

ROHINI DISTRICT COURTS : DELHI

THERE IS TWO DISTRICTS IN ROHINI COURT COMPLEX i.e. NORTH & NORTH-WEST

NORTH - WEST DISTRICT

Sh. Gurvinder Pal Singh: Principal District & Sessions Judge, North-West District

Ms. Jasjeet Kaur : Transparency Officer / Additional Sessions Judge, North-West District

Sh. Sushil Kumar Pal : Link Record Officer/ Branch In-charge in Vigilance Branch

Information Regarding Structure
(Under Section 4 (1) (a) of RTI Act 2005)

COURTS (North-West District)	BRANCHES (North-West District)

Contact Address:

**Sh. Vinod Kumar Gosain
Administrative Officer (Judl.) /
Public Information Officer
Right to Information Act
Room No. 504 (Library), 5th Floor,
North-West District,
Rohini Court Complex,
Delhi.**

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE :
NORTH-WEST DISTRICT, ROHINI COURT, DELHI

STRUCTURE OF BRANCHES

The administrative work has been divided among the following Branches:-

Administration Branch- I
Administration Branch- II
Administration Branch- III
Judicial Branch
General Branch-I
General Administration Branch
Vigilance Branch
Litigation Branch
Library Branch
Accounts Branch
Cash Branch
Computer Branch
Digitization Branch
Pool Car Section
R & I Branch
Filing Section
Bail Section
Copying Agency
Record Room
RTI Branch
Office of CJM
Care Taking Branch
Nazarat Branch
E-Sewa Kendra
Protocol Branch
Vulnerable Witness Deposition Complex
Stationery Branch
District Nazir Branch

⑧

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

No.F2(4)/Admn/NW/RC/2024/ 17051

Date 20/11/24

To

Transperancy Officer/OIC
RTI Cell (NW)
Rohini Courts, Delhi.

Sub: Updation of information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act, 2005.

Respected Sir/Madam,

With reference to your letter No. 34324-357/Transparency/NWD/RHC/Delhi/2024 dated 16.11.2024, on the captioned subject.

The details of Officer Incharge, Link Officer Incharge, Branch Incharge and other staff posted in Administration Branch-I and Administration Branch-II (NW) is as under:-

List of Ld. Officer Incharge & Ld. Link Officer Incharge of Administration Branch - I & II (NW)

S.No.	Name of the Officer / Official	Designation
1.	Sh. Vinod Yadav	Ld. Officer Incharge
2.	Sh. Shivaji Anand	Ld. Link Officer Incharge

List of staff posted in Administration Branch - I & II (NW)

S.No.	Designation
1.	Judicial Assistant
2.	Junior Judicial Assistant

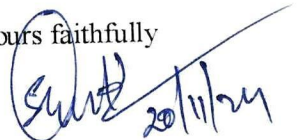
The Branch Incharge posted in Administration Branch-I & II (NW) is also look after the work of many Branches of North-West District, Rohini Courts, Delhi.

The work profile of Administration Branch-I & II (NW), Rohini Courts, Delhi is enclosed herewith as **Annexure-A**.

Thanking you

Encls.: As above.

Yours faithfully



(SUNIL DUTT)
Branch In-Charge
Administration Branch-I & II N/W
Rohini Courts, Delhi


Officer In-Charge
Administration Branch-I (N/W)
Rohini Courts : Delhi

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ANNEXURE - A

1. Administration Branch-I deals with the matters pertains to Senior Personal Assistant and Personal Assistant who are approx. 62.
2. Administration Branch-II deals with the matters pertains to Senior Judicial Assistant, Judicial Assistant and Junior Judicial Assistant who are approx. 202.
3. Look after the work of Sexual Harassment Committee.
4. Look after the work of Grievance Committee.
5. Look after the work of RCBA Election Committee.
6. Issue Circulars (like training, nomination, confirmation of participation, follow up etc.).
7. General Circular and Orders concerning Administration Branch-I and Administration Branch-II (NW).
8. Transfer and Posting matters of all staff of Administration Branch-I and Administration Branch-II (NW).
9. Dealing with the matters regarding deputing staff in different courts and branches to meet the daily requirement.
10. Compliance with conduct rules (eg. Issuance of Memo, Show Cause etc and securing replies thereto and further action thereupon, correspondence relating to disciplinary action in coordination with Vigilance Branch etc.).
11. Dealing with the complaints against officials of Administration Branch-I and Administration Branch-II (NW) made by Ld. Judicial Officers.
12. Dealing with RTI matter of Administration Branch-I and Administration Branch-II (NW).
13. Correspondence / Noting / Drafting etc on all the above said matters of Administration Branch-I and Administration Branch-II (NW).
14. Dealing with absentee matter/unauthorized absent of the staff posted in Administration Branch-I and Administration Branch-II (NW).
15. Prepare duty roster of all staff in Summer Vacation and Winter Vacation.
16. Reply of circulars, letters etc. received from different districts or courts.
17. Dealing with Casual Leave, Compensatory Leave, Late Attendance / Short Leave, Special Casual Leave, Earned Leave, Medical Leave, Child Care Leave, Paternity Leave etc. of staff of Administration Branch-I i.e. SPA/PA (NW).
18. Dealing with Casual Leave, Compensatory Leave, Late Attendance / Short Leave, Special Casual Leave, Earned Leave, Medical Leave, Child Care Leave, Paternity Leave etc. of staff of Administration Branch-II i.e. SJA/JA/JJA (NW).
19. Paging, Indexing and other miscellaneous work of all files of Administration Branch-I&II (NW) for consignment in Record Room.
20. Prepare data regarding the ACR details of all staff posted in NW District and send it to Tis Hazari Courts (Hqs).
21. Calling monthly leave record of the staff posted in courts and branches of NW District and verify the same whether the leave submitted by the official or not.




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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

No.Admn.III/NW/RC/2024/ 17055

Date 20/11/24

To

Transperancy Officer/OIC
RTI Cell (NW)
Rohini Courts, Delhi.

Sub: Updation of information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act, 2005.

Respected Sir/Madam,

With reference to your letter No. 34324-357/Transparency/NWD/RHC/Delhi/2024 dated 16.11.2024, on the captioned subject.

The details of Officer Incharge, Link Officer Incharge, Branch Incharge and other staff posted in Administration Branch-III (NW) is as under:-

List of Ld. Officer Incharge & Ld. Link Officer Incharge of Administration Branch - III (NW)

S.No.	Name of the Officer / Official	Designation
1.	Sh. Vinod Yadav	Ld. Officer Incharge
2.	Sh. Shivaji Anand	Ld. Link Officer Incharge

List of staff posted in Administration Branch - III (NW)

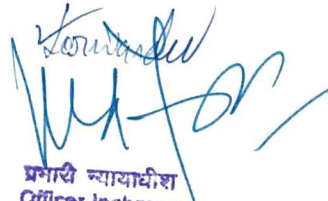
S.No.	Designation
1.	02 Judicial Assistant

The Branch Incharge posted in Administration Branch-III (NW) is also look after the work of many Branches of North-West District, Rohini Courts, Delhi.

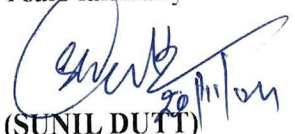
The work profile of Administration Branch-III (NW), Rohini Courts, Delhi is enclosed herewith as **Annexure-A.**

Thanking you

Encls.: As above.


प्रशासि न्यायाधीश
Officer Incharge
प्रशासन अनुभाग-III (उपपक्ष)
Administration Branch-III (North-West)
जिला न्यायालय रोहिणी, दिल्ली
District Court Rohini, Delhi

Yours faithfully


(SUNIL DUTT)
Branch In-Charge
Administration Branch-III (N/W)
Rohini Courts, Delhi.

ANNEXURE-A

1. Administration Branch-III deal with matters pertaining to Peons, Dak Peons, Drivers, Book Binder, Process Servers, Bailiffs, Nazirs, Farash, Safaikaramchari and Chowkidars, who are approximately 187.
2. Maintaining (and keeping updated) lists of all employees of different cadres indicating present deployment (in alphabetical order, Court/Branch-wise etc.).
3. Training (circulars; nomination; confirmation of participation; follow-up; etc.).
4. Deputation/posting in diverted capacity (circulars; applications, etc.).
5. General circulars/orders concerning each category of staff.
6. Postings/Transfers; joining reports; charge reports; temporary deployment etc.
7. Leave record
8. Process of applications for leave of all kinds including obtaining necessary reports, scrutiny for admissibility, obtaining sanction orders, issuance of notifications (where necessary), vacation duty etc.
9. Dealing with personal matters (e.g. Requests for postings/transfers; No Objection Certificates; permission to act as Defence Assistant in inquiries; intimation about arrest/involvement in criminal case; representation concerning disciplinary actions/inquiries; representation regarding pay/allowances etc.; resignation; penalties; retirement).
10. Compliance with Conduct Rules (e.g. declaration/intimation about transactions in properties; personal loan taken or advances; issuance of Memos like Show Cause, etc. and securing replies thereto and further action thereupon; correspondence relating to disciplinary action in coordination with Vigilance Branch; etc.)
11. Annual Confidential Reports; reminders to Reporting Officers; compilation/forwarding to District & Sessions Judge; representation regarding ACRs, etc.
12. Ancillary RTI matters.
13. Correspondence/noting/drafting etc. on all of the above.
14. Any other task that may be assigned by the OIC or the District Judge.



**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE : NORTH-
WEST DISTRICT, ROHINI COURTS, DELHI.**

No. 16 959 F2(20)/Judl./NW/RC/2024

Dated : 19/11/24

To,

The Transperancy Officer/OIC,
RTI Cell, North-West District,
Rohini Courts, Delhi.

Ref. No. : 34324-357/Transperancy/NWD/RHC/2024 dated 16.11.24.

**Sub. : Updation of Information on website in compliance of provision u/s
4(1) (b) of Right to Information Act, 2005.**

Sir,

Kindly refer to the above mentioned reference and subject, the requisite
information of the Judicial Branch (N/W), Rohini Courts, Delhi is attached herewith,
as desired.

With regards,



(Dr. VIJAY KUMAR DAHIYA)
Officer In-Charge, Judicial Branch, N/W
Rohini Courts, Delhi.

Encls. : As above.

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CHARTER OF DUTIES OF JUDICIAL BRANCHES
OF NORTH-WEST DISTRICT, ROHINI COURT COMPLEX, DELHI.

JUDICIAL BRANCH

This Branch shall primarily deal with the service matters of judicial officers (members of Delhi Judicial Service and Delhi Higher Judicial Service), including with regard to the following issues/subjects:-

- Maintaining (and keeping updated) list of all judicial officers posted presently, and from time to time, in North-West District at Rohini, indicating their designation, educational qualifications, previous postings, etc.
- General circulars/orders concerning service matters of judicial officer.
- Circulars regarding deputation, or avenues in other departments/channels, receipt/compilation of applications, forwarding the same and correspondence connected therewith.
- Training programmes/seminars/workshops etc. (circulars; nomination; confirmation of participation; follow-up etc.)
- Maintaining personal files of each judicial officer posted in North-West District.
- Action on orders of postings/transfers of judicial officers as received from time to time from Hon'ble High Court; charge reports; joining reports etc.
- Leave record.
- Process of applications for leave of all kinds including obtaining necessary reports, scrutiny for admissibility, obtaining sanction orders, issuance of notifications (where necessary), vacation etc.
- Maintaining record of attendance or absence from duty on account of leave, training, proceeding on other duty (e.g. TIP, evidence) etc.
- Roster of duty during vacation (judicial work, administrative responsibilities etc.)
- Dealing with personal matters (e.g. requests for change of residential address; postings/transfers; permission for further studies; addition to or change in family; addition of educational qualification acquired; requests for allotment of Govt. accommodation; Govt. loans or advances; permission for becoming member of Societies/Clubs etc.; standing guarantee/surety; No Objection Certificates; representation regarding pay/allowances etc.; nomination for GPF/Pension/Gratuity etc.; resignation; penalties; retirement).
- Compliance with Conduct Rules (e.g. declaration/intimation about transactions in properties; personal loan taken or advanced; issuance of Memos like Show Cause, etc. and securing replies thereto and further action thereupon; representations concerning disciplinary actions/inquiries; correspondence relating to disciplinary action etc.).
- Personal correspondence of judicial officers as is required to be sent through official channels.
- Annual confidential reports (submission of self-appraisal forms by the judicial officers; adding inputs by the District Judge, vis-a-vis officers of Delhi Judicial Service while forwarding the self-appraisal forms; correspondence connected therewith etc.).
- Inspection of the courts of officers Delhi Judicial Service (appointment of Inspecting Judges (DHJS); reports of Inspecting Judges (DHJS); processing of reports of Inspecting Judges; forwarding of such report and follow-up action thereon etc.).
- Inspection of courts by Hon'ble High Courts (correspondence concerning).
- Security of judicial officers (requests for arrangement and action thereupon).
- Notification of powers under various statutes.
- Official Identity Card of Judicial Officers (issuance of).
- Ancillary RTI matters.
- Correspondence/noting/drafting etc. on all of the above.
- Any other task that may be assigned by the OIC or the District Judge.

