

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, EAST DISTRICT
KARKARDOOMA COURTS: DELHI**


ORDER

In super-session of earlier orders, the following Judicial Officers are hereby appointed as Officer-In-Charge to look after the work of the Branches indicated against their names with immediate effect:

Sl. No.	Name of the Branche(s)	Name of Officer-In-Charge/Authority	Name of the Link Officer In-Charge
1.	Leave Sanctioning Authority for Judicial Officers	Sh.Sanjay Sharma DJ (Commercial)-01	Sh. Chandra Sekhar DJ (Commercial)-02
2.	Administration-I	Sh. Arun Sukhija ASJ-03	Sh. Gajender Singh Nagar, ASJ (SC RC)-02
3.	Administration-II		
4.	Administration-III		
5.	Judicial Branch	Sh. Ajay Garg, ADJ-01	Sh. Rajesh Kumar, ADJ-03
6.	Pool Car Section	Ms. Deepali Sharma ASJ-04	Ms. Ruby Alka Gupta, ASJ-01 (POCSO)
7.	All Records Room	Ms. Mayuri Singh, PO MACT	Sh. Sanatan Prasad ADJ-02
8.	R & I	Sh. Satbir Singh Lamba, ASJ(SC), POCSO	Ms. Swati Katiyar ASJ (SFTC)
9.	RTI Branch	Ms. Swati Katiyar ASJ (SFTC)	Sh. Satbir Singh Lamba, ASJ(SC), POCSO
10.	General Branch and Authorized to sign all the application pertaining to Notary & Experience /Character Certificate of the Advocates at KKD Courts, Delhi	Sh. Gajender Singh Nagar ASJ (SC RC)-02	Sh. Hasan Anzar ASJ-06 (POCSO)
11.	Copying Agency	Sh. Arun Sukhija, ASJ-03	Sh. Kishor Kumar ADJ-04
12.	Vulnerable Witness Deposition Complex	Sh. Hasan Anzar ASJ-06 (POCSO)	Sh. Satvir Singh Lamba ASJ (SC) (POCSO)
13.	Library Branch	Sh. Satvir Singh Lamba ASJ (SC) (POCSO)	Ms. Shelly Arora, ASJ-05 (Electricity)
14.	Purchase Cell	Ms. Deepali Sharma, ASJ-04	Sh. Ajay Garg, ADJ-01
15.	Litigation Branch	Sh. Sandeep Gupta ASJ (SC RC)-01	Sh. Kishor Kumar, ADJ-04
16.	Vigilance Branch	Sh. Vishal Gogne, ASJ-02,/Spl. Judge(NDPS)	Sh. Rajesh Kumar, ADJ-03
17.	Computer Branch, Facilitation Centre & Video Conferencing	Sh. Rajesh Kumar, ADJ-03	Sh. Sandeep Gupta ASJ (SC RC)-01
18.	Bail & Filing Section	Sh. Satvir Singh Lamba ASJ (SC)) (POCSO)	Sh. Kishor Kumar ADJ-04
19.	Leave Sanctioning Authority for Staff	Sh. Kishor Kumar, ADJ-04	Ms. Anjani Mahajan, ASJ(FTSC)(RC)
20.	Care Taking Branch and Stationery Branch	Sh. Rajesh Kumar, ADJ-03	Ms. Mayuri Singh, PO MACT
21.	Nazarat Branch	Sh. Mayank Mittal, ACJ	Ms. Prigya Gupta, ASCJ/JSCC/ GJ
22.	Hindi Section	-	-
23.	Building Maintenance Committee Cell	Sh. Gajender Singh Nagar ASJ (SC RC)-02	Sh. Rajesh Kumar, ADJ-03

Jain

24.	Lawyer's Chamber Allotment Cell	Sh. Gajender Singh Nagar ASJ (SC RC)-02	Sh. Hasan Anzar ASJ-06 (POCSO)
25.	Disaster Management Cell	Sh. Gajender Singh Nagar ASJ (SC RC)-02	Sh. Hasan Anzar ASJ-06 (POCSO)
26.	Office of CMM (East)	CMM , East	Ms. Saloni Singh, ACMM
27.	Nodal Officer (Computer Branch)	Sh. Arvind Dev Metropolitan Magistrate-01	Sh. Akhil Malik, Metropolitan Magistrate (Municipal)
28.	Nodal Officer for creation of E-Mails/Ids of Judicial Officers and Website Committee		
29.	Nodal Officer/Verifying Officer for the purpose of creation of Login Ids and to verify the credentials of the Officials posted at filing counter of East District, Karkardooma Courts, Delhi		



 (SHAIL JAIN)
 Principal District & Sessions Judge
 East District, Karkardooma Courts, Delhi.

No. 7243-51/Pr. D&SJ(East)/KKD/Delhi

Dated 05/08/2023

Copy forwarded for information & necessary action to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District and Sessions Judge(HQs), Tis Hazari Court, Delhi.
3. The Principal District & Sessions Judge, Shahdara, Karkardooma Courts, Delhi.
4. The Principal District & Sessions Judge, North East, Karkardooma Courts, Delhi.
5. Concerned Judicial Officers, Karkardooma Courts, Delhi.
6. The Administrative Officer (Judl.)/Incharge all the Branches, Karkardooma Courts, Delhi.
7. The Website Committee, Tis Hazari Courts/Karkardooma Courts, Delhi.
8. For uploading on LAYERS.
9. PS to the undersigned.


 for (GIRDHAR GOPAL)
 Administrative Officer (Judicial)
 East District, Karkardooma Courts,
 Delhi