

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI.

No. 10315 /Transparency/SHD/KKD/Delhi/2022 Dated 14/11/22

To,

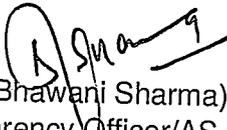
The Chairman,
Website Committee,
Tis Hazari Courts, Delhi.

Sub: Qua updation of Information on website in compliance of provisions u/s 4(1) (a) of Right to Information Act, 2005.

Sir,

Please find enclosed herewith the updated information regarding the details of nature of work of the branches of Shahdara District, Karkardooma Courts, Delhi, in compliance of provision under section 4(1) (a) of Right to Information Act, 2005.

Hence, you are requested to get uploaded the updated information on the website of Delhi District Courts, www.delhidistrictcourt.nic.in, so, that the updated information can be made accessible to the general. Further, you are requested to direct the official concerned to update the information time to time as and when any order received.


(Ms. Bhawani Sharma)
Link Transparency Officer/ASJ-01/POCSO
Shahdara District, KKD Courts, Delhi.

Encl.: As above

Copy to:- The Officer In-charge, Website Committee, Karkardooma Courts, Delhi, with the request to get uploaded the updated information on Karkardooma website and also direct the official concerned to update the information time to time, as and when any order received.


Link Transparency Officer/ADJ
Shahdara District, KKD Courts, Delhi.

Encl.: As above

O/o THE PRINCIPAL DISTRICT & SESSIONS JUDGE (EAST)
KARKARDOOMA COURTS, DELHI

No. 877/Comp.Sec./KKD/2022

Dt. 29.07.2022

To

The Ld. Transparency Officer
Shahdara District,
Karkardooma Courts, Delhi.

Sub: Details of nature of work of staff posted in the Computer Branch, Karkardooma Courts, Delhi

Respected Madam,

In reference to the Order No.6218-19/Transparency/SHD/KKD/Delhi/2022, dated 26.07.2022, please find enclosed herewith the requisite information as Annexure 'A' and 'B' in respect of details of nature of work and other relevant information of staff posted from Shahdara District at Computer Branch, Karkardooma Courts, Delhi.

This is for your kind information please.

Thanking You.

Your's sincerely,



(Vijay Kumar Jha)
ADJ/OIC-Computers
Karkardooma Courts, Delhi

Encl: Annexure 'A' and 'B'

Annexure 'A'

COMPUTER BRANCH KARKARDOOMA COURTS DELHI

1. Rajeev Kumar, JA

- To assist staff of Shandara District in ICJS.
- To assist staff of Shandara District in E-filing.
- Revocation and transfer of cases of Shandara District in CIS.
- Prepare undated report and delay management report.
- Prepare a report of manual chargesheet filed by concerned CMM office, every fortnightly.
- To assist DSA and SA in providing CIS training to the staff of SHD District.
- Any other work assigned by the Branch Incharge.

Annexure 'B'

COMPUTER BRANCH

- Server handling and server backup
- To assist and report to AO(J), Nodal Officer and Officer Incharge (Computer).
- To suggest the course of action on the files. Finally put up the notes/Drafts of letters to Sr. Officers for approval
- Noting /Drafting
- Trouble shooting Training to staff about CIS and various existing and upcoming software.
- To deal with day to day problems
- To Assist both in ministerial as well as technical arena
- Prepare various reports
- Handling of Web Site.
- To liaison with Service Managers of AMC/ Warranty Companies for smooth functioning of Computerization work
- Technical assistance to the stationed engineers/staff/branches
- To check and send the e-mails regularly
- Maintenances of LAN in whole court complex
- To deal with day to day computer complaints and maintain various register of such complaints.
- To allot the complaints to stationed engineers.
- Maintenance of Files and Records
- Maintaining and uploading of records in Website
- Any other work assigned by the Branch Incharge, Nodal Officer and Officer Incharge (Computer).

TRAINING ROOM:

- To conduct training programmes for Ld. Judicial Officers and Staff.

COMPUTER STORE ROOM:

1. The Computer Store is maintaining the following registers:
 - i) Non-consumable fixed Assets Stock Registers
 - ii) Consumable Items Distribution Register
 - iii) Received and Issued/Stand-by register
 - iv) Hardware Distribution Registers pertains to CPUs, Printers, LCDs, TFTs etc.
2. Dealing with the following Files:
 - i) Requisition File pertains to cartridges and computer systems and its peripherals
 - ii) Gate Pass Issuance File
 - iii) Charge Hand-over/Take-over File
 - iv) Correspondence File with the Headquarters and other authorities

- v) File with regard to several reports submitted by stationed engineers
- vi) To maintain the file with regard to No-Dues Certificates

3. Noting and Drafting.

4. Compliance of orders of the authorities regarding collecting of cartridges and computer systems from other districts.

5. To keep monitoring the installation of computer systems in newly constructed courts.

6. To maintain the inventory of computer systems and its peripherals.

7. To assist the authority regarding condemnation of computer articles and prepare the reports accordingly.

8. To comply with the directions of Ld. OIC, Ld. Nodal Officers and Branch-In-Charge, Computers.

9. To perform duties on non-working days on the direction of authorities.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI

No. 6243 /Genl./SHD/KKD/Delhi/2022

Dated 27/7/2022

To

The Transparency Officer,
Shahdara District,
Karkardooma Courts, Delhi.