JUDICIAL BRANCH-II

This Branch shall primarily deal with the matters concerning courts at all levels in North-West District (presided over by officers of Delhi Judicial Service and Delhi Higher Judicial Service), including with regard to the following issues/subjects:-

•	Maintaining (and keeping updated) list of courts at all levels at North-West District (including criminal courts of North-West Police Districts), indicating the name(s) of the presiding officer, the jurisdiction allocated etc.
•	Maintaining (and keeping updated) list of predecessor/successor courts.
•	Maintaining (and keeping updated) pendency statements of cases of all kinds in different courts of North-West District (subject/nature-wise) and compilation of such statistics for the District, on month by month basis.
•	Forwarding to the Sessions Judge the list indicating allocation of criminal cases marked by District Judge and ASJ In-charge of North-West District.
•	Timely receipt of monthly statements from all courts of the District, compilation of the statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
•	Timely receipt of quarterly statements from all courts of the District, compilation of the statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
•	Timely receipt of half-yearly statements from all courts of the District, compilation of the statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
•	Timely receipt of annual statements from all courts of the District, compilation of the statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
•	Timely receipt of other reports required to be sent periodically or as called for from time to time from all courts of the District, compilation of the statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
•	Timely receipt of statements of cases requiring priority (i.e. old cases, cases involving senior citizens, women etc.) and etc. from all courts of the District, compilation of the statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
•	Timely receipt of Statistics regarding Evening Courts from all courts of the District, compilation of the statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
•	Process of requisitions received from Supreme Court of India/High Court/Sessions Judge for submission of judicial records of pending cases (ensuring timely dispatch of records; receipt upon return of the judicial record and making it over, in time, to the concerned court, maintaining proper records in such respects).
•	To receive summons in the names of judicial officers as received from Supreme Court, High Court, or other courts beyond Delhi, for appearance/production of records and ensure timely service thereof, maintaining proper records in the court.
•	Correspondence with the Deputy Commissioner of Police concerned to provide police aid as per request of the courts as and when received.
•	Ancillary RTI matters.
•	Correspondence/noting/drafting etc. on all of the above.
•	Any other task that may be assigned by the OIC or the District Judge.

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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE:
NORTH-WEST DISTRICT: ROHINI COURTS, DELHI

No.16902..... Genl.I/F. 68/N-W/RC/2024

Delhi, dated ...18/11/24...

To

The Transparency Officer/Officer In-charge
RTI-Cell, North-West District,
Rohini Courts, Delhi

**Sub: Updation of Information on website in compliance of provisions u/s 4(1)
(b) of Right to Information Act, 2005**

Sir,

Kindly refer to letter bearing No. 34324-357/Transparency/NW/D/RHC/
Delhi/2024 dated 16.11.2024 on the subject cited above, the requisite information is
enclosed herewith as Annexure - "A" as desired.

With Regards


(VINOD YADAV)

District Judge (Comm. Court) (N-W)
Officer In-charge, General Branch-I
North-West & North District
Rohini Courts Complex, Delhi

Encl: As above

Annexure- "A"

WORK PROFILE OF GENERAL BRANCH-I (NORTH-WEST)	REMARKS
1) Forwarding of Monthly compliance report in consolidated form in respect of Writ Petition (C) No. 10689/2017, titled as "Ajay Verma Vs. Govt of NCT of Delhi & Ors. to HQ. 2) Forwarding of Monthly compliance report in consolidated form in respect of MAC. App. 422/2009, titled as Sobat Singh Vs. Ramesh Chandra Gupta to the Hon'ble High Court of Delhi. 3) Endorsing copies of Orders/ Judgments received from the Hon'ble Supreme Court of India, Hon'ble High Court of Delhi & other District Courts to the concerned courts for information & necessary compliance. 4) Circulation of amendments/Judgments/Orders/Notifications of Hon'ble Supreme Court of India and Hon'ble Delhi High Court to Ld. Judicial Officers. 5) Providing of No dues Certificate in respect of Ld. Presiding Officers and Court Staff. 6) Verification of Bail Orders & orders in Bail Application/FAO/MAC APP./Criminal M.C./Criminal Appeal/W.P. © from Hon'ble Supreme Court of India and Hon'ble High Court of Delhi. 7) Dealing with Petitions/TC received from outside Delhi and forward the same to the Incharge Filing Section for its onward transmission to concerned court. 8) Counter Signature/Issuance of Experience-cum-Character Certificate to Advocates applying for HJS exam. 9) Appointments/functioning of Oath Commissioners and Court Auctioneers. 10) Maintaining record of all circulars received from Hon'ble Supreme Court, High Court, GNCTD, Sessions Judge or Ld. District Judges. 11) Circulation of list of Holidays, Calendars, Telephone directory etc. 12) Deals with Parliament /Assembly Questions . 13) Dealing with requests for service of Summoness/Processes received from Courts beyond Delhi or from Hon'ble Supreme Court of India/Hon'ble High Courts/Delhi District Courts. 14) Providing of new Photocopier machines and dealing with day-to-day complaints of Photocopier machines. 15. Obtaining reports about the working of Photocopier machines from the end users on bi-monthly basis and forwarding thereof to the General Administration Branch/Purchase Cell (North-West) for further perusal/necessary action.	ONLY ONE (01) OFFICIAL IS POSTED IN THIS BRANCH SINCE JUNE, 2023 AND IT IS COMMON BRANCH OF NORTH-WEST AND NORTH, DISTRICT, ROHINI COURTS, DELHI



OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NW):
ROHINI COURTS, DELHI

No. 16989 /GAB/NW/RC/2024

Dated: 19/11/24

To

Transparency Officer/OIC
RTI-Cell, North-West District,
Rohini Courts, Delhi

Ref.: Letter No.34324-357/Transparency/NWD/RHC/Delhi/2024 dated 16.11.2024.

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

Sir,

In reference to the letter dated 16.11.2024 issued by your good office, I am directed to furnish the requisite reports/data as sought is as under:-

It is important to mention here that General Administration Branch of this office deals with multiple issues as follows:-

Name of the Officer In-charge	Sh. Jagmohan Singh, Additional Sessions Judge-03, North, Rohini Courts, Delhi.
Name of the Link Officer In-charge	Sh. Kapil Kumar, Additional Sessions Judge (Spl. FTC), North-West, Rohini Courts, Delhi.

Judicial Assistant/ Branch In-charge	01
Judicial Assistant	02

- Purchase Cell:** This Cell procures the consumable goods for the Judicial Officers / Branch as well as Courts through GeM portal.
- Building Maintenance Committee:** Deals with the matters concerned with allotment / collection of License Fee and Electricity charges of shops, Kiosks, tables of Photocopier / Petition Writers, allotment / renewal of license of Post Office, Mother Dairy, SBI Bank / ATM, UCO Bank ATM, HPMC, Canteen and E-Stamp vendor.
- Lawyers Chamber Allotment Committee:** Deals with the allotment / transfer / surrender of Lawyers chambers to the Lawyers and collection of License Fee of the Chambers of Lawyers.
- e-Procurement Committee:** Deals with outsourcing of manpower of Housekeeping / Sanitation Services, Security Services and AMC of Photocopier Machines of Rohini Court Complex through GeM portal.
- Administrative Record Room:** Deals with the consignment of Administrative records of all the Branches of North-West, Rohini District Courts, Delhi.

Thanking You,

Yours sincerely

Branch In-charge
General Administration Branch,
North-West District,
Rohini Courts, Delhi.

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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

No. 17034...../Vig & Lit./N-W/RC/2024

Delhi, Dated. 19/11/2024

To

The Transparency Officer/OIC
RTI Cell (North-West District)
Rohini Courts, Delhi

Ref: No.34324-357/Transparency/NWD/RHC/Delhi/2024 dated 16.11.2024

Sub: **Updation of information on website in compliance of provisions u/s 4 (1) (b) of Right to Information Act, 2005.**

Name of the Branch: Vigilance & Litigation Branch (N-W)

Officer In-Charge: Sh. Sunil Chaudhary, DJ-04 (N-W)

Link Officer In-Charge: Sh. Rajinder Kumar, ASI-05 (N-W)

Details of Staff:

Senior Judicial Assistant - 01

Judicial Assistant - 01

Work Profile and volume of work being dealt with by the branch concerned is as under:

Vigilance Branch:-

"Vigilance Branch (North-West) deals with all the vigilance clearances of the staff members of this establishment sought by the different-different branches/ offices for the purpose of confirmation, MACP, Promotion, Visit to Abroad, Retirement etc. It also deals with all the complaints against the staff members of the North-West District marked to this branch and completes the process of initiating Fact Finding Inquiries. It also deals with the Fact Finding Reports submitted by the Ld. Inquiry Officers and takes steps for further necessary action as directed such as sending the matter to the Headquarters at Tis Hazari Courts."

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Litigation Branch:-

"Litigation Branch (North-West) has been created to deal with the matters in respect of cases filed in any court of law, wherein the Office of the Ld. Principal District & Sessions Judge (North-West) is a party. The Branch initiate the process of appointing Govt. Counsel, prepare case-wise briefs with the co-ordination of concerned branches for the Govt. Counsel, puts appearance in the court on the behalf of this department/office for attending the cases as well as to assist the Govt. Counsel, prepare bills for these counsels in such cases and other ancillary work."

Submitted please,

Yours faithfully,

Sushil 19.10.24

Branch In-Charge
Vigilance & Litigation Branch (N-W)
Rohini Courts, Delhi

Forwarded

Son
Officer In-Charge
Vigilance & Litigation Branch
N/W District, Rohini Courts, Delhi

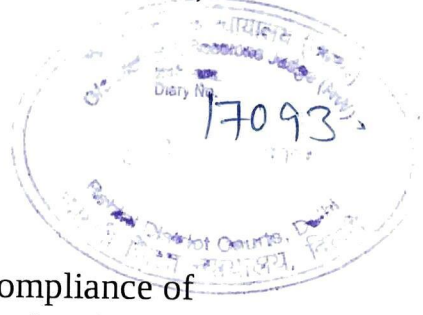
784
20/11/24

19

November 20, 2024

To,

The Transparency Officer/OIC
Rohini Courts, Delhi.



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

Respected Sir,

With due respect, it is submitted that in reference to the office letter no. 34324-357/Transparency/NWD/RHC/Delhi/2024 Dated 16.11.2024, please find enclosed herewith the requisite information.

Thanking you,

Yours faithfully,

Branch In-Charge, Library
Rohini Courts, Delhi

Forwarded Please

(Ld. O.I.C.)
Library, Rohini Courts,
Delhi.

Name of the Branch	Work Profile of the Branch (in brief)	Name of Seat	No. of Officials Deployed along with designation		Dealing with Matters
Library	All work related to procurement , circulation and recalling of books & Bare Acts, Newspaper & megazines + Searching and surfacing of Legal Software to meet legal needs of the users.	Librarian Permanent Loan Seat Residential Circulation	Branch In-Charge	1	All work related to procurement , circulation and recalling of books & Bare Acts, Newspaper & megazines + Searching and surfacing of Legal Software to meet legal needs of the users. Repairing and binding as required for North & North-West District
			J.A.	1	
			Book Binder	1	
			Peon	1	
Protocol Branch	As been assigned by Ld. PD&SJ North-West		SJA Nil	In charge Protocol Branch to look after work with duties already assigned.	Official Tour and Ticketing of Ld. Judicial Officers posted at North-West District
			J.A. Nil	Additional duties assigned to J.A. of Library	
			Peon Nil		
P.R.O./ A.P.R.O.	Managing of work related to P.R.O./A.P.R.O	P.R.O./ A.P.R.O. for both District	SJA Nil J.A. Nil J.J.A Nil Peon Nil	Duties/ work assigned to J.A. posted at Library Branch	Managing queries of Experts summoned for Evidence for North-West District.
Study Circle and annual report and user Manual	Working for both North & North-West District	Preparation of Annual Report for Both Districts	SJA Nil J.A. Nil J.J.A Nil Peon Nil	Work Assigned to Library Branch	

RTI
22.11.24
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**OFFICE OF DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT: ROHINI COURTS: DELHI.**

NO. 17120/ACCTS./Transparency/NWD/RHC/Delhi/2024

DATED: 21/11/24

To

The Transparency Officer
RTI-Cell, North-West District
Rohini Courts, Delhi.

SUB: Updation of Information on website in compliance of provisions u/s 4(1) (b) of Right to Information Act, 2005.

Sir,

With reference to your letter No.34324-357/Transparency/NWD/RHC/Delhi/2024 dated 16/11/2024 regarding the subject cited above, the requisite information of Accounts Branch, North West District, Rohini Courts, Delhi is enclosed as Annexure 'A'.

Yours sincerely

Head of Office
North-West District
Rohini Courts, Delhi.

Note: Enclosed Annexure 'A'

ANNEXURE "A"

**STRUCTURE OF ACCOUNTS BRANCH
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI.**

Controlling Officer

Head of Office

Accounts Officer/D.D. O

Judicial Assistant – 06

Jr. Judicial Assistant - 04

Pay Seat:- Prepare the Salary & Allowances for following Officers & staff:

- 10) Judicial Officers/Administrative Officer (Judl.)/ Accounts Officer/ Sr.P.A./P.A./Judl. Asst. & Jr. Judl. Asst. (NPS)/D.E.O./Sr.J.A./J.A./ Jr. Judl. Asst. (GPF)/Class IV- Orderlies, Baliff, Nazir, Civil Nazir, Orderly, Chowkidar etc.
- 11) Preparation & addition of Last Pay Certificates.
- 12) Preparation of Tuition Fee/Evening Court Allowance/Dearness Allowance Bills.
- 13) Preparation of Honorarium Bills.
- 14) Calculation of Income tax of aforesaid officers/officials.
- 15) Preparation & filing of Income Tax Return of all the aforesaid Officers/Officers.
- 16) Generation & Distribution of Form-16 (Part A & B).
- 17) Preparation of Budget Estimate/Revised Estimate/Demand(BE./R.E).
- 18) Entries & Maintenance of All physical record .

LTC Seat: 1) Reimbursement of following Bills:-

- a) LTC BILLS
- b) 10 DAYS E.L Encashment
- c) T.A BILLS
- 2) Preparation of NOC in regard to LTC reimbursement.
- 3) Maintenance of Budget register and Cash register.

Medical Seat:-

- 1) Checking of Medical Claims received and preparing the Bills accordingly.
- 2) Issuance of Medical Card of Staff/Pensioners
- 3) Authorization letters for cashless claims
- 4) Settlement of Medical Advances
- 5) Computerisation of all medical Records

Contingency Seat: Reimbursement and payment of Petrol Bills, Water Bills, Electricity Bills, Newspaper & Magazine Bills, Telephone Bills and. of Judicial Officers, Officials and Office Complex.

- 8) Bills relating to Technology Devices, Robe allowance, camp office and office bag etc.
- 9) Filing TDS Return Quarterly and annually along with generation and issuance of Form 16 A to various vendors.
- 10) Filling of GSTR 7 return along with generation of Challan.
- 11) Court Complex Bills- Electricity RCC, Lawyers Chamber, Water Bills, telephone Bills, etc.

- 12) Bills of Advocate Mediators from Mediation Branch., Bills of Support Persons from VWDC branch, Bills of Govt Counsel from Litigation, Bills of Care Taking Branch like refreshment, furniture repairing etc.
- 13) All bills received from General Administration Branch for the purchases made from the Gem Portal relating to vendors.
- 14) Bills received from Computer Branch for antivirus, CD/Pendrive/SMS charges and many other

Budget Seat:-

- 5) Deals with the Budget Estimate and Revised Budget Estimate (Civil & Criminal) for various heads like Medical, Salary, Contingency, LTC/TA, Road & Diet Money, Lock Up Charges etc) and Allocation of budget received from the Finance Department, Govt of NCT of Delhi to various Branches for meeting their expenditure requirement.
- 6) Submitting Quarterly statement of expenses of Rohini Court Complex. to DHC as well as central district.
- 7) Reconcile of Income Tax and TDS and GST Statement
- 8) Preparation of Final Excess & Savings Statement for onwards transmission to Central District, Tis Hazari.

Pension & GPF/NPS Seat: -

- 7) Preparation of Pension files of all Officer/Official of North West District on account of Superannuation/Death/VRS.
- 8) Issuance of Pension Final Payment authority in all Superannuation/Death/VRS cases in r/o of Officers/Officials of North West District.
- 9) Preparation of final payment of Leave Encashment bill in r/o of all Officers/Officials of North West District.
- 10) Preparation of Insurance Payment bill in r/o of all Officers/Officials of North West District.
- 11) Preparation of bills of 30 days Leave Encashment of All Officers of North West District.
- 12) Handling of all pay revision cases in r/o all Officer/Officials

Service Book Seat:

- 1) Maintenance of Service Book of all the Judicial Officers and Officials.
- 2) Pay fixation of the Judicial Officers and Officials as and when promoted /granted MACP.
- 4) Release of Annual Increment in the month of January and July
- 5) Keeping record of Earned Leaves/Medical Leaves/Paternity Leaves/Maternity Leave/Child Care Leaves.
- 6) Preparing and Sending Service Books of the Officers/Officials as and when LPC's are issued to other Districts.

DAK SEAT:-

Receiving Daks, marking accordingly to seats and distributing among them.

Regd. M. A. B. A.
Deputy.

Fine & Audit:

- 1) Cheeking of daily fine statement and copying agency statement.
- 2) Conduction of Internal Audit of Sessions Court, MM Courts, Evening Courts & Copying Agency in North-West Court.
- 3) Completion of refund vouchers issued by various courts.
- 4) Got conducting the Audit conducted by the Delhi Government and AGCR of Central Government and collecting and submitting all the information sought for by them from all the concerned branches/courts of Rohini Court, North-West Delhi.

Lishu Singh

To,

The Ld. Transparency Officer/OIC
RTI-Cell, North-West District,
Rohini Courts, Delhi

(25)

Ref. No. : 34324-357/Transparency/NWD/RHC/Delhi/2024 Dated 16.11.2024.

Subject : Right to Information Act, 2005.

Respected Sir,

In Compliance of PUC letter No. 34324-357/ Transparency/ NWD/RHC/Delhi/2024 Dated 16.11.2024 received from the Nodal Officer/OIC/Transparency Officer, RTI Branch, North-West District, Rohini Courts, Delhi received. In the letter, it is requested to furnish the information under the section 4(1)(b)(i) of RTI Act, 2005 i.e. particulars of its organization, functions and duties.

In this regards, it is submitted that details of nature of work and other relevant information maintained by the Cash Branch, North-West District, Rohini Courts, Delhi has been prepared as under :-

THE PARTICULARS, FUNCTION AND DUTIES OF CASH BRANCH (NORTH-WEST DISTRICT)

1. CASHIER SEAT : Receiving of fine from all the Courts as well as Evening Courts of North-West District, Rohini Courts, Delhi on daily basis. Making entry in the Fine Register/Cash Book on Daily basis and same be countersigned and verified by DDO. All types of TR-5 Amounts as well as RTI amounts received and fills the challans separately accordingly. Making payments of Road & Diet Money to all the witnesses against RDM vouchers. Preparation of Road & Diet Money bills accordingly. Making entry in Fine receipt book of all Courts Fine and same be countersigned and verified by DDO. Issuing the Fine Receipt books to all the Readers of North-West District, Rohini Courts, Delhi and maintained the record of the same in the register. Preparation of reconciliation statement of Fine for audit purpose and verifies from PAO-VI. The Cash Branch is open on all days even on Sundays and all holidays. The officials i.e. Rajesh Chander, Cashier and Rahul Rana, JJA complete their duties one by one in all holidays and Sunday. Only one official remain present on holiday.

2. DEALING ASSISTANT SEAT: Receive all the types of bills i.e. Pay Bills, Medicals Bills, Contingency Bills etc. from the Accounts Branch, North-West District, Rohini Courts, Delhi on daily basis and submit it to the PAO-VI, Tis Hazari, Delhi on the same date. Passing all the bills on priority. Depositing all the fines along-with the SBI Challans to SBI Tis Hazari, Delhi on daily basis. Every Reconciliation of Fine Statement get verified from PAO-VI, Tis Hazari, Delhi. Submitting the Pensioner Files as well as GPF also on priority basis. Collection of payment cheque against Road & Diet Money bills on urgent basis. As and when Cashier is on leave, Dealing Assistant look after the Cashier's work.

Structure of Cash Branch (North West District)

Principal District and Sessions Judge (North-West)

Controlling Officer

Head of Office

Accounts Officer/Drawing & Disbursing Officer

Cashier/JA - (One)

Dealing Assistant/JJA - (One)

Submitted please,

Yours Sincerely,

Forwarded,

AO

North District
Rohini Courts, Delhi

Rajesh

(RAJESH CHANDER)
Cashier/Judicial Assistant,
Cash Branch (North-West)
Rohini Courts, Delhi

(2)

**OFFICE OF THE LD. PRINCIPAL DISTRICT & SESSIONS JUDGE,
NORTH-WEST & NORTH, ROHINI COURTS, DELHI**

Letter No. 406...../Comp./RHC/2024

Dated : 19-11-2024

To

The Transparency Officer/OIC,
RTI-Cell, North-West District,
Rohini Courts, Delhi.

Ref. : No.34324-357/Transparency/NWD/RHC/Delhi/2024, dated 16.11.2024

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

Respected Sir,

This is in refence to the abovesaid letter dated 16.11.2024 received in this Branch on the abovesaid subject matter. In this regard, kindly find the requisite information attached herewith for your kind perusal and for onward transmission of the same to the System Analyst/In-charge, IT Cell, Delhi District Courts, the Centralized Website of Delhi District Courts.

Thanking you.

Forwarded please.

अतिरिक्त सत्र न्यायाधीश
Officer-in-Charge/ASJ
संगणक शाखा
Computer Branch,
रोहिणी न्यायालय, दिल्ली
Rohini Courts, Delhi

Bimal

(Bimal Kr. Panwar)
Branch Incharge
Computer Branch
Rohini Courts, Delhi.
शाखा प्रभारी
Branch Incharge
संगणक शाखा
Computer Branch,
रोहिणी न्यायालय, दिल्ली
Rohini Courts, Delhi

THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES
[Section 4(1)(b)(i)]

COMPUTER BRANCH, ROHINI COURTS, DELHI

The structure of Computer Branch (North & North-West District), Rohini Courts, Delhi is as under: -

Officer Incharge (Computers)
Nodal Officer (Computers)
Administrative Officer (Judicial) (Computers)
Branch Incharge/Senior Judicial Assistant
System Analysts
Store Incharge/Senior Judicial Assistant
Judicial Assistants
Junior Judicial Assistants
Data Entry Operators – Grade “A”
Peons (Class-C)

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
[Section 4(1)(b)(ii)]

COMPUTER BRANCH, ROHINI COURTS, DELHI

Administrative Officer (Judicial)	Supervise overall work of Computer Branch, Rohini Courts.
Branch Incharge	Assist the Administrative Officer (J) on day to day work in regard to all the matters of Computer Branch and look after the work of the court in absence of AO (Judicial).
Store Incharge	Assist the Administrative Officer (J) on day to day work of Store and to supervise the work of store.
Dak Seat	Receive/distribute dak to concerned dealing officials and other misc. works.
Computer Complaint Seat	Receipt of complaint regarding computers/printers/LAN Connectivity etc. and to get rectified through trouble shooters/AMC Vendor/supplier.
Purchase Seat	Process for procurement of computer systems/UPSs/Printers/Keyboards/Mouse etc. and to initiate tender process through GeM Portal for Computer Hardware's/peripherals and procurement of cartridges.
Budget Seat	Prepare budget, Maintenance and billing.

