

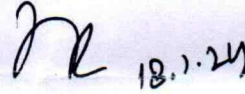
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI**

**ORDER**

In pursuance of circular no. 8802-9302/I/RR/E.O/THC/Delhi/2010 dated 29.01.2010 of the then Ld. District & Sessions Judge, Tis Hazari Courts, Delhi and in super-session of this office order no.22717-847/P&T/Admn.-II/HQs/Delhi/2023 dated 24.03.2023, the following officials posted in Record Rooms, Tis Hazari Courts are hereby designated as Record Keepers and Assistant Record Keepers, for the purpose of weeding out work in addition to the regular work assigned to them, with immediate effect:-

Name of the Branch	Sl. No.	Name, Designation & Employee Code	Designated as
Record Room (Sessions), THC	1.	Sh. Randhir Singh, SJA (EC:1515)	Record Keeper
	2.	Sh. Suriender Singh, JA (14006)	Asstt. Record Keeper
Record Room (Criminal), THC	1.	Ms. Meena Bhatia, SJA (EC: 69871169)	Record Keeper
	2.	Sh. Inderjeet, JA (EC: 39262868)	Asstt. Record Keeper
Record Room (Civil), THC	1.	Sh. Mohan Chandra, SJA (EC: 27191902)	Record Keeper
	2.	Sh. Vishwajeet Singh, JA (EC: 12704)	Asstt. Record Keeper

**Note:** In case of transfer/retirement/non-availability (for any reason, whatsoever) of designated Record Keeper, the next seniormost Official of the respective Record Room will automatically assume the duties of Record Keeper. Similarly, in case of transfer/retirement/non-availability (for any reason, whatsoever) of designated Assistant Record Keeper, the immediate seniormost official of respective Record Room will assume the duties of Assistant Record Keeper. The aforesaid nomination or automatic resumption of duties should be in accordance with the norms laid down as per circular no 8802-9302/I/RR/E.O/THC/Delhi/2010 dated 29.01.2010.



(Narottam Kaushal)  
Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi

No. 4649-4670 / P&T/Admn.II/HQs/2023

Dated, Delhi the 18/01/2024

**Copy forwarded for information and necessary action to:**

1. The Principal District & Sessions Judge (West), Tis Hazari Courts.
2. The Officer In-Charge, Record Rooms, Tis Hazari Courts
3. The Personal Office of the undersigned.
4. The Administrative Officer (Judl.), Central, Tis Hazari Courts.
5. The Branch Incharge, Record Room (Civil, Sessions, Criminal), Tis Hazari Courts.
6. The Branch Incharge, Litigation Branch (Central & West), Tis Hazari Courts.
7. The Dealing Assistants, Personal File & LAYERS Seat, Central, THC, Delhi for further necessary action/up-dation as per rules.
8. The Dealing Asst., Website Committee, THC with the direction to upload the order on the 'Employees Corner' (on Website).
9. The officials concerned.



Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi