

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, NEW DELHI DISTRICT, PATIALA HOUSE COURTS, NEW DELHI

In super-session of all the earlier orders the following Officers / Officials are hereby designated as Officer Incharges, Administrative Officers (Jud.) and Branch Incharges of Branches in New Delhi District, as mentioned against their names, in addition to the work already assigned to them, with immediate effect:-

S. NO.	NAME OF BRANCH	OFFICER INCHARGE	LINK OFFICER INCHARGE	Sr. A.O (J)/ A.O (J.) & ACCTS. OFFICER	BRANCH INCHARGE OR SR. MOST DEALING ASST.
1	PERSONAL OFFICE OF THE LD. DISTT. & SESSIONS JUDGE, NDD	DISTT. & SESSIONS JUDGE	SH. O.P. SAINI, SPL. JUDGE (CBI-04)		SH. PAWAN KR. AGGARWAL, PS, 892999309, EXT: 409
2	ADMINISTRATION (I)/ LEAVE SECTION (I)	SH. ANURAG SAIN, SPL JUDGE (CBI-06)	SH. SANDEEP GARG, ADJ-01	MS. MADHU GUPTA, 9899889919, EXT: 320	SH. BACHAN SINGH, SJA, 8860296607, EXT : 320
3	ADMINISTRATION (II)/ LEAVE SECTION (II)	SH. SANDEEP GARG, ADJ-01	SH. SATISH KR. ARORA ASJ-02 (FTC)		
4	ADMINISTRATION (III)/ LEAVE SECTION (III)	SH. SATISH KR. ARORA ASJ-02 (FTC)	SH. ANURAG SAIN, SPL JUDGE (CBI-06)		
5	JUDICIAL BRANCH	SH. PRAVEEN KUMAR, ADJ-05	SH. ARUN BHARDWAJ, SPL. JUDGE, CBI-05		
6	STATIONERY BRANCH	SH. LAL SINGH, SPL JUDGE (CBI-02)	SH. DHEERAJ MOR, JSCC/ASCI/GJ		
7	IR&I SECTION	SH. SATISH KR. ARORA ASJ-02 (FTC)	MS. TWINKLE WADHWA, ADJ-03		
8	VIGILANCE LITIGATION	SH. ARVIND KUMAR, SPL JUDGE (CBI-01)	SH. SANDEEP GARG, ADJ-01		
9	COMMITTEE BRANCH (Monitoring Comm. of 5-10 year old cases)	SH. RAJEEV BANSAL, JUDGE IN-CHARGE MEDIATION CENTRE	SH. ARVIND KUMAR, SPL. JUDGE CBI-01		
10	BAIL & FILING SECTION	SH. M.K. NAGPAL, PO, MACT	SH. CHANDRA SHEKHAR, ADJ-04		
11	FACILITATION CENTRE/P.R.O. OFFICE	DISTT. & SESSIONS JUDGE	SH. ARUN BHARDWAJ, SPL. JUDGE, CBI-05		
12	NAZARAT BRANCH	SH. ATUL KRISHNA AGRAWAL ACJ-cum-CCJ-cum-ARC			
13	ACCOUNTS BRANCH			SH. PRATAP SINGH, SJA, 9990203905 EXT : 372	
14	CASH BRANCH	HEAD OF OFFICE	CONTROLLING OFFICER	SH. MUNISH CHOUDHRI AFRO, 9968093712, EXT : 328	
15	FINE & AUDIT SECTION	SH. SUDESH KUMAR SPL. JUDGE, NDPS	SH. ANURAG SAIN, SPL JUDGE (CBI-06)	SH. NARESH KUMAR, CIVIL NAZIR/ INCHARGE, 9911942148, EXT : 333 EXT : 324/338	
16	RECORD ROOM (SESSIONS) & DIGITIZATION	SH. CHANDRA SHEKHAR ADJ-04	SH. RAM LAL MEENA, ADJ-02 & WAKF TRIBUNAL	SH. M.R.M. MENON, SJA 9891987752, EXT : 370	
17	RECORD ROOM (CRL)			SH. RAMESH SAINI, SJA, 9873951996, EXT : 321	
18	RECORD ROOM (CIVIL)			SH. ANIL KR. RAI, SJA, 9654909100, EXT : 321	
19	LIBRARY	MS. TWINKLE WADHWA, ADJ-03	MS. AMBIKA SINGH, MM-02	SH. N.P. SINGH, SJA, 9818131956, EXT : 316 (assisted by Sh. VINOD KR.. JA 7838287003)	
20	GENERAL BRANCH	MS. ANU GROVER BALIGA, ASJ (FTC)	SH. SUDESH KUMAR, SPECIAL JUDGE (NDPS ACT)	MS. SHEELA MADHUSUDHAN, 9968363270, EXT: 326	
21	COPYING AGENCY	SH. ANIL ANTIL, ASJ-04 (PILOT COURT)	MS. TWINKLE WADHWA, ADJ-03	MS. MANJU RANA, SJA, 8447251929, EXT : 358	
22	COMPUTER BRANCH	SH. ARUN BHARDWAJ, SPL. JUDGE (CBI-05)	SH. SUMEET ANAND, MM-07	SH. C.M.S. BISHT, SJA, 8860273159, EXT : 373/390 (assisted by Sh. SUKHDIR SINGH, JA 9891536986)	
23	POOL CAR SECTION	SH. ANIL ANTIL, ASJ-04 (PILOT COURT)	SH. SUMEET ANAND, MM-07	SH. SATPAL ARORA, SJA, 9891591110, EXT : 380	
24	RTI BRANCH/ RTI TRANSPARENCY OFFICER	MS. ANU GROVER BALIGA, ASJ (FTC)	SH. RAM LAL MEENA, ADJ-02 & WAKF TRIBUNAL	SH. N.P. SINGH, SJA, 9818131956, EXT : 319 (assisted by Ms. NISHA SHARMA, JA, 9999439214)	
25	RTI FIRST APPELLATE AUTHORITY	SH. PRAVEEN KUMAR, ADJ-05	SH. SATISH KR. ARORA ASJ-02 (FTC)		
26	CMM OFFICE	SH. DEEPAK SHERAWAT, CMM		SH. MUKESH KUMAR, JJA, 9968724302, EXT : 309	
27	EVENING CELL	SH. DEEPAK SHERAWAT, CMM		SH. SATPAL ARORA, SJA, 9891591110, EXT : 351	
28	CARE TAKING BRANCH & TELEPHONE EXCHANGE	SH. SANDEEP GARG, ADJ-01		SH. BAL KRISHAN VATS, SJA 9868941118 (SH. BHUPESH KR. GUPTA CARE TAKER, 8586998944) EXT : 325/306	
29	HINDI SECTION	MS. NAMRITA AGGARWAL, SCI-cum-RC (NODAL OFFICER-HINDI)		MS. MADHU GUPTA, 9899889919, EXT: 320	SH. BACHAN SINGH, SJA, 8860296607, EXT : 419