Computerization Seat	Prepare the proposal/requirements for computer system/printers/UPSs for all court complexes. Disposal of condemned article through e-waste agency. Process of installation/distribution of new hardware in all the Court Complexes. Allocation/maintenance of Broad Band Connections to all the Judicial Officers. Procurement of Data Card for the Judicial Officers.
AMC Seat (Computer Hardware)	Deal with the billing of AMC of computer hardware and its peripherals etc. in regard to all court complexes. Deal with the AMC/billing of servers.
AMC Seat (LAN)	Installation of LAN in Rohini Court Complex Initiate the process to sort out the problem faced in the networking at Rohini Court Complex. Initiate tendering process for AMC/ARC of LAN and process billing thereof.
Mobile Seat	Activation/deactivation of mobile plans as per policy and approval. Reimbursement of mobile phone bills purchased by Judicial Officers as per entitlement. Provide duplicate Sim Cards and new mobile phone numbers. Preparation of Digital Signature Certificates. Matter pertaining to Ease of Doing Business and Commercial Courts
Trouble Shooting Seat	Sort out the problems/faults occurred in the software/CIS/Ubuntu OS/computer systems/printers/LAN connections etc.
Store Room	Storage of all computer hardware and distribution thereof. Replacement of UPS batteries. Matter pertaining to Annual Maintenance Contract of Computer hardware Record of condemned computers/peripherals/UPSs etc. and other consumable items.
CCTV Seat	Matter related to CCTV system installed at Rohini court Complex which are in domain of office.
Digitization seat	Matter related to billing of digitization of records in Delhi District Courts
RTI Seat	RTI Matters pertaining to the Computer Branch and reply to the applications after obtaining from the concerned staff/seat.
Residence Seat	Dealing with the record in respect of providing the technological devices for camp office of Judicial Officers which are within domain of this office.
CIS (Case Information System)	To deal with the matter related to Case Information System functioning in Delhi District Court. (through District System Administrator/System Administrator in coordination with concerned Committees)
Website Seat	Regular Updating the Official Website of North & North West District Courts.

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**
[Section 4(1)(b)(iii)]

The matters are used be placed before the Computer Committee, Learned Officer Incharge and Nodal Officer, Computer Committee, North & North West District through Administrative Officer (Judicial)/ Branch In-charge.

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
[Section 4(1)(b)(iv)]

Procurement made through GeM Portal or e-Procurement under GFR/CVC guidelines and Rules laid down

**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS,
HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR
DISCHARGING ITS FUNCTIONS**
[Section 4(1)(b)(v)]

The records pertaining to procurement of Computer Hardware and its peripherals, Annual Maintenance Contract/Annual Rate Contract etc. are kept till direction for disposal.

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD
BY IT OR UNDER ITS CONTROL**
[Section 4(1)(b)(vi)]

The records pertaining to procurement/condemnation/disposal of Computer Hardwares and its peripherals, Award for Annual Maintenance Contract and Annual Rate Contracts.

**THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION
WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION
TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**
[Section 4(1)(b)(vii)]

All inputs/suggestion are solicited for smooth functioning computerization.

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES
[Section 4(1)(b)(ix)]
COMPUTER BRANCH – 011-27554450

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR
HELD BY IT, REDUCED IN AN ELECTRONIC FORM**
[Section 4(1)(b)(xiv)]

The relevant information available on the official website <https://northdelhi.dcourts.gov.in> & <https://rohini.dcourts.gov.in>

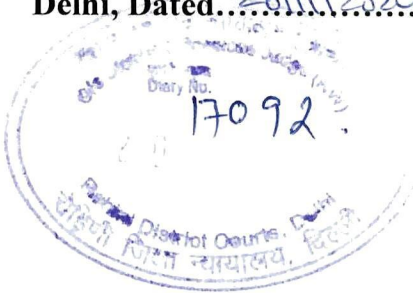
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

No.....150..... /DigiCell/NW&N/RC/2024

Delhi, Dated...20/11/2024

To

The Transparency Officer/OIC
RTI Cell (North-West District)
Rohini Courts, Delhi



Ref: No.34324-357/Transparency/NWD/RHC/Delhi/2024 dated 16.11.2024

Sub: Updation of information on website in compliance of provisions u/s 4 (1) (b) of Right to Information Act, 2005.

Name of the Branch: Digitization Cell (NW & N)

Officer In-Charge: Sh. Neeraj Gaur, Ld. Judge (Family Court) (N)

Link Officer In-Charge: Sh. Sushil Kumar, Ld. ASJ-04 (N)

Details of Staff:

Senior Judicial Assistant – 02
(One is from NW and another is from North District)

Work Profile and volume of work being dealt with by the branch concerned is as under:

1. Digitization/Scanning of the Judicial files of different courts of the year 2022.
2. Entry of data in Google Sheet w.r.t. the scanning of files of the year of 2022 of different Courts of North & North-West district.
3. Uploading Hon’ble Delhi High Court requisitioned files upon it’s TCR Portal which are scanned by Ahlmad/A. Ahlmad including Family Courts.

Cont...

.2.

4. Preparation of CD of requisitioned Judicial files as and when asked to do the same by Hon'ble Delhi High Court.
5. After QC of scanned file by Ahlmad/A. Ahlmad, get the files converted into PDF-A by the vendor.
6. Digitally signed the judicial files of year 2022 after conversion of files into PDF-A.
7. Ensuring the uploadation of the digitally signed files from vendor upon the Document Management System (DMS).
8. Preparation of notes for issuance of different directions to the Ahlmad/A. Ahlmad w.r.t. digitization of files of their court.
9. Making reply of letters received to this branch.
10. Making reply of RTI related to this branch.
11. Preparation of Bills for vendor after uploading the scanned file according to the pages scanned and send it to Digitization Cell, Tis Hazari Courts for payment.
12. Preparation of different kinds of report regarding scanning of pages as and when asked to do so, and
13. Comply the various directions received time to time from the Chairman (I.T. & Digitization) Centralized Computer Committee Delhi District Courts.

Submitted please,

Yours faithfully,

Branch In-Charge on leave

Branch In-Charge
Digitization Cell (N-W & N)
Rohini Courts Delhi

[Signature]
20/01/2024

Forwarded

**Officer Incharge
Digitization Cell (N/W)
Rohini Courts, Delhi**

(3)

17038

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
NORTH-WEST, ROHINI COURTS, DELHI

No. 357 /Pool Car/RHC/Delhi/2024

Dated : 19/11/24

To,

The Ld. Transparency Officer/Officer Incharge,
RTI-Cell, North-West District
Rohini Courts, Delhi

Sub : Updation of Information on website in compliance of provisions
u/s 4(1) (b) of Right to Information Act, 2005

Ref. : Letter No.34324-357/Transparency/NWD/RHC/Delhi/2024 dt.16/11/2024

Sir,

In reference to your above referred letter and captioned subject,
please find enclosed herewith the relevant information, as desired.

Thanking you.

Yours sincerely,

Sunil Chaudhary,
District Judge-02/Officer Incharge
Pool Car Section, North-West
Rohini Courts, Delhi

Encl : As above

32

Name of the Branch	Pool Car Branch, Rohini Courts, Delhi (Common for North-West & North District)
Number of officials posted in this branch	One official One Branch Incharge, who are posted as Branch Incharge in Admn. Branch, North-West & looking after the work of many branches also, is looking after the work of this branch also as Branch Incharge.
Work Profile of the Branch	1. To make route chart keeping best interest of Institution in mind. 2. Maintain the record of vehicles in fleet attached to District North-West & North. 3. Maintain the record of allotment of vehicles and attachment of drivers therewith, deputing of driver as and when the regular route driver proceeds on leave. 4. Additional requirement of vehicles/Drivers including recommendation of condemnation of vehicles to condemnation cell. 5. Reimbursement of conveyance bills of Ld. Judicial Officers and bills of drivers and maintaining the records of the same. 6. Maintain the records of standing orders, circulars, Guard File, miscellaneous files. 7. Maintain the records relating to work and conduct reports of Drivers 8. Grievances of Officers regarding transport facility. 9. Complaints of drivers. 10. To make the local purchase of tyres, tubes, batteries, seat covers, fire-extinguishers for vehicles and distribution of the same to the drivers and maintain the records. 11. Budget proposal of Pool Car Section. 12. Issue of new petrol-coupon books and log books to the Drivers. 13. To organize and monitor Smart Card facility for procuring of petrol of pool cars.

Incharge
Pool Car Section
Rohini Courts

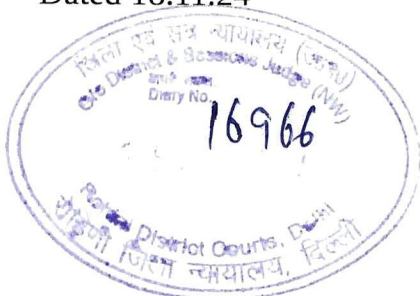
(Signature) 19/11/24

	14. To prepare the petrol bills and complete records for payment of petrol of pool cars. 15. To check the log books and petrol bills and place for approval/directions before Ld. Officer In-charge & Drawing and Disbursing Officer. 16. Removal of objections in petrol bills. 17. Correspondence related to petrol bills and relaxation of restrictions on quantity of petrol. 18. Hiring of vehicles, when required. 19. Ancillary RTI matters. 20. Correspondence/noting/drafting etc. on all the above. 22. Any other task that may be assigned by the Ld. Officer Incharge or the Ld. Principal District & Sessions Judge, North-West & North District.
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Incharge
Pool Car Section
Rohini Courts, Complex,
Delhi

Dated 18.11.24

To,
The Transparency Officer/OIC
RTI-Cell, North-West District
Rohini



Sub: Updation of Information on website in compliance of provisions u/s 4(1) (b) of Right to Information Act, 2005,

Sir,

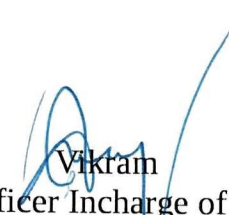
With reference your circular no. 34324-357/Transparency/NWD/RHC/DELHI/2024
Dated 16.11.24.

		The Receipt and Issue branch is common branch of North and North-West Branch. The official of Judicial Assistant cadre received and entry the dak in both register entry and dispatch register. All peon distribute the dak, file and circular outside (all district, high court Supreme court and other govt offices) and internally both district North and North-West.
Number of officials North-West		03 (two Judicial Assistant and one Junior Judicial Assitant)+ 04 (Dak peon)
Number of official(North)		02(two Senior Judicial Assistant) + 03 (Dak peon)
Work Profile of each seat		1. High Court Seat :Receiving the Dak and files from court and branch from the North District and North-West District , entering the same and dispatching to the Hon'ble High Court and receiving the Dak and file from Hon'ble High Court and dispatching to the same to the concerned court of both district. 2 Tis Hazari Court Seat;- Receiving the Dak from court and branches, entering the same and dispatching to the Tis Hazari Court and all 11 Districts , concerned DCP, Office of GPF cell, AGCR, GNCT and other Govt Office. 3. OutSide Seat;- Receiving the Dak from all 10 disricts, Hon'ble Supreme Court, post office , advocates and applicants, officials (who sent their Dak from home)entering the same and sending to the office of Ld. Principal District & Sessions Judge North and North-west. 4. Internal Seat;- Receiving the Dak of Judges and Staff from North and North-west District , entering the same and

Handwritten signature or mark.

	dispatching to the accordingly the different branches north-west and north. 5. Jail Dak Seat :- Receiving the Jail Dak from North and North-west District , entering the same and dispatching to Tihar Jail , Juvenile Justice Broad, OHB and Receiving the Jail Dak From Tihar Jail , entering the same and dispatching to different courts. 6. Circular Seat; Giving the numbers on the circulars from each branches and distributions the same to all 72 courts of north and north-west district and all branches and all other districts of Delhi and bars and DCP office. 7. Leave Seat (North-West):-Receiving the any kind of Leave Dak of Judges and staff from North-west, entering and sending the Admin.I+II , Admin III and Judicial Branch N/W 8. Leave Seat (North):- Receiving the any kind of Leave Dak of Judges and staff from North, entering the same and sending the Admin.I+II (North) Admin-III(North) and Judicial Branch North. 09. Layers Seat :- Scanning the circulars and uploading the same on Layers. 10. Outside /Tis Hazari Seat:- Dak, file and circular received from west and central district, Tis Hazari Court and dispatch the same to concerned official, branch or in court.
--	--

This is for your kind information.