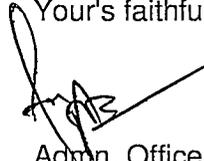
Subject: Details of Nature of work of General Branch.

Sir,

With reference to your office Order No. 6218-19/Transparency/SHD/KKD/Delhi/2022 dated 27.07.2022, on the subject cited above, please find enclosed herewith the details of nature of work of General Branch, Shahdara District, Karkardooma Courts, Delhi.

Submitted please.

Your's faithfully,



Admn. Officer(Judl.)
General Branch,
Shahdara District,
KKD/Delhi.

WORKING STRUCTURE OF GENERAL BRANCH/SHAHDARA DISTRICT,
KKD/DELHI

<i>Officer-in-Charge</i>	<i>Ms. Sarita Birbal, Ld. Principal Judge, Family Courts, Shahdara District, KKD/Delhi</i>
<i>Link Officer-in-Charge</i>	<i>Sh. Vineet Kumar, Ld. Additional Sessions Judge-02</i>

- Dealing with matters/order received from Hon'ble High Court & Hon'ble Supreme Court of India (Record letters/order to concerned courts & Files & records to Hon'ble High Court of Delhi).
- Sending various reports in compliance of Judgments/orders received from Hon'ble High Court of Delhi and Supreme Court of India.
- Maintenance of successor court records.
- Confirmation of order from Hon'ble High Court of Delhi & Hon'ble Supreme Court of India.
- Dealing with Environment Committee/Disaster Management Committee.
- Circulation of orders/circulars received from other districts.
- Local purchase of stationery items from local market.
- Apart from this, various Judgments received from Hon'ble High Court of Delhi and letter received from Jail Authorities are also circulated to all the court of Shahdara District by this branch.
- This branch also receive various letter regarding providing of police Aid. All the correspondence related to that is being done by this branch including sending the letter to DCP through the concerned Naib Court. Once the sanction letter is received from the office of DCP the same is sent to the concerned court.
- Preparation and distribution of rubber stamps. The work related to surrender of rubber stamps is also handled by General Branch.
- Complaints related to Photocopier machines and Fax machines are handled by this branch. Work related to installation of the abovesaid machines are also done by this branch.
- Dealing with General complaints of public addressed to Ld. Principal District & Sessions Judge/Shahdara.
- Issuance of no dues certificate to Court Staff & Ld. Judicial Officers.
- We also prepare Annual Budget for purchase of items which comes under General Branch such as rubber stamps, stationery items, file covers. Yearly Audit of this branch is also done by the office of Accountant General (Audit).
- Maintaining record of work relates to WPC (Witness Protection Committee).
- Maintaining of stock register & billing of the same.
- Sending Jail Dak to jail authority received from various courts.

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

No. 6344 /Fine & Audit/Shd./Kkd/2022

Date 28/07/22

To,

Ms. Kiran Bansal,
Transparency Officer,
Shahdara District,
Karkardoom Courts, Delhi.

Ref.: Order No.6218-19/Transparency/SHD/KKD/Delhi/2022 Dated-26/07/22

Respected Madam,

This is with reference to OrderNo.6218- 19/Transparency /SHD /KKD /Delhi/2022, Dated-26/07/22, received with direction to provide the details of nature of work of the branch and other relevant information maintained by the branch (as per the provisions of Section 4(1) (a) of RTI act 2005). In this connection, the requisite information of Fine & audit, which is as under:

1.	Receiving and maintaining of Dailty fine statement .
2.	Receiving and maintaining of monthly fine statement.
3.	Conducting of internal audit of MM & ASJ courts.
4.	Issuing of Refund vouchers

Thanking you,

Yours faithfully,



Drawing & Disbursing Officer
office of the Principal District & Sessions Judge,
Shahdara District, Karkardoom Courts.

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

No. 6345 /C.B./Shd./Kkd/2022

Date - 28/07/22

To,

Ms. Kiran Bansal,
Transparency Officer,
Shahdara District,
Karkardoom Courts, Delhi.

Ref.: Order No.6218-19/Transparency/SHD/KKD/Delhi/2022 Dated 26/07/22

Respected Madam,

This is with reference to Order No. 6218-19/Transparency/SHD/KKD/Delhi/2022, Dated 26/07/22, received with direction to provide the details of nature of work of the branch and other relevant information maintained by the branch (as per the provisions of Section 4(1) (a) of RTI act 2005). In this connection, The requisite information of cash branch, which is as under:

1.	Receiving of fine from various courts i.e. Criminal Courts and deposit the same with accredited bank.
2.	Issuing the Fine Receipts against amount deposited in cash branch.
3.	Payment made to witnesses etc. as per the vouchers received from court concerned.
4.	RTI & Misc fee receiving and issuing TR5 and deposit the same with accredited bank.
5.	Submitting various bills (i.e. Salary, G.P.F., Contigent etc.) prepared by Accounts Branch, to Pay and Accounts Office, Govt. of NCT, Delhi.

Thanking you,

Yours faithfully,



Drawing & Disbursing Officer
office of the Principal District & Sessions Judge,
Shahdara District, Karkardoom Courts.

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To,

Ms. Kiran Bansal
I.d. ASJ-04,
Transparency Officer,
Shahdara District KKD,
Delhi.

Subject :- Details of nature of work in Nazarat Branch Shahdara District, KKD
Courts, Delhi.

Respected Madam,

In reference to your office Order No. 6218-19/ Transparency/SHD/KKD/
Delhi, dated 26/07/22, on subject cited above please find enclosed herewith requisite
information as desired.

This for your kind perusal and necessary action please.


INCHARGE
Nazarat Branch (SHD)
KKD Courts Delhi


Administrative Civil Judge
Delhi
27/7/22

WORK LOAD IN NAZARAT BRANCH SHADARA DISTRICT

1. Main role of Nazarat Branch is to carry out service of process received in Nazarat Branch well in time as per directions of concerned courts on daily basis.
2. The charter of duties is divided in the following categories as mentioned below:-
 - (a) Hon'ble High Court of Delhi Summons :- The Nazarat Branch is responsible to carry out process of summons received from Hon'ble High Court of Delhi through Ld. District & Session Judge (HQ), Tis Hazari Courts and returned them well in time i .e. 15 days before date of hearing in Hon'ble High Court of Delhi.
 - (b) Out of Station summons/ Notices:- To carry out out process of all summons/ notices received from all out stations either dasti or through by post or through L.d. District & Session judge, (HQ) Tis Hazari Courts, Delhi.
 - (c) 7 Districts Courts Complexes Summons/notices:- To carry out process of summons/notices received from 6 District Courts complexes as well as from East and North-East District of Karkardooma Court complex also.
 - (d) Shahdara District Courts summons/notices:- to carry out process of summons/notices received from the following courts of Shahdara District in each folder on daily basis:-
 - (i) MM Courts
 - (ii) Civil Courts
 - (iii) Sessions Courts
 - (e) Warrants of attachments/possession/Arrest:- To carry out process of Warrants received from the courts for marking on daily basis from Ld. ACJ, Shahdara District at 02.00 PM. And after that marked and entered them in computer and handed over to the concerned bailiff received from concerned civil and sessions Courts. The Incharge/ concerned bailiff also ensure for police Aid per directions of courts for possession of warrants.
 - (f) Short Dates/Urgent Cases/ Dasti summons:- to carry out process of Summons/notices received from all courts on urgently basis/dasti given to plaintiff. He arrange the concerned duty process server for promptly service well in time as per directions.

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- g) Return back of summons after Kharza:- The Nazarat Branch also deals with the duties of returned back of all warrants/ summons/notices in time after having proper Kharza in computer i.e served or unserved with the date of served/unserved in the following categorises:-
- (1) Hon'ble High Court of Delhi.
 - (ii) Summons received from all other state including Hon'ble High Court of all states.
 - (iii) 6 Distric Courts complexes as well as from East and North-East District of Karkardooma Court complex Delhi.
- (h) **Notice to Nazarat Branch Incharge:-** It is also one of the duty of Nazarat branch to deal with notices received from any courts regarding clarification. Incharge Nazarat Branch make reply of such notices either served or unserved and appears in the concerned courts on the given date alongwith reply and with the concerned process server/Bailiff.
- (i) **Queries of summons by petitioners/ counsels:-** The Nazarat Branch also deal on day to day basis regarding Served/unserved of summons alongwith details of process server to whom summons is marked for service.
- (j) **Payment of Diet Money:-** Nazarat Branch also deal with payment of Diet Money deposite and disbursement on daily basis to the concerned witnesses.
- (k) **Publication in News papers:-** It is also a duty of Nazarat Branch to publish the notices received from concerned courts on daily basis in the newspaper as per directions of courts on receipt of applications duly allowed from the concerned courts the dealing Nazir received the amount from the petitioners/ counsels. The notice is again returned back to the concerned courts by the Nazir for the court Ahlmad to issue the Notices for publication in Newspapers after endorsing bis remarks on the application. The receipt number and amount also mentioned on the application. Then on receipt of summons for publication, the Nazir concerned send the summons to the concerned new agency for publication in time.

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Volume of work dealt with by each Civil Nazir/ Naib Nazir per day.

(a) **Civil Nazir/ Branch Incharge :-** It is also one of the duty of nazarat Branch to deal with notices received from any courts regarding clarification, alongwith reply and arrange for the distributions of process among process server and the transmission of process to agencies located at Tahsils. To see that the prescribed accounts are properly maintained by the staff working under his immediate control.

(b) **Civil Nazir :-** Delhi High court Seat, Sessions Seat, Warrant Seat, and marking of summons and summons send through g mail. And through N-step.

(c) **Naib Nazir:-** MM seat, Civil Court Seat, out state seat, tasdik on all the summons of returns by Process Servers, Dak delivered entry in dak registers for all other Districts.

(d) **Naib Nazir :-** All the Dak Recieved others Districis, Gair Zilla Seat, Diet Money Seat, and Dak Register entry and marking summons name of process servers.


(PRAHLAD SINGH)
C N/ In-Charge,
Nazarat Branch (SHD)

**Detail of Officials working in Facilitation Centre (Bail Section/ Filing Section)
Shahdara District**

Sr. No	Name of the Official	Designation
1.	SH. JAI PRAKASH	SR. JUDICIAL ASSTT.
2.	SH. ASHWANI KUMAR	JUDICIAL ASSTT.

