee shall ensure the implementation of e-Court MMPs and Computerization projects and ***submit the progress report on fortnightly basis.***

Continued Page 5

ACCESSIBILITY COMMITTEE FOR DISABLED PERSONS

(As per directions of Hon'ble High Court letter No.835 Spl.C.B.10 dated 01.07.2021 and 30183 G.R.C.D.P dated 20.12.2023)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Praveen Kumar Lal, Additional District and Sessions Judge, Jhajjar	Chairman-cum-Nodal Officer (Computerization)
2.	Ms. Meenu, Civil Judge (Senior Division), Jhajjar	Member
3.	Shri. Deepak Goyal Advocate, District Courts, Jhajjar	Member
4.	Shri Rajesh, Record Keeper, Record Room, Sessions Court	Member
5.	Shri Uma Dutt, District System Administrator *(for District Headquarters)*	Member
6.	Shri Sanjeev, Clerk *(for Sub Division Bahadurgarh)*	Member

The Committee shall resolve the barriers faced by the Lawyers and litigants with disabilities in accessing Court filing, Court websites and other facets of Judicial System.

The issues, if any, being faced by the Lawyers and litigants with disabilities at Sub Division Bahadurgarh shall be resolved by the members nominated for Sub Division under the guidance and direction of Chairman.

System Officer/System Assistants shall assist the Committee in the aforesaid task.

Continued Page 6

COMMITTEE FOR MONITORING THE LAPSES ABOUT UPDATION OF DATA/INFORMATION IN CIS AS WELL AS FUNCTIONING OF CIS

(As per directions of Hon'ble High Court letter No. 195 Spl.OSD (e-SC) dated 19.11.2019)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Praveen Kumar Lal, Additional District and Sessions Judge, Jhajjar	Chairperson/ Nodal Officer *(Computerization)*
2.	Ms. Meenu, Civil Judge (Senior Division), Jhajjar	Member
3.	Sh. Vivek Tomar, Additional Civil Judge (Senior Division), Bahadurgarh	Member
4.	System Officer, Jhajjar	Member
5.	System Assistant, Bahadurgarh	Member

The Committee is required to sensitize all the Judicial Officers and staff about updation of data/information in CIS and ensure that the instructions issued by Hon'ble High Court from time to time are being followed in letter and spirit and ***shall submit report to this office on weekly basis***. Shortcomings, if any, be brought to the notice of this office immediately.

The Committee is also required to make optimum use of CIS Crystal Report (CCR) software meant for monitoring purpose and ***submit quarterly monitoring report*** to this office ***for onward transmission to the Hon'ble High Court.***

Continued Page 7

COMMITTEE FOR THE PURPOSE OF WEEDING, SCANNING AND DIGITIZATION OF JUDICIAL RECORDS

(As per directions of Hon'ble High Court's letter No. 2286/Spl.C.B.2 dated 10.10.2016)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Praveen Kumar Lal, Additional District and Sessions Judge, Jhajjar	Chairman/ Nodal Officer (Computerization)
2.	Ms. Meenu, Civil Judge (Sr.Division), Jhajjar	Member
3.	Shri Ravi, Additional Civil Judge (Senior Division), Jhajjar	Member
4.	Shri Vivek Tomar, Additional Civil Judge (Senior Division), Bahadurgarh	Member

The Committee shall oversee the work of weeding ***(w.e.f. 01.01.2018)***, as also ensure to accomplish the work of scanning and digitization of judicial records and thereby finalize the process of migrating scanned data to the DMS (Document Management System) in an expeditious manner and ***shall submit monthly report in this regard for onward transmission to the Hon'ble High Court***.

Continued Page 8

DISTRICT SUB-COMMITTEE FOR STATE COURT MANAGEMENT

(As per directions of Hon'ble High Court's letter No. 26749 SCMSC dated 24.09.2016)

Sr. No	Name of Judicial Officers	Designation for the purpose of Committee
1.	Undersigned	Chairman
2.	Sh. Praveen Kumar Lal, Additional District & Sessions Judge, Jhajjar	Member/ Nodal Officer (Computerization)
3.	Ms. Meenu, Civil Judge (Senior Division), Jhajjar	Member
4.	Addl. Deputy Commissioner, Jhajjar	Member
5.	District Attorney, Jhajjar	Member
6.	Principal, Government P.G. College, Jhajjar	Member
7.	Shri Deepak Goyal, Advocate, District Courts, Jhajjar	Member

PLEA BARGAINING COMMITTEE

(As per directions of Hon'ble High Court's letter No. 1873/Spl./Gaz.II.17 dated 19.10.2022)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Sukhpreet Singh, Addl. District & Sessions Judge, Jhajjar	Head
2.	Ms. Meenu, Addl. Chief Judicial Magistrate, Jhajjar	Member
3.	Shri Ravi, Judicial Magistrate First Class, Jhajjar	Member

Continued Page 9

The Committee shall submit the work done statements in respect of the cases, which are identified for the purpose of disposal by resorting to the triple method of plea bargaining compounding of offences and under the Probation of Offenders Act, 1958, as per order dated 14.09.2022, passed by Hon'ble Apex Court in Suo Moto Writ Petitioner (Criminal) No. 4 of 2021, to this office on fortnightly basis for onward transmission to Hon'ble High Court.