Vikram
Officer Incharge of
Receipt and Issue Branch
North and North-West.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH- WEST DISTRICT: ROHINI COURTS: DELHI

To

The Ld. Transparency Officer/Officer Incharge,
RTI-Cell, North West District
Rohini Courts, Delhi

Sub: Updation of Information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act, 2005

Ref:- Letter No. 34324-357/Transparency/ NWD/ RHC/Delhi/ 2024 dated 16.11.2024

Sir,

With reference to your above referred letter and captioned subject, please find enclosed herewith the relevant information, as desired as per annexure 'A'

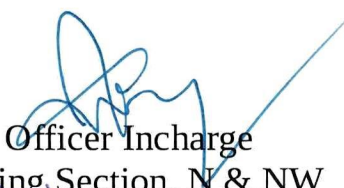
The details of Officer Incharge Filing Branch is as mentioned below:

Name of the Officer Incharge	Sh. Vikram, Additional Sessions Judge-03, North, West Rohini Courts, Delhi
Name of the Link Officer Incharge	Sh. Ajay Nagar, Additional Sessions Judge-03, North, Rohini Courts, Delhi

Thanking you,

Encl: As Above

Yours Sincerely,


Officer Incharge
Filing Section, N & NW
Rohini Courts, Delhi
विक्रम
VIKRAM
बिरोध न्यायाधीश (एन.डी.सी.एच.)
एच.डी.सी.एच. एच.डी.सी.एच. द्वितीय
Add. Sessions Judge-03 cum Special Judge (NDPS)
District North-West
कक्षा संख्या 409
Room No. 409
रोहिणी न्यायालय, दिल्ली
Rohini Courts, Delhi

Name of the Branch	Filing Section, Rohini Courts, Delhi (Common for North and North West District)
Number of Officials Posted in the Branch	One Branch Incharge, Nine Officials, One full time Peon, One Half day Peon.
Work Profile of the Branch	<u>Civil/ Criminal/ Commercial / NI Act/ Evening Court cases :</u> <u>Case Type- Civil-</u> Civil cases, Misc SCJ, G.P, Execution, MCA, RCA, DR,RCARC, Misc Ex. Appeal, Contempt Petition, Counter Claim, ESIC,Succession Cases, Insolvency Cases, TP (civil), RCT-ARCT, Arbitration, MACT Cases, Review petition, Contempt petition, MCD Appeal, LAC, Misc DJ, Probate, Revocation <u>Case Type- Criminal -</u> 156(3), 200,190,340,12(ii), 97, 199, 90 Contempt Petition-Sarfasai Applications, 115(20, 39 . Informatory petition- 4, 100, Execution petition, transfer petition, T.P(Crmnl), Criminal Revision, Criminal Appeal, misc Crmnl, Session Commit, Bail-Sessions and MM (Default bail, AnticipatoryBail, Interim Bail, Regular Bail, Custody parole etc), Misc Sessions (modification of bail order, early hearing, victim compensation, recalling of witness, Superdari, status report,CCTV preservation, surety release etc.), Domestic Violence, Complaint Cases <u>Case Type- Commercial-</u> commercial cases, OMP (Comm), OMP(1) (comm), Ex. (Comm) <u>Case Type- NI Act- Sec 138</u> <u>Disposal Procedure:-</u> 1) <u>Checking and verification of all Civil/ Criminal/ Commercial/NI Act cases filed through e filing portal</u> 2) <u>Raising objections, if any, through e filing portal .</u> 3) <u>Allocation and forwarding the cases to the concerned courts through e filing portal after registration of the same.</u> 4) <u>Maintenance of cause list (Kaccha register) for all civil/ criminal/commercial/ NI ACT cases .</u> 5) <u>Interlucotory application (e-filed in the existing cases) are verified through the e-filing portal so as to forward the same to the desired Court as per application .</u> 6) <u>Computerised entries in respect of DAR and FAR case</u>

- 7) Checking, verifying and maintenance of record in respect of Caveat petition
- 8) Locking of Court Fees of all Civil cases of North West and North District .
- 9) Receiving Physical Files of Bail applications (North and North West) marking and putting numbers on the North and North West) marking and putting numbers on the applications through CIS portal and sending to the Concerned Courts as per roster.
- 10) Receiving the physical Files of Misc Applications (Sessions and Cheif Judicial Magistrate) North West and North District and sending to the court after making necessary entries.
- 11) Entries of Evening Court Cases
- 12) Receiving and maintenance of Dak including Circulars
- 13) Receiving and verification of all police chargesheet pertains to North and N/W District from CCTNS mark objection if any and making enteries.
- 14) Entry for committed Sessions cases of North and N/W District and maintainance of cause list record of both District .

① Shetty
22/11/24

③ Ravi
22/11/24

4486
22/11/24.

Mun (88)
22/11/24

② ③
22/11/24

④ Q
22/11/24.

2
22/11/24

Q
22/11/24

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH- WEST DISTRICT: ROHINI COURTS: DELHI

To

The Ld. Transparency Officer/Officer Incharge,
RTI-Cell, North West District
Rohini Courts, Delhi



Sub: Updation of Information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act, 2005

Ref:- Letter No. 34324-357/Transparency/ NWD/ RHC/Delhi/ 2024 dated 16.11.2024

Sir,

In reference to your above referred letter and captioned subject, please find enclosed herewith the relevant information, as desired.

Thanking you,

Encl: As Above

Yours Sincerely,


Officer Incharge
Filing Section, N & NW
Rohini Courts, Delhi
विशेष न्यायाधीश (न.प.स.)
एवं अतिरिक्त सत्र न्यायाधीश (न.प.स.)
Addl. Sessions Judge (N & NW) District North-West
कक्ष संख्या 409
Room No. 409
रोहिणी न्यायालय, दिल्ली
Rohini Courts, Delhi

Name of the Branch	Filing Section, Rohini Courts, Delhi (Common for North and North West District)
Number of Officials Posted in the Branch	One Branch Incharge, Nine Officials, One full time Peon, One Half day Peon.
Work Profile of the Branch	<u>Civil/ Criminal/ Commercial / NI Act/ Evening Court cases :</u> <u>Case Type- Civil-</u> Civil cases, Misc SCJ, G.P, Execution, MCA, RCA, DR,RCARC, Misc Ex. Appeal, Contempt Petition, Counter Claim, ESIC,Succession Cases, Insolvency Cases, TP (civil), RCT-ARCT, Arbitration, MACT Cases, Review petition, Contempt petition, MCD Appeal, LAC, Misc DJ, Probate, Revocation <u>Case Type- Criminal</u> - 156(3), 200,190,340,12(ii), 97, 199, 90 Contempt Petition-Sarfaisi Applications, 115(20, 39 . Informatory petition- 4, 100, Execution petition, transfer petition, T.P(Crmnl), Criminal Revision, Criminal Appeal, misc Crmnl, Session Commit, Bail-Sessions and MM (Default bail, AnticipatoryBail, Interim Bail, Regular Bail, Custody parole etc), Misc Sessions (modification of bail order, early hearing, victim compensation, recalling of witness, Superdari, status report,CCTV preservation, surety release etc.), Domestic Violence, Complaint Cases <u>Case Type- Commercial-</u> commercial cases, OMP (Comm), OMP(1) (comm), Ex. (Comm) <u>Case Type- NI Act- Sec 138</u> <u>Disposal Procedure:-</u> 1) <u>Checking and verification of all Civil/ Criminal/ Commercial/NI Act cases filed through e filing portal</u> 2) <u>Raising objections, if any, through e filing portal .</u> 3) <u>Allocation and forwarding the cases to the concerned courts through e filing portal after registration of the same.</u> 4) <u>Maintenance of cause list (Kaccha register) for all civil/ criminal/commercial/ NI ACT cases .</u> 5) <u>Interlucotory application (e-filed in the existing cases) are verified through the e-filing portal so as to forward the same to the desired Court as per application .</u> 6) <u>Computerised entries in respect of DAR and FAR case</u>

	7) <u>Checking, verifying and maintenance of record in respect of Caveat petition</u> 8) <u>Locking of Court Fees of all Civil cases of North West and North District .</u> 9) <u>Receiving Physical Files of Bail applications (North and North West) marking and putting numbers on the North and North West) marking and putting numbers on the applications through CIS portal and sending to the Concerned Courts as per roaster.</u> 10) <u>Receiving the physical Files of Misc Applications (Sessions and Cheif Judicial Magistrate) North West and North District and sending to the court after making necessary entries.</u> 11) <u>Entries of Evening Court Cases</u> 12) <u>Receiving and maintenance of Dak including Circulars</u> 13) <u>Receiving of police chargesheet and entered of North and N/W chargesheet entry of North and N/W District & Sessions Caseof North & N/W District .</u>
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S (JA)
22/11/24

22/11/24

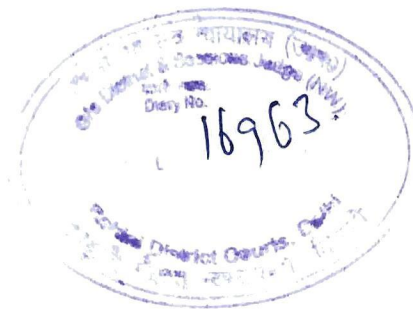
Ann (JA)
22/11/24

148
19/11/24

42

To

The LD. Transparency Officer/OIC,
RTI Cell,
North-West District, Delhi.



Sub:- Updation of Information on website in compliance of provisions u/s 4(1) (b) of Right to Information Act, 2005.

Respected Sir,

With reference to the letter no. 34324-357 /Transparency /NWD/RHC/ Delhi/2024 dated 16.11.2024 on the subject cited above, the requisite information is as under :-

DUTIES/WORK UNDERTAKEN BY BAIL SECTION

- Preparation of daily Peshi of Bail Applications and sending the same to the concerned Sessions Courts, as per Bail Roster.
- Preparation Chitthas up to 40 pages pertaining to Bail Applications/Records and sending the same to the Copying Agency.
- Issuance of Robkars for fetching the Trial Court Records to the Various Session Courts designated.
- Mediation Referral Process.
- Preparation of decided/disposed of Bail Applications/Pagination on daily basis for sending the same to the concerned Court.
- Maintaining Peshi Registers related to various Sessions Courts thereby making regular Updation (Kharza).
- Maintaining the Peshi Register, JMFC/Bail Orders Register, Prosecution/Accused Register, C.A. Register, Peshi Register, Monthly Statement Register, Goshwara Register, Robkar Register, TCR Register, Judgment Register.
- Examination of Copy of Orders & Judgments pronounced by various Session Courts/North-West pertaining to their regular matters, so as to supply the same to the accused/s, as per the directions of the Court.

concerned.