Nature of work of Bail Section:

1. The Bail applications pertaining to Addl. Sessions Judges (Shahdara) are received through e-mail / hard copy l in triplicate and after that stamping of the same is done.
2. Thereafter, the same are given filing numbers and then registered in the login ID of the concerned Judge and sent to the court concerned after preparing the list of these application manually.
3. The bail orders are received from the court concerned, entered in the list and then as directed, the bail orders are got copied from some other branch and thereafter copies are given dasti to the parties and sent to the court concerned, Jail superintendent and pending bail application are kept for the date given by the Ld. ASJ.
4. Thereafter a bunch of decided applications is prepared (paging and indexing) daily and same are sent to record room at least after 2-3 months for consignment. There are so many misc.work also like inspection of bail applications, issue work, updation of bail applications preparing copying agency applications etc. also are done in Bail Section.
5. The pending bails are transferred in login ID of the Judge who is hearing the bail according to the bail roster after every 1-2 months whenever the roster changes.

Nature of work of Filing Section:

1. Many types of petitions/Suits/cases are received and thoroughly checked by the dealing official in Filing Section such as **Civil suits of Additional District Judges, Civil Suits for Civil judges, Trade Mark, Copy Right, Probates cases, Regular Civil Appeal, Misc. Civil Appeal, PPA, Election Petition, Commercial Cases, Order XXXVII Summery Suit, MACT Claim Petitions, LAC cases, Delhi Rent Control Act cases, Arbitration cases, Executions, Rent Appeals, MCD appeals, Criminal Revisions, Criminal Appeals, Session Cases for allocation, Guardianship, Counter claim, Succession certificate, Letter of Administration, Police Challans/Charge Sheets, DAR-Petition, Transfer Application u/s 24 CPC, Transfer**

Application u/s 408 Cr. PC, Ex- Party Set a Side, Setting aside Disposed of decided, Release of articles/Case property Disposal of articles , release of personal search articles filed by the police officials, Review applications, Restoration applications Contempt of court u/s 340, Misc. Application of all courts ADJ, ASJ & Senior Civil Judge Received and sent to the concerned Court petition, Caveat etc.

-2-

2. These files/ petitions are then given filing number and data entry is done for the same. Thereafter these files are sent to the concerned Ld.ADJ, Ld.ASJ or LD.SCJ, Ld.JSCC, Ld.ACJ and Ld.CJ after marking/allocation to the courts. After marking of these files a list is prepared manually for the same to be received by the concerned court staff. This list is also maintained by this Section for future reference. This list is also displayed on the counter daily for the convenience of Advocates/ Litigants.
3. The civil suit having the E-Court fee stamps are locked on line and after allocation these files/ petitions are sent to the courts concerned.
4. Officials of Filing Section also make entry of all the Police Challans/Charge sheets/DAR pertaining to Shahdara District, in computer and allocate them to court concerned.
5. Files from High Court for hearing in District Court are brought from High Court and allocated to concerned courts.
6. The files of ADJs which are to be sent to High Court are sent after making covering letter by this branch.
7. The misc applications of all courts are received here and sent to the concerned courts for the hearing after computer entry and providing filing number to each application.
8. The Caveats are also received here and given number to the same and entered manually in register as well as in computer for future reference for at least 3 months. These caveats are maintained for the period of 3 months and are daily checked whether any case filed with such particulars to be attached herewith. These are also destroyed after every 3 months .


(Jai Prakash)

Senior Judicial Asstt.


(Ashwani Kumar)

Judicial Asstt.

In Bail/Filing Section

Shahdara District KKD Courts, Delhi.

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

No 6376 /Judl./SHD./KKD/2022

Delhi,

Dated : 29/07/22

To

The Transparency Officer,
Additional Sessions Judge -04
Shahdara District, KKD Courts, Delhi.

**Sub : Details of Nature of work of Judicial Branch, Shahdara District,
Karkardooma Courts, Delhi.**

Madam,

In compliance to the Order no. 6218-19/Transparency/SHD/KKD/Delhi/2022, dated 26.07.2022, please find enclosed herewith the details of nature of work and details of concerned officer and officials posted in Judicial Branch , Shahdara District, Karkardooma Courts, Delhi.

Thanking you,

Yours sincerely,


(**Sukhwinder Kaur**)

Officer In-charge, Judicial Branch,
District Judge, Commercial Court-02,
Shahdara District, Karkardooma Courts, Delhi

Encls. :- As above.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT : KARKARDOOMA COURTS, DELHI.

JUDICIAL BRANCH, SHAHDARA DISTRICT, KARKARDOOMA COURTS,
DELHI.

DESIGNATION	NAME	CONTACT NO.
OFFICER IN-CHARGE	MS. SUKHVINDER KAUR, DISTRICT JUDGE, COMMERCIAL COURT-02	011-22308156
ADMINISTRATIVE OFFICER (Judl.)	VACANT POST	011- 22101424
JUDICIAL ASSISTANT	MR. MANOJ	011- 22101422
JUDICIAL ASSISTANT	MR. GURPREET SINGH	011- 22101422

WORKING STRUCTURE OF JUDICIAL BRANCH

The work conducted in Judicial Branch is of an urgent nature and perform its task in a time bound manner. This branch deals with compilation of various data. It maintains data regarding disposal and pendency of cases, prepares statements on monthly basis, court wise and category wise pendency and various important reports.