COMMITTEE FOR GREENERY, PLANTATION AND CLEANLINESS IN JUDICIAL COURTS COMPLEXES

(As per directions of Hon'ble High Court's letter* No.1190 spl.E.II/VII.B.4 (Pb.1) dated 26.10.2021*)

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee.
1.	Ms. Mona Singh, Additional District & Sessions Judge, Jhajjar	Chairperson
2.	Ms. Meenu, Civil Judge (Sr. Division), Jhajjar	Member
3.	Ms. Suman, Civil Judge (Jr. Division) Bahadurgarh	Member
4.	Ms. Aashima Garg, Civil Judge (Junior Division) Bahadurgarh	Member

The Committee shall examine the quantity of manpower required for maintenance of greenery and plantation in Judicial Courts Complexes, Jhajjar and Bahadurgarh.

The Committee shall randomly pay surprise visit to the Judicial Complexes and ensure cleanliness in the same. Any lapse, in this regard, be intimated to this office for taking action against the defaulting official(s).

The Committee shall be assisted by English Clerk/ Assistant/clerk (Establishment Branch) for District Headquarters and concerned Nazirs in Sub Divisions for the above-said task.

Continued Page 10

MONITORING AND MENTORING COMMITTEE

(As per directions of Member Secretary, Haryana State Legal Services Authority, Panchkula letter No. 12599-12675 (LO)/2018/MS/HALSA dated 22.11.2018*)*

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Sukhpreet Singh, Addl. District & Sessions Judge, Jhajjar	Head
2.	Shri Vishal, Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Jhajjar	Member
3.	Shri Vivek Tomar, Sub Division Judicial Magistrate-cum-Chairperson, Sub Divisional Legal Services Committee, Bahadurgarh	Member
4.	Shri Deepak Goyal Advocate, District Courts, Jhajjar	Member
5.	Shri Surender Lochab Advocate, Sub Division Bahadurgarh	Member

The Committee shall keep close monitoring of the Court based legal services rendered and the progress of the cases in the legal aided matters and to guide and advise the penal lawyers.

COMMITTEE FOR EXAMINING MATTERS WITH REGARD TO DISCPLINARY PROCEEDINGS, SERVICE APPEALS, CIVIL WRIT PETITIONS, REPRESENTATIONS MADE BY OFFICIALS

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Sukhpreet Singh, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Shri Manoj Kumar Rana, Additional District and Sessions Judge, Jhajjar	Member

Continued Page 11

The Committee shall examine the draft of notice under Rule 7 or 8 of the Haryana Civil Services (Punishment and Appeal) Rules, 2016, to be served upon the delinquent official(s), comments in Service Appeals and reply in writ petitions, so prepared by this office and vet the same.

The Committee shall also examine the matters with regard to representations made by the official and shall render the opinion.

Section Officer of this office, Superintendent Grade-II (Establishment)/ English Clerk/ Assistant (Establishment Branch) shall assist the Committee in the above-said tasks.

INTERNAL SECURITY COMMITTEE

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Manoj Kumar Rana, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Dr. Monika Khanagwal, Chief Judicial Magistrate, Jhajjar	Member
3.	Shri Vivek Tomar, Additional Civil Judge (Senior Division), Bahadurgarh	Member

The Committee shall look into all the security aspects of the Court premises including working of CCTV cameras, metal detectors, issues as to their working/non-working/repair or deployment of security forces within and outside the Court premises or any other allied/connected issues. Report in this regard, shall be submitted to this office on fortnightly basis.

Continued Page 12

The Committee shall also deal with the applications for supply/preserve of footage of CCTV cameras installed in Judicial Complexes at Jhajjar and Bahadurgarh and submit report in this regard, to this office for taking further action in the matter.

COMMITTEE FOR CHECKING PUNCTUALITY OF STAFF

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee.
1.	Shri Praveen Kumar Lal, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Ms. Meenu, Civil Judge (Senior Division), Jhajjar	Member
3.	Shri Vivek Tomar, Additional Civil Judge (Senior Division), Bahadurgarh	Member

The Committee shall randomly pay surprise visit to the complexes and ensure punctuality of staff during office hours. The Committee shall also ensure that the entire staff is in proper uniform.

Any lapse on the part of defaulting official(s) shall be reported by the Committee to this office.