- Attestation work of daily order received from various Sessions Courts to supply the same to Prosecution Branch, Applicants, Complainants and various external departments like Jail Superintendents, ACP's, DCP's, CP etc., if Branch Incharge is not available as being Incharge of other branches also.
- Preparing & Maintaining of Monthly Statement and Half Yearly wise statement, as well.
- Updation (Kharza) of Bail Applications in the computer on day to day basis.
- Issuance work i.e Summons, Notices, Bailable Warrants, Non Bailable Warrants, Production Warrants in Bail Matters .
- Photocopying and Examination work of daily order received from various Sessions Courts to supply the same to the Prosecution Branch, Applicants, Complainants and various external departments like Jail Superintendents, ACP's, DCP's, CP etc.
- Transfer of the Bail Applications in case information system (CIS) as and when the Roster is changed time to time.
- Supply of Informations under Right To Information Act besides other miscellaneous queries time to time, if any available and pertain to bail section.
- Uploading of bail orders of Sessions Courts on E-Prison portal after downloading from NIC Portal.

With regards,

Dapner
19.11.24
(Dealing Clerk)
Bail Section NW.

Forwarded fls.

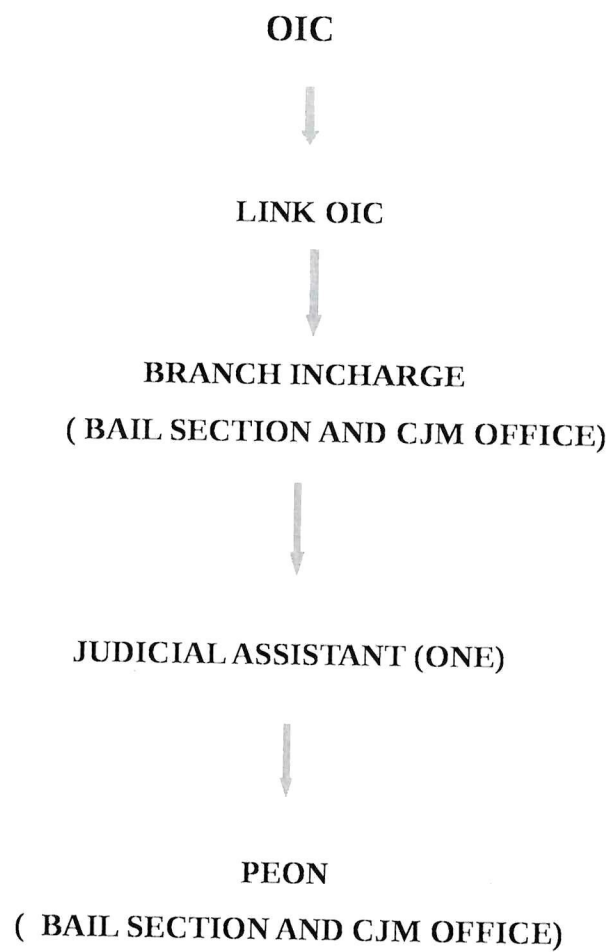
Link- अतिरिक्त जिला सत्र न्यायाधीश (उत्तर-पश्चिम)
Additional District & Sessions Judge (North-West)
रोहिणी न्यायालय, दिल्ली
Rohini Courts Delhi
19/11/24.

Yours faithfully,

Renu
19/11/2024
(BRANCH INCHARGE)
BAIL SECTION
NORTH-WEST
ROHINI COURTS, DELHI

PRESENT STRUCTURE EXISTS AS ON DATE OF BAIL SECTION:

NORTH WEST DISTRICT : ROHINI COURTS : DELHI



45

OFFICE OF THE Ld. PRINCIPAL DISTRICT &SESSIONS JUDGE (NW) & (NORTH)
ROHINI COURTS, DELHI

NO. 17465 /CA/NW &N/2024

DATED. 28/11/2024

To,

The Officer In-Charge,
RTI-Cell, North West District,
Rohini Court, Delhi

SUB :- Updation of Information on website in compliance of provisions u/s 4(1) of Right to Information Act,2005
Ref:- No.34324-357/Transparency/NWD/RHC/Delhi/2024 dated 16/11/2024

Respected Sir,

With reference to the above, the details of the functioning of the Branch alongwith the details of Officers/employees of Copying Agency (N/W & North) are as under :-

S.NO.	DESIGNATION	WORK ASSISGNE
01.	Ld. DISTRICT JUDGE -04	OFFICER INCHARGE (N/W & N)

S.NO.	DESIGNATION	WORK ASSISGNE
01.	01 BRANCH INCHARGE	Supervision of work, marking the files for copyists, and other miscellaneous work for smooth functioning of the Copying branch(N/W & N).
02.	01 SJA & 01 JA	Examined and signed the copies, prepared by the Copyist,
03.	03 JA & 01 JJA	File Fetchers deliver the applied CA applications to the Ahlmads/Asstt. Ahlmads/Naib Nazirs/ of Ld. Courts and branches are assigned to them & collect the chittha/file of the requisite record from court.
04.	02 JA & 01 JJA	Two Windows Clerks for CA applied counters and one for CA delivery counter
05.	03 JJA	Copyist prepared the Certified copies of marked files
06.	01 JJA (Visually Impaired)	For stamping on prepared copies
07.	03 orderly	For stamping on prepared copies as well as others misc. work

Thanking you,

Forwarded Please

Officer Incharge
Copying Agency
Rohini Courts, Delhi

Yours sincerely,



(Branch In-Charge)
Copying Agency(NW & N)
Rohini Courts, Delhi.

46

No. 1543 R.R. RC

Date: 18.11.2024

To

The Ld. Transparency Officer / OIC (RTI-Cell)

North-West District

Rohini Courts, Delhi.

Sub: Updation of information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act, 2005.

Ref: Office letter no. 34324-357/Transparency/NWD/RHC/Delhi/2024 dated 16.11.2024.

Respected Sir,

With regard to the captioned subject and reference, the requisite information is furnished as under:-

RTI Act, 2005: Section 4(1)(b)	Particulars of Information Required	Information qua Record Room Provided
(i)	the particulars of its organisation, functions and duties;	Does not relate specifically to this Branch; However, Record Room deals with consignment of decided judicial case files/record of different Courts, their requisitions to CA/different Courts/DHC/SC, weeding out of such files, Return of Documents etc..

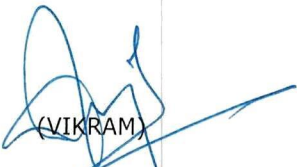
(ii)	the powers and duties of its officers and employees;	The Officer Incharge is the Administrative Head of this Branch. He supervises the Branch-work and all the officials working in Record Room including the Branch Incharge. The Branch Incharge also supervises the staff and Branch-work under Officer Incharge as well as weeding out work. Consignment Clerk deals with the consignment work, Mauza Clerks deal with maintenance & requisitions of such files. Further, officials also deal with scanning of files, High Court seat, Return of Documents in Civil cases noting-drafting etc..
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	The Branch functions as per Delhi High Court Rules, directions/circulars from Hon'ble High Court as well as Ld. PD&SJs and also as per practice in some cases; Decision-making process on case to case basis is followed from Dealing Assistant/concerned official-level through the Branch Incharge and Officer Incharge as well as obtaining approval/direction from the Ld. PD&SJs.
(iv)	the norms set by it for the discharge of its functions;	As per Delhi High Court Rules, directions/circulars issued from time to time by competent authorities.
(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	As per Delhi High Court Rules, directions/circulars issued from time to time by competent authorities.
(vi)	a statement of the categories of documents that are held by it or under its control;	Goshwara Registers which contain the entries of all consigned case files/record Mauza/category-wise, High Court letters Receipt/dispatch of files/wapsi files registers, Dak Registers, Attendance Registers, folders containing letters/circulars/official correspondences etc..
(vii)	the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	Does not relate directly to this Branch

(viii)	a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Does not relate to this Branch;
(ix)	a directory of its officers and employees;	Maintained by Administration Branch, N/W and HQs and Accounts Branch. However, the details of OIC/staff posted in this Branch is as under:- 1.. Sh. Vikram, Ld. ASJ/OIC, R.R. 2.. Sh. Jagdish Bhakuni, SJA/Branch Incharge, N/W 3.. Ms. Rajni Grover, SJA, N/W 4.. Ms. Kamlesh Kumari Dabas, SJA, N/W 5.. Mr. Shiwam Kumar, SJA, N/W 6.. Mr. Harish Chand, JA (North) 7.. Ms. Mona Madan, JA 8.. Ms. Preeti, JA 9.. Mr. Shyam Singh, Nazir (posted till further order) 10.. Mr. Ajesh Singh Saini, Nazir (posted till further order)
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations,	Maintained by Accounts Branch, N/W and North w.r.t. staff/OIC of this Branch.
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Does not relate to this Branch.
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Does not relate to this Branch.

(xiii)	particulars of recipients of concessions, permits or authorisations granted by it;	Does not relate to this Branch.
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	Digitized record/data of scanned consigned case files of certain Mauza/category of cases/period.
(xv)	the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Litigants/public can inspect Decided case files from 10:00 AM to 04:00 PM (Inspection to be allowed till 03:00 PM) in terms of Delhi High Court rules.
(xvi)	the names, designations and other particulars of the Public Information Officers;	Does not relate to this Branch.
(xvii)	such other information as may be prescribed and thereafter update these publications every year;	Does not relate to this Branch.

Submitted please,

Yours faithfully,



(VIKRAM)

ASJ (N/W)/Officer Incharge

Record Room, N/W & North

Rohini Courts, Delhi.

(50)

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT: ROHINI COURTS: DELHI**

No. 410...../RTI-Cell/NWD/RHC/Delhi/2024

Dated: 19.11.2024

To

The Transparency Officer,
RTI-Cell, North-West District,
Rohini Courts, Delhi.

Ref.: No. 34324-357/Transparency/NWD/RHC/Delhi/2024, dated 16.11.2024

**Sub.: Updation of Information on website in compliance of provisions u/s 4(1)(b)
of Right To Information Act, 2005.**

Respected Madam,

This is in reference to the abovesaid letter dated 16.11.2024 received in this Branch on the abovesaid subject matter. In this regard, kindly find the requisite information attached herewith for your kind perusal and for onward transmission of the same to the System Analyst/In-charge, IT Cell, Delhi District Courts, the Centralized Website of Delhi District Courts.

Thanking You,

Yours faithfully,


(Sushil Kumar Pal)

Branch In-charge,
RTI-Cell, North-West District,
Rohini Courts, Delhi.

Encl.:- As Above.

Forwarded

①
Lt. D1C/R11-Cell
WNS/RMC.
JASJEET KAUR
District Judge/Addl. Sessions Judge
New Delhi

RTI BRANCH (NORTH-WEST)
ROHINI DISTRICT COURTS, DELHI

DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICERS	ADDRESS
FIRST APPELLATE AUTHORITY	Sh. PRASHANT KUMAR, ASJ(ELECTRICITY), NORTH-WEST DISTRICT	ROOM NO.-205, SECOND FLOOR, ROHINI COURTS, DELHI
OFFICER INCHARGE/TRANSPERANCY OFFICER	MS. JASJEET KAUR, PO MACT, NORTH-WEST DISTRICT	ROOM NO.-203, SECOND FLOOR, ROHINI COURTS, DELHI
LINK OFFICER INCHARGE	MS. RUCHIKA SINGLA, DISTRICT JUDGE-03, NORTH-WEST DISTRICT	ROOM NO.-311, THIRD FLOOR, ROHINI COURTS, DELHI
PUBLIC INFORMATION OFFICER/BRANCH IN-CHARGE/RECORD OFFICER	SH. SUSHIL KUMAR PAL, SENIOR JUDICIAL ASSISTANT	PORTA CABIN-4B, FORTH FLOOR, ROHINI COURTS, DELHI
LINK PUBLIC INFORMATION OFFICER/OFFICIAL	MS. PINKI KAPOOR, SENIOR JUDICIAL ASSISTANT	PORTA CABIN-4A, FORTH FLOOR, ROHINI COURTS, DELHI

One Senior Judicial Assistant is working under the Supervision of **Public Information Officer** and also to assist the Record Officer to maintained the record in the RTI Cell, North-West District, Rohini District Court, Delhi.