JUDICIAL BRANCH works as under :-

Compilation, preparation and sending of the following statements to the Hon'ble High Court of Delhi, New Delhi and to the Office of the Ld. District & Sessions Judge (H.Q), Tis Hazari Courts, Delhi :-

1. Monthly pendency statement of the Officers of DHJS & DJS to the Hon'ble High Court of Delhi, New Delhi.
2. Scanned Quarterly statements of the work done by the Judicial Officers of DHJS & DJS to the official e-mail ID of the Hon'ble High Court of Delhi, New Delhi.
3. Sending Quarterly and Monthly reports to the Hon'ble High Court of Delhi & Office of the District & Sessions Judge, (H.Qs), Tis Hazari Courts, Delhi.
4. Collective bunch of monthly work done statement by the Judicial Officers of DHJS & DJS to the office of District & Sessions Judge, Tis Hazari Courts, Delhi.
5. Reply to the Parliament Questions regarding institution, disposal and pendency of cases and correspondence in this regard to Judicial Officers and Hon'ble High Court of Delhi, New Delhi.
6. To prepare and send important statistical reports with regard to pendency, disposal of cases on weekly, monthly and quarterly basis to High Court of Delhi and Office of the District & Sessions Judge, Head Quarters, Delhi.
7. To communicate all Official Orders, circulars, directions received from Apex Courts, Office of the Principal District & Sessions Judge Head Quarters to all judicial officers/judges, officers, branches and sections by sending messages through email. To ensure necessary compliance of the said directions by taking the compliance report.

8. Arranging meetings of various Committees constituted in Shahdara District Karkardooma Courts, Delhi comprising of judicial officers /judges. Taking dictations, preparing minutes of the meeting also to ensure the compliance of the directions, rules passed in the said meeting.
9. To prepare draft of office orders, circulars, notifications of the constitution of officer in-charges, committees for the final approval from Principal District & Sessions Judge.
10. Dealing with the important confidential personal correspondences, documents of Judges. Maintaining office record in computer system as well as physically in files.
11. Sending and receiving important letters, office orders, notifications, transfer/postings orders of Principal District & Sessions Judge from High Court of Delhi, Tis Hazari Courts, HeadQuarter, Delhi and other different heads.
12. Sending reply to the Parliament Questions regarding institution, disposal and pendency of cases in time manner with regard to judicial officers (judges) and High Court of Delhi, New Delhi.
13. Deal with the public complaints/grievances against the Judges of Shahdara District, Karkardooma Courts, Delhi and prepare the office notes for the final disposal of such complaint confidentially.
14. Prepared the drafts of office orders with regard to the system of hearing in Delhi District Courts, Shahdara District, Karkardooma Courts, Delhi during Covid-19 pandemic, as per the instructions received from High Court of Delhi, New Delhi time to time on urgent basis.
15. Correspondence regarding training programmes conducted from time to time by Delhi Judicial Academy, Delhi and Hon'ble High Court of Delhi, New Delhi.
16. Correspondence regarding courses/seminars related to Judicial Officers conducted from time to time by Hon'ble High Court of Delhi, New Delhi. and Hon' ble Supreme Court of India, New Delhi.
17. Sending of e-mail on daily basis regarding leave intimation of the Judicial Officers to the e-mail ID of the Office of District & Sessions Judge (HQ), THC, Delhi & Computer Branch, Karkardooma Courts, Delhi.
18. Quarterly statement pertaining to mentally ill under trials (Illegal Detention of Machal Lalung), after compiling information from all the concerned courts to the Hon'ble High Court of Delhi, New Delhi.
19. Quarterly statement pertaining to under trials prisoners lodged in various jails, after compiling information from all concerned courts to the office of District & Sessions Judge, Tis Hazari Courts, Delhi.
20. Quarterly statements of Protection of Women from Domestic Violence, after compiling information from all the concerned courts to the office of District & Sessions Judge, Tis Hazari Courts, Delhi.
21. Progress report on speedy trial of Gang Rape, regarding pendency of cases after compiling information from the concerned courts to the Hon'ble High Court of Delhi, New Delhi.

24. Monthly Report regarding Hon'ble Chief Justice Conference Data to the Office of the District & Sessions Judge, (H.Qs), Tis Hazari Courts, Delhi.
25. Quarterly Report regarding Hon'ble Chief Justice Conference Data to the Office of the District & Sessions Judge, (H.Qs), Tis Hazari Courts, Delhi.
26. Giving replies to the R.T.I applications concerned with Judicial Branch.
27. Pendency of the cases of the Courts of Shahdara District to the Computer Branch on monthly basis.
28. Category-wise monthly real time data report, regarding pendency of the cases of the Courts of Shahdara District to the Computer Branch on monthly basis.
29. Reports regarding cases regarding PNDT (Pre-Natal), U/S 436-A Cr.P.C to the Hon'ble High Court of Delhi, New Delhi.
30. Reports regarding Adoption cases, Decree report, Updation of undated cases, to the Hon'ble High Court of Delhi, New Delhi.
31. Pendency of 5 years and 10 years old cases report.
32. Monthly reports of Review Sub Committee, Shahdara District, Karkardooma Courts, Delhi.
33. Category-wise institution, disposal and pendency of cases on monthly basis.
34. Miscellaneous reports regarding pendency of cases to Hon'ble High Court of Delhi, New Delhi & Office of the District & Sessions Judge, (H.Qs), Tis Hazari Courts, Delhi.
35. Provide the desired data/reports whenever asked by the Hon'ble High Court of Delhi or the Office of Ld. District & Sessions Judge (H.Qs), Tis Hazari Courts, Delhi

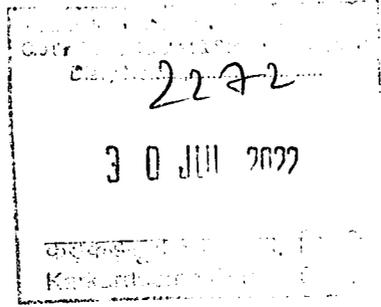
Prepared the statistical report of Chief Justice conference with regard to the pendency of subordinate court, cases related to prevention of corruption activities, crime against women, crimes against senior citizens, crimes against marginalized section of society, crime against differently abled citizens, details regarding criminal cases pertaining to under-trial prisoners, pendency of cases before commercial courts for Shahdara District, Karkardooma Courts, Delhi on quarterly basis every year.

