

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQe) : DELHI
ORDER

In supersession of earlier orders, the following Judicial Officers are hereby authorized to act as Officer In-Charge of the Branches (Central) as mentioned against their names, with immediate effect:-

S.No	Name of Branch/ Work assigned	Name of Officer	Link Officer
1	Promotion Cell		Sh.Dheeraj Mor Addl. Sessions Judge (Central)
2	Recruitment Cell	Sh. Rakesh Pandit, Addl. District Judge (Central)	
3	Consumable Items of Stationery, General Branch, Store & Distribution Store, To look after the work of Police Aid and work of process		Ms. Upasana Sotija Administrative Civil Judge (West)
4	Administration Branch-II	Sh. Anur Sukhija Addl. Sessions Judge (East)	Ms. Kavari Baweja District Judge (Commercial Court) (Central)
5	Protocol Cell		Ms. Ankita Lal Addl. Sessions Judge (FTSC) (RC) (West)
6	RTI Branch (Central)	Ms. Nisha Saxena District Judge (Commercial Court)-04 (Central)	Dr. Rakesh Kumar-II Addl. District Judge (Central)
7	Digitization Committee (Central and Centralized Digitization Committee)		---
8	All kinds of leave of DHJS & DJS (Central)	Sh. Vinod Kumar Bansal, Principal Judge, Family Court, (West)	Sh. Hem Raj, Addl. Sessions Judge (West)
9	Nodal Officer, Centralized Hindi Implementation Committee	Sh. Hem Raj, Addl. Sessions Judge (West)	Dr. Rakesh Kumar-II Addl. District Judge (Central)
10	Library		
11	Administrative Judge	Sh. Vinod Kumar Bansal, Principal Judge, Family Court, (West)	Sh. Rajnesh Kumar Gupta District Judge (Comm.Court)-02 (Central)
12	Record Room (Criminal, Civil & Sessions)		
13	Administration Branch-II		Sh. Anur Sukhija Addl. Sessions Judge (East)
14	Controlling Officer (Under Rule 13 of Delegation of Financial Powers Rules, 1978 and General Financial Rules)		---
15	Nominated for Centrally Sponsored Scheme for Fast Track Special Courts and to initiate the process for opening a Zero Balance Bank Account in SBI and registration on PFMS Portal	Sh. Pawan Kumar Jain Chairman (IT & Digitization) Delhi District Courts	---
16	Nodal Officer for uploading data on the portal of different commercial Court		---
17	Facilitation Center and Filing Section (Central)	Dr. Rakesh Kumar-II Addl. District Judge (Central)	Sh. Sanjeev Kumar Aggarwal District Judge (Commercial Court) (Central)
18	R&I Branch (Central)		
19	Copying Agency (Civil & Small Cause Court)		Sh. Rakesh Pandit Addl. District Judge (Central)
20	Copying Agency (Criminal & Sessions)		
21	Facilitation Officer for collection of data etc	Sh.Dheeraj Mor Addl. Sessions Judge (Central)	---
22	Litigation Branch (Central)		Ms. Kavari Baweja, District Judge (Commercial Court) (Central)