The work of RTI Branch is urgent and time bound. This Branch deals with the applications/appeals under the Right to information Act as under :-

1. Receive applications under the Right to Information Act and register them mannually as well as on Online Portal.
2. Check/deposit the Requisite fees and postal orders enclosed alongwith RTI applications are to be realized from the post office.
3. Process the applications and seeks/obtains the comments/information sought in the applications, from the concerned branches/courts.
4. Prepare the reply as per the information received from the concerned branches/courts.
5. RTI applications are also transferred to other departments if the information sought pertains to other department.
6. Communicate expeditiously, with stipulated time, the information sought or appropriate reply to the applicants, or take necessary action in accordance with law/rules.

7. Receive appeals and register them.
8. Appear before the Ld. First Appellate Authority in appeals filed by the Applicants.
9. Appear before the Central Information Commission in second appeals, if preferred by the Applicants.
10. Compliance with the directions of Appellate Authorities.
11. Assists Transparency Officer.
12. Keeping the record of the circulars/orders endorsed to the Record Officer.

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OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
NORTH-West DISTRICT::ROHINI COURTS COMPLEX::DELHI

No. 379 /CJM/N-W/Rohini courts/2024/Delhi

Dated 19/11/2024

To,

Transparency Officer/OIC,
North-West District,
Rohini courts, Delhi



Respected Sir,

With reference to Office Circular no. 34324-34357/Transparency/N-W D/RC/Delhi
2024 Dated 16/11/24, please find enclosed herewith details of nature of work of Office of
CJM, North-West, Rohini Courts, Delhi.

Thanking You,

Yours faithfully,

Forwarded pls.

Renu
19/11/2024

मुख्य न्यायिक दफ्तराधिकारी
Chief Judicial Magistrate
उत्तर-पश्चिम जिला, रोहिणी न्यायालय दिल्ली
North-West District, Rohini Courts, Delhi

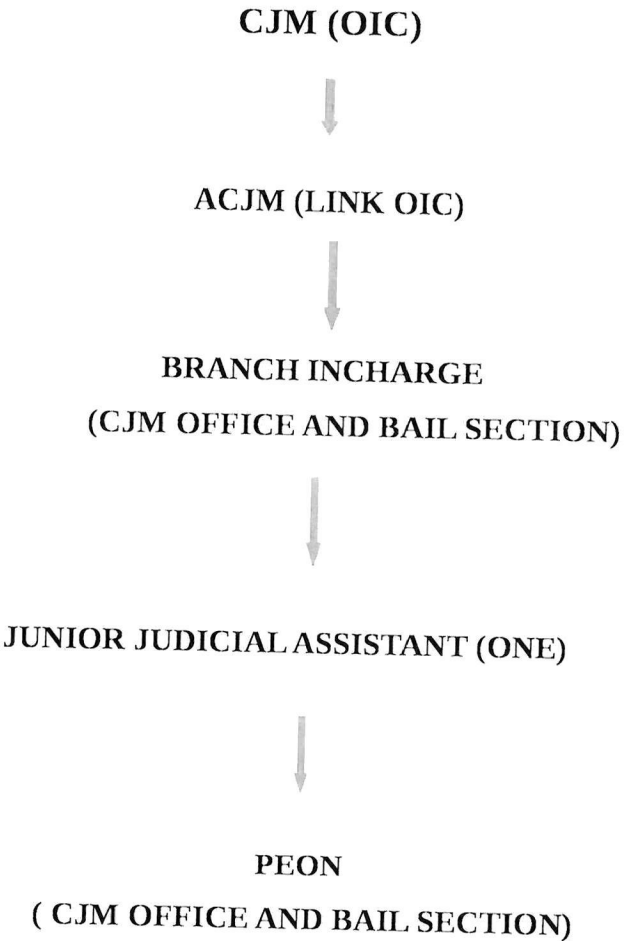
19/11/2024

Branch Incharge
CJM (N/W)
Rohini courts, Delhi

Chief Judicial Magistrate Office (N-W) Works as under:-

1. Receiving of Fresh cases from Filing section for marking and assigning the same to the concerned courts.
2. Receiving of fresh cases U/s 138 NI Act and marking to Digital courts.
3. Preparation of Monthly & Quarterly Consolidated statements and reports of CJM, ACJM and JMFC Courts.
4. Preparation of Monthly Duty Roster & Link Roster of all the JMFC courts as per direction of Ld. CJM (North-West).
5. Uploading of Bail orders of JMFCs courts on E-prison portal after downloading from the NIC portal.
6. Work related to transfer of cases and application for transfer of cases filed by the litigant and lawyers.
7. Receive & Dispatch of letters/Orders from and to all other Districts through R&I.
8. Giving of reply to the RTI applications as received from PIO from time to time.
9. Preparation of different type of reports as called from Ld. Principal District & Sessions Judge.
10. Putting up of Transfer files and applications as received from the different courts before Ld. CJM (N/W) on daily basis for consideration and assignment. After assignment sending the same to the concerned court after making necessary record in the register.
11. Receiving of High Court orders and checking it from server forwarding the same to the concerned court after getting it marked from Ld. CJM (N/W).
12. Keeping of leaves intimation of Ld. CJM, ACJM and all the JMFCs and Keeping of record of TIPs of all the JMFCs of North-West District.
13. To deal with the work related to court complaints.
14. Conducting/maintaining Meeting schedule of all the JMFCs on the direction of Ld. CJM (N/W).
15. Conducting of Meeting of Committee to monitor compliance with directions of Hon'ble High Courts of Delhi in case titled as Manjit Singh Vs State regarding disposal of Superdari and Mud application received from various Police Stations.
16. Preparation of different types of reports as being called from the Hon'ble High Court/any other Forum and sending the same in the stipulated time period.
17. Maintaining and preparation of consolidated reply of circulars, Lok Sabha and Rajya Sabha Questions etc. within a stipulated time period.
18. Receipt and Dispatch of letters/ords from and to Hon'ble Supreme court of India/Hon'ble High Courts of India and other Court Complexes of Delhi.
19. Daily miscellaneous applications received from litigants, dak and from different sources and the same send the concerned court after get it marked from Ld. CJM (N/W).
20. To deal with the Production Warrants/ Bailable warrants/NBWs/Summons/Notices received from Hon'ble Supreme Court of India/Hon'ble High Courts of India and other court of Law from all over India.

PRESENT STRUCTURE EXISTS AS ON DATE OF CJM OFFICE NORTH
WEST DISTRICT : ROHINI COURTS : DELHI



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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)
ROHINI COURTS : DELHI

No. 1696-1697 /CTB/RC/2024

Dated 27/11/2024

To,

(1) Ld. Officer-in-Charge,
Transparency Officer, RTI Branch,
North-West District, Rohini Courts,
Delhi.

(2) Ld. Officer-in-Charge,
Transparency Officer, RTI Branch,
North District, Rohini Courts,
Delhi.

Sub:- Updation of Information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act, 2005.

Ref:- Office of the Ld. Principal District & Sessions Judge (HQ)'s Letter No. 42307-42327/IT Cell/2024 dated 12.11.2024 on the above subject.

Respected Sir,

Pursuant to the directions contained in the letter referred above, wherein it has been directed to furnish the information / details pertaining to this branch under provisions u/s 4(1)(b) of RTI Act, 2005, in this regard particulars of organization, function and duties and other related details are as under :-

Functioning of the Care Taking Branch, Rohini Court Complex.

The Care Taking Branch of the Rohini Court Complex serves as a critical operational unit for both the North-West and North Districts, Rohini Courts, Delhi. This branch plays a crucial role in maintaining an efficient working environment for staff and visitors alike. The Care Taking Branch is entrusted with a wide range of responsibilities that are essential for the smooth functioning of the court complex. These responsibilities include:

1. Maintenance and Upkeep:

- Ensuring the cleanliness and hygiene of the entire Rohini Court Complex, including Courtrooms, Offices, Corridors, and common areas of Lawyers Chamber Block.
- Overseeing the inventory and restoration of stock / office supplies.

2. Safety and Security:

- Conducting regular inspections to identify potential safety hazards and risks.
- Implementing measures to mitigate risks and prevent accidents, such as fire safety drills and emergency evacuation procedures.
- Monitoring the complex for security breaches and unauthorized access.

3. Committee Management:

The Care Taking Branch actively participates in various committees that oversee the overall upkeep and maintenance of the complex. Description and works of some major committees is as under.

- **Building Maintenance Committee:** Responsible for planning and executing major repair and renovation projects.
- **Watch & Ward Committee:** Overseeing security operations and ensuring the safety of personnel and property.
- **Housekeeping Committee:** Monitoring cleaning and sanitation standards and addressing hygiene concerns.
- **Condemnation Board :-** To dispose condemned articles, raddi etc. through auction.

4. Stake Holders Management:

Coordinating with Public Works Department, Delhi Police, MCD and vendors for services such as cleaning, pest control, maintenance & security etc.

The Care Taking Branch of the Rohini Court Complex is an essential part of the court's operations. By effectively executing its duties, the branch contributes significantly to the overall efficiency, safety, and well-being of the entire complex under the kind control of following Ld. Judicial Officers and Incharge.

Ld. Officer-in-Charge :- Shri Sunil Kumar Chaudhary, Ld. District Judge-04, North-West District, Rohini Courts, Delhi.

Ld. Link Officer-in-Charge:- Ms. Mansi Malik, Ld. Administrative Civil Judge (N/W), Rohini Courts, Delhi.

Incharge, Care Taking Branch :- Shri Prem Chand Lodwal, Sr. Judicial Assistant.

Physical Structure of the Branch

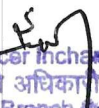
Sl. No.	Description	Nos. of Officials.
1	Sr. JA / Branch Incharge	1
2	Judicial Assistant	2
3	Junior Judicial Assistant	3
4	Chowkidars	17
5	Safai Karmchaari	16
6	Farash	8

Submitted for your information and kind perusal.

Forwarded

Yours faithfully,


Prem Chand Lodwal
Incharge, Care Taking Branch,
Rohini Courts, Delhi


Ld. Officer incharge
प्रभारी अधिकारी
Care Taking Branch (NW & N)
देख रेख शाखा (दक्षिण पश्चिम एवं उत्तर)
Rohini Courts, Delhi
रोहिणी न्यायालय दिल्ली

To,
OIC/Transparency Officer,
RTI Branch, North-West District,
Rohini Courts, Delhi

Dated- 26.11.2024

Subject- Information on website in compliance of provisions u/s (1) (b) of Right to Information Act, 2005.

Ref : Office of the Ld. Principal District & Sessions Judge (North-West) Letter No. 34324-34357/Transperancy/NW/RC/Delhi/2024 dated 16.11.2024 on the above subject.

Respected Sir,

NAME OF THE BRANCH :NAZARAT BRANCH, NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

Officer Incharge:	Ms. Mansi Malik, Ld. ACJ
Link Officer Incharge :	Ms. Naina Gupta, Ld. SCJ/RC/GJ

Details of Staff:

Civil Nazir/Branch Incharge:	01
Civil Nazir:	01
Judicial Assistant:	01
Junior Judicial Assistant:	01
Process Servers:	32
Bailiffs:	04
Peon:	01

In reference to the subject cited above, the required details are as follow:

- Incharge:** To look after all administrative work of Nazarat Branch, North District, Rohini Courts, Delhi and work of all seats of Nazir/Civil Nazir/JA and JJA.
- Civil Nazir/Nazir:** As the notices/summons received from the courts and the same are marked to the Process Servers beat wise and delivery report is submitted by Process Servers forwarded the same to the concerned Courts and information thereon kept in record.
- Bailiffs:** When Warrants marked by Ld. ACJ to the Bailiff's he/they visit the spot and execute the same as per directions of concerned Courts and file their reports to the concerned Courts through Civil Nazir.
- Process Servers:** When Notices/Summons marked by the Civil Nazirs/Nazir's they visit the Spot and file their report as per law to the concerned Courts through Concerned Beats Civil Nazir's/Naib Nazir's.
- Peon's:** Civil Nazir's/Naib Nazir's enter the Warrant's/Notices /Summons /Memo's in the Dak Register after report submitted by the Bailiff's/Process Servers and the Dak Peon distribute the same to the concerned Courts and Branches.