Besides the above mentioned work, the Judicial Branch has also looking out the following work also :-

1. Sending the inspection report of the courts of the Officers of DJS conducted by the Officers of DHJS to Hon'ble High Court of Delhi, New Delhi.
2. Correspondence regarding appearance before Inspecting Committee of Hon'ble High Court of Delhi by the Officers of DHJS & DJS.
3. Transfer of Cases of the Officers of DHJS & DJS, as per the directions of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge, Shahdara District, Delhi.
4. Power/Bail Power/Notification pertaining to the Judicial Officers received from Hon'ble High Court of Delhi, New Delhi.
5. Duty Roster of Judicial Officers during vacations (Summer & Winter), as per directions of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge, Shahdara District, Delhi.
6. Circulation of amendments of Hon'ble High Court of Delhi, New Delhi, Orders to the Judicial Officers.
7. Circulation of list of holidays and calenders, received from Hon'ble High Court of Delhi, New Delhi.
8. Circulation of training programmes, courses/seminars to Judicial Officers,

conducted by Delhi Judicial Academy, Hon'ble High Court of Delhi, New Delhi.

9. Constitution of various Committees.
10. Deals with the complaints against Judicial Officers and maintenance of records regarding complaints.
11. Maintenance of records of casual leave, sick leave, short leave, compensatory leave and station leave pertaining to the all the Judicial Officer on daily basis.
12. Sanctioning and issuing of Notifications of earned leave, commuted leave, paternity leave, maternity leave, child care leave by leave sanctioning authority pertaining to the Judicial Officers.
13. Circulation of order of transfer/posting of the officers of DHJS/DJS received from the Hon'ble High Court of Delhi, New Delhi.
14. Personal correspondence of the Judicial Officers with the Hon'ble High Court of Delhi, New Delhi.
15. Forwarding of transaction in movable and immovable property of Judicial Officers to the Hon'ble High Court of Delhi, New Delhi.
16. Correspondence regarding returns of assets & liabilities of Judicial Officers to the Hon'ble High Court of Delhi, New Delhi.
17. Circulation of Orders of Hon'ble High Court of Delhi, New Delhi on promotions of Judicial Officers and Orders of Hon'ble High Court of Delhi, New Delhi on Departmental Examination of the Judicial Officers.
18. Arrange meetings of different committees take dictations, prepare minutes of the meetings and assist the committees by providing the desired statistics/information.
19. Send and receive the communication of Judicial Branch, Shahdara District, Office of the Ld. Principal District & Sessions Judge, respond the communication accordingly through email.



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

No. 431/CTB/SHD/KKD/Delhi/2022

Dated 30.07.2022

To

The Ld. ASJ/Transparency Officers
Shahdara District
Karkardooma Courts
Delhi

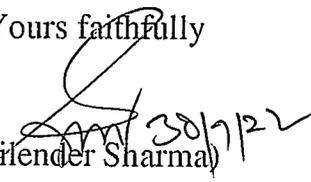
Subject: Nature of work related to Caretaking Branch and Purchase Cell, Shahdara District, Karkardooma Courts, Delhi.

Sir,

With reference to letter/order No. 6218-19/Transparency/SHD/KKD/Delhi/2022 dated 26.07.2022, I am enclosing herewith separate sheet in respect of nature of work related to Care Taking Branch and Purchase Cell, Shahdara District, Karkardooma Courts, Delhi.

Submitted before your honor for information please.

Yours faithfully


(Shailender Sharma)
C.T.B./Purchase Cell
Shahdara District, Delhi

NATURE OF WORK OF CARE TAKING BRANCH, SHAHDARA DISTRICT

1. Looking after the work of watch and ward of court complex with the help of court employees related to watch and ward.
2. Maintenance and repair work in the District through concerned PWD Department i.e. Civil and Electric.
3. Providing of goods (consumable and non -consumable) to facilitate the Ld. Judicial Officers as well as branches of concerned court complex.
4. Looking after the work of horticulture of court complex through the concerned department i.e. PWD (Horticulture).
5. Arrangement of refreshment during the various meetings.

NATURE OF WORK OF PURCHASE CELL, SHAHDARA DISTRICT

1. Purchasing of consumable articles for the concerned district after the purchase from GeM according to rules.
2. Receiving and providing of non-consumable articles from GeM Portal, according to GFR Rules.
3. Arrangement of meetings in respect to purchase of various consumable articles.
4. Correspondence to various other authorities for smooth procurement of articles.
5. Procuring other emergency articles as per the demand and approval from the Ld. Purchase Committee.
5. Preparing Bills after the procurement to be submitted to Accounts Branch, Shahdara District, Karakardooma Courts, Delhi.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT KARKARDOOMA COURTS DELHI.

