



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

**ORDER**

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

S.N	Name of Branch/ Work assigned	Name of Officer	Link Officer
1	Promotion Cell	Sh. Deepak Garg District Judge, Comm.Court (Central)	Sh. Rajinder Singh, ASJ (SC-RC) (West)
2	Recruitment Cell		
3	Judicial Branch (Central)	Ms. Ravinder Bedi District Judge, Comm.Court (Central)	Sh. Sanjeev Kr. Singh, District Judge, Comm.Court (Central)
4	General Branch (Consumable items of Stationery, Store & Distribution Store and Purchase cell merged with Genl.Branch). To look after the work of Police Aid and work of process. (Judicial Branch)	Ms. Barkha Gupta, District Judge, Comm.Court (Central)	Sh. Umed Singh, District Judge, Comm.Court (Central)
5	Administration Branch-I	Ms. Kaveri Baweja District Judge Comm.Court (Central)	Sh. Pawan Kumar Jain Chairman (IT & Digitization). Delhi District Courts
6	Administration Branch-II	Sh. Pawan Kumar Jain, Chairman, IT /Digitization, Delhi District Courts.	Sh. Arun Sukhija Judge Family Court (West)
7	Administration Branch-III	Sh. Arun Sukhija Judge Family Court (West)	Ms. Kaveri Baweja District Judge. (Comm. Court) (Central)
8	RTI Branch (Central)	Sh. Rajesh Malik, ADJ (Central)	Sh. Sandeep Kr. Sharma, ADJ(Central)
9	Vigilance Branch	Ms. Ruchi Agarwal Asrani PO-MACT-01 (Central)	Sh. Pankaj Sharma, PO-MACT-02 (Central)
10	Reviewing Officer regarding amount deposited in Court.	Sh. Sanjeev Kr. Singh District Judge, Comm.Court (Central)	Sh. Rajinder Singh, ASJ (SC-RC). (West)
11	All kinds of leave of DHJS & DJS (Central)	Sh. Umed Singh, District Judge, Comm.Court (Central)	Sh. Hem Raj, Addl. Sessions Judge (West)
12	Administrative Judge		
13	Record Room (Criminal, Civil & Sessions)		
14	Security Cell (Tis Hazari Courts Complex)	Sh. Mukesh Kumar ADJ (West)	Sh. Sunil Kumar Sharma ASJ (West)
15	Centralized Hindi Implementation Committee	Sh. Hem Raj, Addl. Sessions Judge (West)	Sh. Rajesh Malik, ADJ (Central)
16	Library		
17	Transparency Officer (RTI Act)		
18	Employees leave sanctioning Authority	Sh. Raj Kumar, ASJ (Central)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central) Sh. Jiten Mehra, ADJ (Central)
19	Digitization Cell (Central and Centralized Digitization Committee)	Sh. Sushil Anuj Tyagi, Additional Sessions Judge (Central)	

20	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.	----
21	Nodal Officer for uploading data on the portal of different commercial Court.		---
22	Controlling Officer (Under Rule 13 of Delegation of Financial Powers Rules, 1978 and General Financial Rules)	Sh. Sanjeev Kr. Aggarwal, District Judge, Comm.Court (Central)	-----
23	E-Sewa Kendra-cum-Facilitation Center(Central)	Sh. Deepak Garg, District Judge, Comm.Court (Central)	Sh. Manoj Kumar ASJ-(FTSC)(POCSO)-02 (Central)
24	Filing Section		
25	R&I Branch (Central)		
26	Disaster Management Cell		Sh. Praveen Singh, ADJ (Central)
27	Copying Agency (Civil & Small Cause Court)	Sh. Manish Yaduvanshi, ASJ (SC-RC) (West)	Sh. Joginder Prakash Nahar, ASJ (FTC) (Central)
28	Copying Agency (Criminal & Sessions)		
29	Facilitation Officer for collection of data etc.		
30	Litigation Branch (Central)	Ms. Ruchi Agarwal Asrani PO-MACT-01 (Central)	
31	Protocol Cell	Ms. Kaveri Baweja District Judge Comm.Court (Central)	Ms. Charu Aggarwal Judge Family Court (West)
32	Head of Office Power conferred under Rule 2(XII) of the General Financial Rules, 1958)	Sh. Murari Prasad Singh Judge Family Court (Central)	Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)
33	Computer Branch	Sh. Sunil Kumar Sharma, Addl. Sessions Judge, (West)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central)
34	In dealing with Ease of Doing Business.		Ms. Medha Arya Ld. ACJ-CCJ-ARC (Central)
35	Website Nodal Officer		
36	Nodal Officer Digitization Section		Sh. Gaurav Sharma, Civil Judge (Central)
37	Centralized Computer Committee (Nodal Officer)		
38	Supervision of work of uploading of circulars on Website.		Ms. Upasana Satija ACMM (West)
39	Nodal Officer for the purpose of forwarding of application for creation of E-Mail IDs of Judicial Officers (Central District)	Sh. Gaurav Sharma, Civil Judge (Central)	-- 

40	Nazarat Branch	Ms. Medha Arya, Ld. ACJ-CCJ-ARC (Central)	Ms. Divyashree Raina MM-Mahila Court (Central)
41	Care Taking Branch		
42	Office of ACJ Central and Telephone Exchange (For warrant of attachment/possession and other work of bailiff.		
43	Grievance Redressal Officer (For Retired Officers)		
44	Nodal Officer, Training Programme for sensitization of Court Staff w.r.t. differently abled litigants.		
45	Non-consumable items of Stationery.		
46	First Appellate Authority, RTI Act	Ms. Ila Rawat, District Judge, Comm.Court,(Central)	Sh. Sandeep Kumar Sharma ADJ (Central)
47	Primary User for Government e-market place.	Branch In-Charge, General Branch (Central)	---
48	Pool Car Branch	Sh. Sanjay Sharma-II, District Judge, Comm.Court (Central)	Sh. Sachin Jain ASJ (POCSO) (West)
49	Nodal Officer to look after the Progress of Development Schemes of UTPs.	Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central)	---
50	Administrative work in Hindi respect of personal file. <b>(Administration Branch-III)</b>		Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)
51	Nodal Officer to check and verify the uploaded data on the portals of DOJs by the Judicial Branch (Central).		-----
52	Drawing & Disbursing Officer (Central)	Sh. Ajay Mehrol Senior Accounts officer	Link DDO Sh. Pramod Singh Rawat, Accounts Officer (Central)
53	Nodal Officer, RTI Branch (Central)	Sh. Mohd. Shakeel Saifi, System Analyst,	---

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

*NK* 21.12.23  
(NAROTTAM KAUSHAL)

Principal District & Sessions Judge (HQs)

Delhi

Dated 21 DEC 2023

No. 94191-94351 /F.1(3)/Gaz/23

**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(I)/Branch In-Charge/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.

*NK*  
Principal District & Sessions Judge (HQs)

Delhi