COMMITTEE FOR CHECKING PUNCTUALITY OF CHOWKIDARS

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee.
1.	Shri Praveen Kumar Lal, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Shri Jitesh Kumar, Civil Judge (Junior Division), Jhajjar	Member
3.	Shri Vivek Tomar, Additional Civil Judge (Sr.Divn.), Bahadurgarh	Member

Continued Page 13

The Chairperson or member of the Committee (mentioned at serial No. 1 and 2) shall conduct surprise visit at Judicial Complex, Jhajjar, after office hours. Sunday/holidays at regular intervals and submit fortnightly report to this office. The applications for grant of casual leave/any kind of leave and rest shall be forwarded by the Chairperson of the Committee.

Similarly, the same directions shall be followed by the Officer (mentioned at serial No.3) in respect of Sub Division Bahadurgarh.

Any lapse on the part of defaulting official(s) shall be reported by the Committee to this office.

COMMITTEE FOR OVER-SEEING THE FUNCTIONING/ PROPER UPKEEPING OF RECORD ROOMS

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Manoj Kumar Rana, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Ms. Meenu, Civil Judge (Senior Division), Jhajjar	Member
3.	Sri Vivek Tomar, Additional Civil Judge (Senior Division), Bahadurgarh	Member

The Committee shall ensure that the files of decided cases are consigned to Record Rooms within stipulated time frame as prescribed by the Hon'ble High Court, as also the file are being kept in sage custody in Bastas and at proper place and are sent to the quarters concerned well in time. The Committee shall also take the remedial measures to protect the judicial records from termites or rainy water etc.

Continued Page 14

The Officer/Incharge shall visit their respective Record Rooms at regular intervals and submit the reports on fortnightly basis ensuring the proper upkeeping of records, in the light of instructions contained in Hon'ble High Court's letter No. Civil-II/SB-13 dated 24.09.2021, conveyed vide endorsement No. 4438 dated 28.09.2021 (copy enclosed).

COMMITTEE TO OVERSEE FUNCTIONING OF COPYING AGENCIES

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Ms. Mona Singh, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Dr. Monika Khanagwal, Chief Judicial Magistrate, Jhajjar	Member
3.	Shri Vivek Tomar, Additional Civil Judge (Senior Division), Bahadurgarh	Member

The Committee shall ensure that the relevant record is sent to the Copying Agencies by the quarters concerned well in time for facilitating the preparation of copies and the certified copies applied for by the Lawyers/litigants are being supplied within stipulated time frame. Any lapse on the part of the official(s) shall be reported by the Committee to this office.

Continued Page 15

COMMITTEE FOR OVER-SEEING THE FUNCTIONING OF eSEWA KENDRAS

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Praveen Kumar Lal, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Shri Ravi, Additional Civil Judge (Senior Division), Jhajjar	Member
3.	Shri Vivek Tomar, Additional Civil Judge (Senior Division), Bahadurgarh	Member

The Committee shall regularly monitor the working of e-Sewa Kendras set up in this Sessions Division. Any issue which may disrupt smooth functioning of e-Sewa Kendra or e-filing be immediately brought to the notice of undersigned.

The Committee shall also intimate number of cases instituted through e-filing in District Headquarters, as also sub Division at Bahadurgarh on weekly basis.

COMMITTEE FOR OVER-SEEING THE WORK OF INCREMANTAL SCANNING

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Praveen Kumar Lal, Additional District and Sessions Judge, Jhajjar	Chairperson
2.	Ms. Mona Singh, Additional District and Sessions Judge, Jhajjar	Member

Continued Page 16

3.	Ms. Suman, Civil Judge (Junior Division), Bahadurgarh	Member
4.	Ms. Aashima Garg, Civil Judge (Junior Division), Bahadurgarh	Member

The Committee shall ensure that the work of incremental scanning of fresh cases is being done regularly by all the Courts, as per directions of the Hon'ble High Court, conveyed vide letter No. 1091 Spl/CB-2 dated 23.05.2022 (copy enclosed) and submit the report to this effect on fortnightly basis.

DISASTER MANAGEMENT COMMITTEE

Sr. No.	Name of Judicial Officers	Designation for the purpose of Committee
1.	Shri Raj Kumar Yadav, Addl. District & Sessions Judge, Jhajjar	Head
2.	Ms. Meenu, Civil Judge (Sr. Divn.), Jhajjar	Member
3.	Shri Ravi, Addl. Civil Judge (Senior Division) Jhajjar	Member
4.	Superintendent Gr-II (Estbalishment Branch) of this office	Member
5.	Accountant of this office	Member
6.	Civil Nazir of the office of Civil Judge (Senior Division), Jhajjar	Member

All concerned be informed accordingly.

(Ajay Tewatia)
District and Sessions Judge,
Jhajjar. 29.04.2025

Continued Page 17

Endorsement No. 3044 Dated 30/4/2025

Copy forwarded to all the concerned for information and necessary action.

(Ajay Tewatia)
District and Sessions Judge,
Jhajjar. 29.04.2025