No. 6443 /Admn./SHD/KKD/2022 Delhi, the Dated 1/8/22

To

The Ld. Transparency Officer,
Shahdara District,
Karkardooma Courts,
Delhi.

Subject: Details of Nature of work of Administration Branch

Sir,

With reference to your office Order No. 6218-19/Transparency/SHD/ KKD/2022, dated 26.07.2022, on the subject cited above, please find enclosed herewith the details of nature of work of Administration Branch, Shahdara District, Karkardooma Courts, Delhi.

Thanking you.

Yours sincerely,


(Ravinder Bedi)
Officer In-charge, Admn. Branch,
Shahdara, District,
Karkardooma Courts, Delhi.

Encl. : As above

ADMINISTRATION BRANCH, SHAHDARA DISTRICT
KARKARDOOMA COURTS, DELHI
STRUCTURE OF BRANCH

MS. SHALINDER KAUR
PRINCIPAL DISTRICT & SESSIONS JUDGE

MS. RAVINDER BEDI
OFFICER IN-CHARGE
SH VINEET KUMAR
LINK OFFICER INCHARGE

ADMINISTRATIVE OFFICER
(JUDL.)

SENIOR JUDICIAL ASSISTANT

JUDICIAL ASSISTANT

JUNIOR JUDICIAL ASSISTANT

PEONS

WORKING STRUCTURE OF ADMINISTRATION BRANCH
(Admn./Leave)

The Administration Branch, Shahdara District, Karkardooma Courts, Delhi deals with the following:-

ADMINISTRATION BRANCH:

1. This Branch deals with internal transfers and postings of the Staff of this office/establishment.
2. This Branch provide substitute stenographers and peons in different courts as per the requirement received from the courts.
3. This Branch circulate the circulars and orders.
4. This Branch also deals with complaints/grievance of the officials/staff.
5. This Branch deals with complaints/grievance against the officials/staff made by the Judicial Officers as well as outsiders.
6. Leave Section deals with the Leave of officials posted at the Shahdara District.
7. Leave Section get sanctioned all kinds of leave of officials posted at the Shahdara District.
8. Leave Section deals with the other miscellaneous matters like absentee/unauthorized absence matters in respect of officials posted in this District.

JUDICIAL OFFICERS POSTED IN SHAHDARA DISTRICT, KARKARDOOMA COURTS DELHI
OFFICERS OF DELHI HIGHER JUDICIAL SERVICE AS ON 31.07.2022

Sl. No.	Judges Name	Designation	Room No.
1	Ms. Shalinder Kaur	Principial District & Sessions Judge	47
2	(Vacant)	District Judge (Commercial Court-1)	57
3	Ms. Sukhvinder Kaur	District Judge (Commercial Court-2)	56
4	Sh. Ramesh Kumar-II	ADJ-01	11
5	Ms. Kiran Bansal	ASJ-04	51
6	Ms. Ravinder Bedi	ADJ-02	52
7	Sh. Devendra Kumar Sharma	ASJ-06 (POCSO)	5
8	(Vacant)	PO MACT	45
9	Sh. Vineet Kumar	ASJ/E court	E-Court
10	Sh. Naveen Gupta	ASJ-05	4
11	Sh. Amitabh Rawat	ASJ-3	58
12	Ms. Bhawani Sharma	ASJ-01 (POCSO)	53

OFFICERS OF DELHI JUDICIAL SERVICE AS ON 31.07.2022

1	Ms. Preeti Parewa	CMM	59
2	Sh. Deepak Sherawat	SCJ/RC	49
3	Ms. Akansha Vyas	ACMM	62
4	Ms. Samiksha Gupta	JSCC/ASCJ/GJ	48
5	Sh. Animesh Bhaskar Mani Tripathi	MM-03	19
6	Ms. Neha Priya	ACJ/ARC/CCJ	46
7	Ms. Chakita Srivastava	MM-01	54
8	Ms. Isra Zaidi	MM (Mahila Court-02)	60
9	Ms. Anamika	MM (Mahila Court-01)	55
10	Sh. Ajeet Narayan	MM-02	38
11	(Vacant)	MM Digital Court NI ACT	61
12	Sh. Bharat Aggarwal	MM-05	316
13	(Vacant)	MM-06	37
14	Sh. Abhinava Pandey	MM-04	31
15	Ms. Shruti Sharma	Civil Judge	33
16	Ms. Deepakshi Rana	MM (Mahila Court-03)	312
17	Ms. Shama Gupta	On maternity Leave w.e.f. 18.04.22 to 14.10.22	

RIGHT TO INFORMATION BRANCH, SHAHDARA, KARKARDOOMA COURTS, DELHI

DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICERS	ADDRESS AND CONTACT NUMBER
TRANSPARENCY OFFICER	Ms. KIRAN BANSAL, ASJ	ROOM NO. 51, 2 nd FLOOR, SHAHDARA DISTRICT, KKD/DELHI
APPELLATE AUTHORITY	SH. NAVEEN GUPTA, ASJ	ROOM NO. 4, 2 nd FLOOR, SHAHDARA DISTRICT, KKD/DELHI
LINK APPELLATE AUTHORITY	MS. BHAWANI SHARMA, LD. ASJ	ROOM NO. 53, 2 nd FLOOR, SHAHDARA DISTRICT, KKD/DELHI
LINK PUBLIC INFORMATION OFFICER	MS. SARITA VATS, PS	POTA CABIN, THIRD FLOOR, SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI.