23	Administration Branch-I	Ms. Kavari Baweja District Judge (Commercial Court) (Central)	Sh. Pawan Kumar Jain Chairman (IT & Digitization) Delhi District Courts
24	Judicial Branch (Central)		Sh. Rakesh Pandit Addl. District Judge (Central)
25	Coordinator, Study Circle, THC		—
26	Tis Hazari Courts Complex Security Cell	Sh. Vishal Singh, Addl. District Judge (West)	Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)
27	Head of Office (Power conferred under Rule 2 (XII) of the General Financial Rules, 1968)	Sh. Murali Prasad Singh Judge Family Court (Central)	Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)
28	Vigilance Branch (Central)	Sh. Dharmender Rana Special Judge (NDPS)(Central)	Sh. Rakesh Pandit Addl. District Judge (Central)
29	Reviewing Officer regarding amount deposited in Court		
30	Computer Branch	Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge-04 (Central)
31	Disaster Management Cell		Sh. Praveen Singh Addl. District Judge (Central)
32	Purchase Cell		Ms. Kavari Baweja, District Judge (Commercial Court) (Central)
33	In dealing with Ease of Doing Business		Sh. Mridul Gupta Administrative Civil Judge (Central)
34	Website Nodal Officer	1) Sh. Sunil Kumar Sharma Addl. Sessions Judge (West) 2) Sh. Gaurav Sharma Metropolitan Magistrate (Central)/Nodal Officer	—
35	Nodal Officer Digitization Section		
36	Nodal Officer for the purpose of forwarding of application for creation of e-Mail ids of Judicial Officers (Central District)	1. Sh. Sunil Kumar Sharma Addl. Sessions Judge (West) / Nodal Officer 2. Sh. Gaurav Sharma Metropolitan Magistrate (Central)	—
37	Centralized Computer Committee		
38	Nazarat Branch	Sh. Mridul Gupta Administrative Civil Judge (Central)	Ms. Upasana Salija Administrative Civil Judge (West)
39	Care Taking Branch		
40	Office of ACJ Central and Telephone Exchange (For warrant of attachment/possession and other work of bailiff)		
41	Grievance Redressal Officer		
42	Nodal Officer, Training Programme for sensitization of Court Staff w.r.t. differently abled litigants		
43	Supervision of work of uploading of circulars on website		
44	Non-consumable items of Stationery		
45	Transparency Officer (RTI Act)	Sh. Hem Raj Addl. Sessions Judge (West)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central)
46	Employees leave sanctioning Authority	—	Sh. Rakesh Pandit Addl. District Judge (Central)
47	First Appellate Authority, RTI Act	Sh. Pawanjit Singh District Judge (Commercial Court) (Central)	Sh. Atul Krishna Aggarwal, Addl. Sessions Judge (Spl. FTC)-02 (Central)
48	Primary User for Government e-market place	Sh. Vikrant Vaid Spl. Judge (Electricity Court) (Central)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge-04 (Central)
49	Pool Car Branch	Sh. Ajay Singh Shekhawat Addl. District Judge (Central)	Sh. Akshay Shukla Addl. District Judge-07 (Central)

50	For initiating for exercising supervision over prosecution for the contravention of the provision of Section 15A(2)(i) of the Protection of Civil Rights Act, 1955	Sh. Sanjeev Kumar Aggarwal, District Judge (Commercial Court) (Central)	Ms. Ritu Singh Addl. Sessions Judge (FTSC)(RC) (Central)
51	Add. Coordinator, Study Circle, THC		
52	Nodal Officer to look after the Progress of Development Schemes of UTs	Sh. Sushil Anuj Tyagi Addl. Sessions Judge-04 (Central)	---
53	Administration Branch-III Administrative work in Hindi respect of personal file	Sh. Sushil Anuj Tyagi Addl. Sessions Judge-04 (Central)	Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)
54	Nodal Officer to check and verify the uploaded data on the portals of DOJs by the Judicial Branch (Central)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central)	---
55	Drawing & Disbursing Officer (Central)	Sh. Raj Kumar Kundoo Accounts officer	Link DDO Sh. Prashant Bhatti, Assistant Accounts Officer (Central)
56	Nodal Officer, RTI Branch (Central)	Sh. Mohd. Shakeel Saifi, System Analyst,	---
57	BMC Cell (Central & West)	---	---

However, the correspondence with the Hon'ble High Court will be done only through the undersigned.

Girish Kathpalia
12.1.23

(GIRISH KATHPALIA)
Principal District & Sessions Judge (HQs)
Delhi

No. 4254-454 /F.1(3)/Gaz/23 Dated 2 JAN 2023

Subject:- Authorization of Officer in-charge

Copy forwarded for information & necessary action to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (West) Tis Hazari Courts, Delhi.
3. The Officers concerned.
4. The Sr. AO(J)/AO(J)/Accounts Officer, all the branches (Central) Tis Hazari Courts, Delhi.
5. The P.S. to the undersigned.
6. The Website Committee (English/Hindi) Tis Hazari Courts, Delhi.
7. The R&I Branch (Central) for uploading on LAYERS.

Principal District & Sessions Judge (Hqs)
Delhi