

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

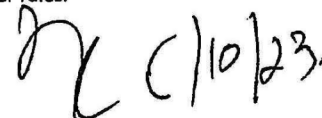
ORDER

The below mentioned work of the Branches of Central District, Tis Hazari Courts are hereby assigned/allocated to the Administrative Officers (Judicial) as mentioned against their names, with immediate effect:-

Name of the Officer	Assigned work related to.
Ms. Archana Kalra A.O. (Judl.)	Recruitment Cell / Promotion Cell, Central, Tis Hazari Courts, Delhi.
	Vulnerable Witness Deposition Complex, Central, Tis Hazari Courts, Delhi.
	PIO, RTI Cell, Central, Tis Hazari Courts, Delhi.
	Record Officer, RTI Cell, Central, Tis Hazari Courts, Delhi.
	Nodal Officer for GNCTD (Public Grievances Commissions (PGC), Complaints received through Department of Law, Justice and Legislative Affairs, Govt of NCT of Delhi.
	Liaison Officer/Nodal Officer of GNCTD
	Nodal Officer for CPGRAM
	Computer Branch, Central, Tis Hazari Courts, Delhi.
	R & I Branch, Central, Tis Hazari Courts, Delhi
Ms. Simmi Kapoor A.O. (Judl.)	Layers Seat, Central, Tis Hazari Courts, Delhi.
	Record Room (Civil/Criminal/Sessions), Central, Tis Hazari Courts, Delhi
	Nominated as Delegated Administrator (DA for managing email accounts for domain ddc.nic.in)

Note:-

1. Ms. Simmi Kapoor, Administrative Officer (Judl.) is also nominated as Link PIO, RTI Cell, Central District, Tis Hazari Courts, Delhi in the absence of Ms. Archana Kalra, Administrative Officer (Judl.).
2. Ms. Simmi Kapoor, Administrative Officer (Judl.) is hereby directed to look after the above allocated work in addition to the work already assigned to her.
3. Non-compliance of the order/immediately proceeding on leave shall be considered deliberate insubordination and disciplinary action shall be taken against the officer, as per rules.



(NAROTTAM KAUSHAL)

PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)

DELH

Dated, Delhi the 05 OCT 2023

No. 75495-545 /Admn-I/P & T/HQs/2023

Copy forwarded for information and necessary action to:-

1. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
2. The Officer In-charge, Accounts Branch, Central District, Tis Hazari Courts, Delhi.
3. The Officer In-Charges of all the above mentioned concerned Branches, Central District, Tis Hazari Courts, Delhi.
4. The Officers concerned for immediate compliance.
5. The Sr. A.O(I)/A.O(II)/Branch In-Charge, Administration Branch, Central/West/NDD/South/South-East / East/North- East/Shahdara/North/North-West/South-West/RACC, Delhi/New Delhi.
6. The Dealing Officials, Establishment / Seniority & Promotion/Personal File, Administration Branch-I & II, Central, Tis Hazari Courts, Delhi.
7. The Dealing Official, Leave Section, Accounts Branch, Room No. 114, Central, Tis Hazari Courts, Delhi.
8. The Dealing Officials of all the above mentioned concerned Branches.
9. The Web-site Committee, Tis Hazari Courts, Delhi.



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