Note :-

1. The Officer(s) In-Charge shall :-

(a) be responsible for regularly supervising the work of the Branches (and connected Branches and Sections) under their control on daily basis, inter alia, by providing necessary guidance/directions to the Administrative (Judl.) or Branch Incharge.

(b) take all necessary decisions using proper discretion in matters of routine nature, keeping in mind the best interest of the institution and shall refer the matter to the District & Sessions Judge, in case of any doubt;

(c) Co-ordinate with other Officer(s) -in-Charge and Committees, whenever required.

2. The Administrative Officer Judicial/ Branch Incharges and all subordinate staff shall work under the control and supervision of the concerned Officers Incharge. They will be answerable to and report on daily basis to the respective Officer(s) in-Charge.

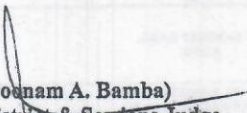
3. In the event of inability to discharge such responsibility (on account of leave, other duties etc.) of the OIC of a Branch/Cell, the OIC of the Branch/ Cell mentioned immediately next in the list shall be suitably informed by the former and the latter shall act as the link officer.

4. 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 OICs shall issue formal orders, in consultation with and under intimation to the undersigned.

5. The Officer(s) In-Charge of the Administrative Branches are hereby authorized to regulate and take appropriate decisions, as per rules on the application for leave of all members of categories of staff under their respective control, under intimation to DDO. The leave of AAO & AO (J) shall not be approved without prior intimation of District & Session Judge, NDD

6. Sh. Praveen Kumar, ADJ-05 is hereby authorized to look after leave application including Earned Leave and Medical Leave of the Officers of DHJS (except his own leave and that of Officers senior to him) & DJS, New Delhi District with immediate effect. In case of his non-availability or his absence on account of leave or otherwise, Sh. Arun Bhardwaj, Spl. Judge (PC Act), CBI-05, shall look after the above mentioned work. However, the correspondence with the Hon'ble High Court of Delhi, New Delhi shall be done only through the undersigned.

7. Sh. Ram Lal Meena, ADJ-02 is hereby authorized to look after the work of service of summons on Judicial Officers / Officials.


(Poenam A. Bamba)
District & Sessions Judge
New Delhi District
Patiala House Courts, New Delhi

No. 4907 - 4982 /Committee/D&SJ/NDD/2019

Dated : 22 /02 /19

Copy forwarded for information to :

1. The Registrar General, Hon'ble High Court of Delhi.
2. The District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Principal Judge, Family Court, New Delhi District, New Delhi.
4. The Judge Incharge, Mediation Centre, New Delhi District, PHC, ND.
5. All the Judicial Officers, New Delhi District, New Delhi.
6. All the Members concerned.
7. All the Administrative Officers (Judicial), NDD, PHC, ND.
8. The Superintendent, NDDLSA, New Delhi District, PHC.
9. All the Branch Incharges New Delhi District, PHC, ND.
10. The P.S. to the undersigned.
11. The APRO, New Delhi District, PHC, ND.
- ✓ 12. Website Committee (Hindi & English), THC, Delhi.
13. The District System Administrator, NDD to upload the same on the website of this District.
14. The Care Taker, Care Taking Branch, NDD to display on notice board.
15. The Dealing Assistant R&I Section, NDD to upload on LAYERS.

District & Sessions Judge
New Delhi District
Patiala House Courts, New Delhi