

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)	Ms. Shefali Barnala Tandon ASJ (West)
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	Sh. Mukesh Kumar Gupta District Judge Comm.Court (Central)	Sh. Sunil Kumar Sharma Chairman (IT & Digitization) Delhi District Courts
6	Administration Branch-II	Sh. Rajesh Kumar Goyal District Judge Comm.Court (Central)	Sh. Arun Sukhija Judge Family Court (West)
7	Administration Branch-III	Sh. Arun Sukhija Judge Family Court (West)	Sh. Mukesh Kumar Gupta 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	LAC Branch	Head of the Office (Central)	DDO (Central)
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)	Sh. Sushil Anuj Tyagi ASJ (Central)	Ms. Ruchi Agarwal Asrani, PO-MACT-01 (Central)
14	Security Cell (Tis Hazari Courts Complex)	Sh. Dig Vinay Singh District Judge, Comm.Court (West)	Sh. Sunil Kumar Sharma Chairman (IT & Digitization) Delhi District Courts
15	Library	Sh. Hem Raj, Additional Sessions Judge (West)	Sh. Rajesh Malik, ADJ (Central)
16	Transparency Officer (RTI Act)		Sh. Sushil Anuj Tyagi ASJ (Central)
17	Employees leave sanctioning Authority	Sh. Raj Kumar, ASJ (Central)	Sh. Jiten Mehra, ADJ (Central)

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18	Digitization Cell (Central and Centralized Digitization Committee)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central)	---
19	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. Sunil Kumar Sharma Chairman (IT & Digitization) Delhi District Courts	----
20	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)	-----
21	E-Sewa Kendra-cum-Facilitation Center (Central)	Sh. Deepak Garg, District Judge, Comm.Court (Central)	Sh. Manoj Kumar ASJ-(FTSC)(POCSO)-02 (Central)
22	Filing Section		Sh. Praveen Singh, ADJ (Central)
23	R&I Branch (Central)		
24	Disaster Management Cell.		
25	Copying Agency (Civil & Small Cause Court)	Sh. Manish Yaduvanshi, ASJ (SC-RC) (West)	Sh. Joginder Prakash Nahar, ASJ (FTC) (Central)
26	Copying Agency (Criminal & Sessions)		
27	Litigation Branch (Central)		
28	Protocol Cell	Ms. Ruchi Agarwal Asrani PO-MACT-01 (Central)	Ms. Charu Aggarwal Judge Family Court (West)
29	Head of Office Power conferred under Rule 2(XII) of the General Financial Rules, 1958)	Sh. Mukesh Kumar Gupta District Judge Comm.Court (Central)	Sh. Sunil Kumar Sharma Chairman (IT & Digitization) Delhi District Courts
30	Computer Branch	Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central)	Sh. Sudhanshu Kaushik, ADJ (West)
31	In dealing with Ease of Doing Business.		Ms. Medha Arya Ld. ACJ-CCJ-ARC (Central)
32	Website Nodal Officer		Sh. Gaurav Sharma, Civil Judge (Central)
33	Nodal Officer Digitization Section		
34	Centralized Computer Committee (Nodal Officer)		
35	Supervision of work of uploading of circulars on Website.		Ms. Upasana Satija ACMM (West)
36	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)	--
37	Nazarat Branch	Ms. Medha Arya, Ld. ACJ-CCJ-ARC (Central)	Sh. Gaurav Sharma, Civil Judge (Central)
38	Office of ACJ Central and Telephone Exchange (For warrant of attachment/possession and other work of bailiff.		

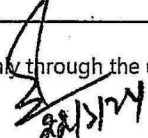
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39	Care Taking Branch		
40	Grievance Redressal Officer (For Retired Officers)		
41	Nodal Officer, Training programme for sensitization of Court Staff w.r.t. differently abled litigants.		
42	Non-consumable items of Stationery.		
43	First Appellate Authority, RTI Act	Ms. Illa Rawat, District Judge, Comm.Court,(Central)	Sh. Sandeep Kumar Sharma ADJ (Central)
44	Primary User for Government e-market place.	Branch In-Charge, General Branch (Central)	---
45	Pool Car Branch	Sh. Sanjay Sharma-II, District Judge, Comm.Court (Central)	Sh. Sachin Jain ASJ (POCSO) (West)
46	Administrative work in Hindi respect of personal file. (Administration Branch-III)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central)	Sh. Sunil Kumar Sharma Chairman (IT & Digitization) Delhi District Courts
47	Nodal Officer to check and verify the uploaded data on the portals of DOJs by the Judicial Branch (Central).		-----
48	Nodal Officer for the purpose to increase awareness among the public at large and to inform them about availability of resources to ensure accessibility to justice to accused persons with disabilities. (Pursuant to the directions contained in Judgement dated 24.08.2023 in WP (CrI).2500/2022 & CRL.M.A. 21701/2022 titled "Rakesh Kumar Kalra Deaf Divyang Vs. State Govt. of NCT of Delhi".	Sh. Hukum Chand SJA, Filing Branch, West District Tis Hazari Courts, Delhi	
49	Nodal Officer for all branches of Central District, Tis Hazari Courts, Delhi to render necessary assistance for escalating the requests of Persons with Disabilities. (Pursuant to letter No.2542/Accessibility Committee, dated 24.11.2023 of High Court of Delhi/New Delhi.)	Sh. Hukum Chand SJA, Filing Branch, West District Tis Hazari Courts, Delhi	-----
50	Nodal Officer for collating information regarding the cases concerning or relating to HIV- Positive Persons and anonymize the identity of such persons during the collating of data of Central and forward the same to the Nodal Officer of Hon'ble High Court. (Pursuant to letter No.61/Rules/DHC/2024, dated 08.02.2024 dated 24.11.2023 of High Court of Delhi/New Delhi.)	Sh. Hukum Chand SJA, Filing Branch, West District Tis Hazari Courts, Delhi	-----

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51	Drawing & Disbursing Officer (Central)	Sh. Ajay Mehrol Senior Accounts officer	Link DDO Sh. Pramod Singh Rawat, Accounts Officer (Central)
52	Nodal Officer to deal with the charge-back issues of the Project of implementation of online payment of fine of Central District, THC, Delhi.	Sh. Ajay Mehrol Senior Accounts officer	—
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.


(SANJAY GARG-I)

Principal District & Sessions Judge (HQs)
Delhi

No. 19072-19222/F.1(3)/Gaz/2024

Dated 22 MAR 2024

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 AO(B)/Branch In-Charge/Accounts Officer, all branches of (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