WORKING STRUCTURE OF RTI BRANCH

The work of RTI Branch is urgent and time bound. The applications under RTI Act are being received regularly. Requisite fees is checked and postal order enclosed with RTI applications is to be realized from the post office. After examining the applications the same is sent to the concerned Court/Branch and query-wise information is called. Once the information is received the same is compiled, the information is sent to the applicant after getting it attested from PIO. RTI applications are also transferred to other departments if the information sought pertains to other department. All the applications are disposed of by the Public Information Officer within stipulated time.

Dated: 18.08.2022

190
18/08/22

To,

The Ld. Shuchi Laler,
ASJ-04/Transparency Officer,
Shahdara District,
Karkardooma Courts, Delhi.

Subject : Information regarding nature of work and other relevant information.

Respected Madam,

With reference to your circular no. 6218-19/Transparency/SHD/KKD/Delhi/2022 Dt. 26/07/2022, please find enclosed herewith the requisite information as desired by your goodself.

This is for your kind information and record.

Thanking you,

Forwarded PL,

Yours faithfully,

Ruchika

(Ruchika Sharma),
Judicial Assistant
Record Room (Civil)
Distt. Shahdara
Karkardooma Courts,
Delhi.
Emp. Code: 34841133

Employee Detail	Nature of Work	Information regarding work
Ruchika Sharma J.A. Worked as consignment clerk and mauza clerk for SHD District	1. Consignment of Files	Decided files of Civil/ARC/ACJ courts is given by the concerned ahlmad to record room.. Aftr giving General No. , Goshwara No. To the consigned files, same are serial wise arranged in bastas and arranged month wise and year wise.
	2. Files sent to Hon'ble Delhi High Court of requisition	Files are sent to Hon'ble Delhi court on requisition. Now a days files are sent to Hon'ble High Court in CD form.
	3. Inspection of Files	Imspection of consigned files done by the parties and advocate with the permission of Ld/ Officer- incharge of record room after payment of requisite court fee.
	4. Files sent to courts on Robkar	Files are sent to courts on robkar
	5. Misc Work	Misc. Work such as public enquiry , reply of circulars, reply of RTI's are also done by the official.
	6. C.A. (Certified copy application)	Files & Chittahs are sent to copying agency branch on receiving of certified application from the C.A. branch.

Employee Detail	Nature of Work	Information regarding work
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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT, KARKARDOOMA COURTS DELHI.

No. 6476 /Vig./F-33/SHD/KKD/Delhi/2022

Dated: 11/8/22

To

Ms. Kiran Bansal,
Ld. ASJ-04/Transparency Officer
Shahdara District,
Karkardooma Courts, Delhi.

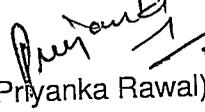
Sub: Details of nature of work of Vigilance and Litigation Branch.

R/Sir,

With reference to letter No. 6218-19/Transparency/SHD/KKD/Delhi/2022
Dated 26.07.2022, please find annexed herewith the requisite information for
further action.

Thanking You,

Yours faithfully,


(Priyanka Rawal)

Judicial Assistant
Vigilance and Litigation Branch,
Shahdara District,
Karkardooma Courts, Delhi.

Vigilance Branch Shahdara District, Karkardooma Courts, Delhi.

There is a Vigilance Committee comprising of following officers.

Ms. Ravinder Bedi, Ld. ADJ-02	Chairperson
Sh. Ashish Aggarwal, Ld. PO MACT	Member
Sh. Vineet Kumar, Ld. ASJ/E-Court	Member
Sh. Bhawani Sharma, Ld. ASJ-01(POCSO)	Member
Ms. Isra Zaidi, Ld. MM (MC-02)	Member

Officers of Vigilance Branch, Shahdara District, Karkardooma Courts, Delhi.

Sl. No.	Name of the Officer/Official	Designation
1.	Mr. Naveen Gupta, Ld. ASJ-05	Ld. Officer In-charge
2.	Ms. Bhawani Sharma Ld. ASJ-01(POCSO)	Ld. Link Officer In-charge

Nature of Work

Vigilance Branch deals with the complaints, which are being marked by the Ld. District & Sessions Judge, Shahdara District, in respect of both the gazetted and non-gazetted officials, posted in Shahdara District. The Vigilance Committee makes its recommendations in respect of non-gazetted staff to the Ld. District & Sessions Judge and so far as, the gazetted staff is concerned the recommendation of the Vigilance Committee is processed by Ld. District & Sessions Judge, and then the same is forwarded to the Hon'ble High Courts of Delhi.

Litigation Branch Shahdara District, Karkardooma Courts, Delhi.

STRUCUTRE AND NATURE OF WORK OF LITIGATION BRANCH

Officers of Litigation Branch, Shahdara District, Karkardooma Courts, Delhi.

Sl. No.	Name of the Officer/Official	Designation
1.	Mr. Ramesh Kumar-II, Ld. ADJ-01	Ld. Link Officer In-charge

Nature of Work

Litigation Branch, Shahdara District deals with all the litigations related to Shahdara District. This Branch also complies/circulates/deals with the directions received from Hon'ble High Courts as well as Office of Ld. Distrcit & Sessions Judge (HQ) also.