Submitted Please.

forWARDED

(M)

प्रशासनिक सहायक न्यायाधीश
Administrative Civil Judge
उत्तर-पश्चिम जिला
North West Distt.
रोहिणी न्यायालय दिल्ली
Rohini Courts Delhi

27-11-24
27-11-24

yours Sincerely,

(Mansi Malik)

Branch Incharge,
Nazarat Branch,
North-West District,
Rohini Courts, Delhi

Incharge
Nazarat Branch
North/West District
Rohini Courts Delhi
26-11-24

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No. 93 e-Sewa Kendra/NW & N/RC

Date: 19.11.2024

To

The Ld. Transparency Officer / OIC (RTI-Cell)
North-West District
Rohini Courts, Delhi.

Sub: Updation of information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act, 2005.

Ref: Office letter no. 34324-357/Transparency/NWD/RHC/Delhi/2024 dated 16.11.2024.

Respected Sir,

With regard to the captioned subject and reference, the requisite information is furnished as under:-

RTI Act, 2005: Section 4(1)(b)	Particulars of Information Required	Information qua e-Sewa Kendra Provided
(i)	the particulars of its organisation, functions and duties;	Does not relate specifically to this Branch; However, e-Sewa Kendra deals wih addressing to the queries of different Advocates/litigants/general public related to their cases etc. like case-status, next dae of hearing of the case, location of different Courts, assisance in providing information related to Police Stations & jurisdictions through VC/telephone/physically; Further, this Branch provide assistance regarding video-conferencing/hybrid hearing to the

		Advocates/litigants, assistance in scanningfor e-filingetc.; Moreover, this Branch also provides assistance in e-filing relatd work like creating user id for e-filing, downloading the mobile app for e-Courts etc..
(ii)	the powers and duties of its officers and employees;	The Officer Incharge is the Administrative Head of this Branch. He supervises the Branch-work and all the officials working in e-Sewa Kendra including the Branch Incharge. The Branch Incharge also supervises the staff and Branch-work under Officer Incharge. Further, the staff & Branch Incharge deals with queries etc. and provide assistance in e-filing to the Advocates/litigants/public.
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	The Branch functions as per Delhi High Court Rules, directions/circulars from Hon'ble High Court as well as Ld. PD&SJs. Decision-making process on case to case basis is followed from Dealing Assistant/concerned official-level through the Branch Incharge and Officer Incharge as well as obtaining approval/direction from the Ld. PD&SJs.
(iv)	the norms set by it for the discharge of its functions;	As per Delhi High Court Rules, directions/circulars issued from time to time by competent authorities.
(v)	the rules, regulations, instructions, mannuals and records, held by it or under its control or used by its employees for discharging its functions;	As per Delhi High Court Rules, directions/circulars issued from time to time by competent authorities.
(vi)	a statement of the categories of documents that are held by it or under its control;	Registers containing data of successor/predecessor Courts, Circular files etc.
(vii)	the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	Does not relate directly to this Branch
(viii)	a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils,	Does not relate to this Branch;

	committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	
(ix)	a directory of its officers and employees;	Maintained by Administration Branch, N/W and HQs and Accounts Branch. However, the details of OIC/staff posted in this Branch is as under:- 1.. Sh. Neeraj Gaur, Ld. Judge Family Court/OIC,e-Sewa Kendra 2.. Sh. Suresh Kumar, SJA/Branch Incharge, N/W 3.. Ms. Sunita, , JA, N/W 4.. Ms. Prem Lata, JJA, North 5.. Ms. Preeti, JJA, N/W
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations,	Maintained by Accounts Branch, N/W and North w.r.t. staff/OIC of this Branch.
(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Does not relate to this Branch.
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Does not relate to this Branch.
(xiii)	particulars of recipients of concessions, permits or authorisations granted by it;	Does not relate to this Branch.
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	Information regarding cases etc. are available on server and is accessed in this Branch (computer/using user id) to address the queries of Advocates/litigants/public.
(xv)	the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	Advocates/litigants/public can get their queries addressed during working hours. Further, disabled (visually impaired) persons can access computer/internet to get specific information through accessible computer (with screen reading software) in this Branch. Wheel chairs are also available in

		this Branch for persons with locomotor disability.
(xvi)	the names, designations and other particulars of the Public Information Officers;	Does not relate to this Branch.
(xvii)	such other information as may be prescribed and thereafter update these publications every year;	Does not relate to this Branch.

Submitted please,

forwared please

Yours faithfully,

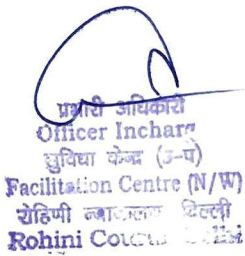


(SURESH KUMAR)

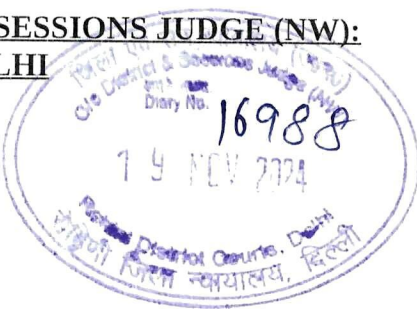
Branch Incharge

e-Sewa Kendra, N/W & North

Rohini Courts, Delhi.



OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NW):
ROHINI COURTS, DELHI



To
Transparency Officer/OIC
RTI-Cell, North-West District,
Rohini Courts, Delhi

Ref.: Letter No.34324-357/Transparency/NWD/RHC/Delhi/2024 dated 16.11.2024.

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

Sir,

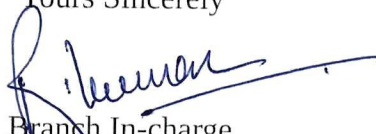
In reference to the letter dated 16.11.2024 issued by your good office, I am directed to furnish the requisite reports/data as sought is as under:-

It is important to mention here that General Administration Branch of this office deals with multiple issues as follows:-

Name of the Officer In-charge	Ms. Ruchika Singla, District Judge-03, North-West, Rohini Courts, Delhi.
Judicial Assistant/ Branch In-charge	01

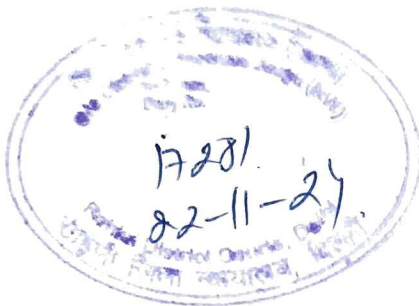
1. management of the tickets for the Judicial Officers (exclusively for official purpose)
2. presenting bouquets to Judicial Officers (DHJS & DJS) on their birthdays on behalf of the Ld. Principal District & Sessions Judge: North-West Rohini Courts, Delhi
3. resolving the grievances of the retired Judicial Officers from North-West District, Rohini Courts, Delhi.
4. To arrange Protocol for the Airport visits of the Judicial Officers posted at North-West District, Rohini Courts, Delhi.

Thanking You,

Yours Sincerely

Branch In-charge
Protocol Branch,
North-West District,
Rohini Courts, Delhi.

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Dated:22.11.2024

To,

The Transparency Officer/OIC
RTI-Cell, North-West District,
Rohini Courts, Delhi.

Sub: Updation of information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act, 2005.
Ref: No.34324-357/Transparency/NWD/RHC/Delhi/2024, dated 16.11.2024.

Respected Sir,

With reference to the above mentioned letter, kindly find enclosed herewith the following requisite information pertaining to VWDC, North-West & North Districts as desired by your good self:

S. No	Query NO.	Answer
1	4(1) (b)(i)	Name of the Branch: VWDC Vulnerable Witness Deposition Complex. Officer In-Charge : Ms. Ruchika Singla, DJ-03, North-West, Rohini Courts. Link-Officer In-Charge:Sh. Virender, ASJ (FTSC) (POCSO) Details of Staff: 02 Judicial Assistant, one from each District (NW & North). (VWDC) Vulnerable Witness Deposition Complex, North-West & North. This branch has been constituted to ensure provision of congenial atmosphere and infrastructure needed for recording of vulnerable witnesses evidence, other ancillary works like providing refreshment and others eatables to victims / vulnerable witnesses and their guardians and attending their needs as well as communicating availability of the court rooms and support persons. a) Work Profile and volume work being dealt with by the branch concerned is as under:- #Deals with office correspondence relates to VWDC (N-W) & (North) Districts. # High Court correspondence (N-W & North) Districts. #Arrangement of refreshment/Lunch for Victim/Witness/Attendants in the V.W.D.C. as well as in the POCSO Courts. # Matters relates to support persons ie their duties, link-duty, bill related problems etc. # Assisting in smooth functioning of court proceedings through VC. # Information regarding cases wherein evidence is being recorded is sought from the concerned court through

		prescribed forms. # Receiving and preparation of bills of the support persons of both the districts. # Calling to victims/witnesses prior to their court date, tie-up with support person for their smooth transit.
2	4(1) (b)(ii)	As per rules
3	4(1) (b)(iii)	As per rules
4	4(1) (b)(iv)	As per rules
5	4(1) (b)(v)	As per rules
6	4(1) (b)(vi)	As per rules
7	4(1) (b)(vii)	Not applicable
8	4(1) (b)(viii)	VWDC Committee constituted by Hon'ble High Court of Delhi with I.d. Principal District & Sessions Judge as de facto chairperson. The meetings and minutes are not open/accessible to public.
9	4(1) (b)(ix)	As per rules-
10	4(1) (b)(x)	No separate remuneration is provided as per the current regulations.
11	4(1) (b)(xi)	Separate budget has been sanctioned
12	4(1) (b)(xii)	As per rules
13	4(1) (b)(xiii)	Not applicable
14	4(1) (b)(xiv)	Not applicable
15	4(1) (b)(xv)	Not applicable
16	4(1) (b)(xvi)	As per rules
17	4(1) (b)(xvii)	Not applicable

This is for your kind information & necessary action.

Thanking you,

Yours faithfully,


(Ruchika Singla)
Officer-In-Charge

Vulnerable Witness Deposition Complex,
North-West & North District, Rohini Courts, Delhi.

Enclosed : As above

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

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No. 17095 Stat./N-W/RC/2024

Dated 20/11/24

To

The Branch Incharge,
RTI Cell North-West District,
Rohini Courts, Delhi.

Subject: Updation of Information on website in compliance of provisions U/s 4(1) (b) of Right to Information Act,2005.

Sir,

I am directed to enclosed herewith the requisite information as per section 4(1)(b) of Right to Information Act 2005 of Stationery Branch in terms of letter No. 34324 -357/Transparency/NW/RHC/Delhi/2024 Dated 16.11.2024 for updation of the Centralized website of Delhi District Courts. The requisite information is as under

Ld. Officer Incharge : Sh Vinod Yadav Ld. DJ (Commercial Court) North West

Link Officer Incharge : Sh Sushil Kumar Ld. ASJ, North District.

The requisite information i.e. functions and duties of Stationery Branch is mentioned below:

Name of the Branch	Work profile of the Branch	Name of the Officer/ Official	No. of officials Deployed with designation		Profile of the Branch
Stationery Branch (North West & North District) Rohini Courts	Receiving and Distribution of stationery items (both Printed and non-printed). Preparation/issuance of rubber stamps/metal seals. Purchase/issuance of consumables of photocopier. Correspondence regarding Paper Shredder Machines.	Branch Incharge	Judicial Assistant	01	Supervision of all work pertaining to stationery branch of both districts i.e North & North-West
		Stationery Distribution Seat	Judicial Assistant (North District)	01	1. Maintenance of Records of Stationery (both Printed & Non Printed).
			Junior Judicial Assistant (NW District)	01	2. Sending demand of stationery items(Both Printed & Non-Printed) to Purchase Cell of both district of Rohini Courts, after calculation as per annual consumption /strength and work of staff. 3. Receiving of the Stationery items (Printed & Non Printed) from Purchase Cell/Vendor.

Contd. 2

				4. Distribution of Stationery items (Printed & Non Printed) in both the Districts of Rohini courts, Delhi. 5. Maintenance of Records of Requisitions sent by the Courts Official and Officers for different Stationery items. 6. Correspondence regarding preparation and supply of rubber stamps, seals etc. to courts/branches. Maintaining record of the same. 7. Correspondence regarding purchase / issuance of consumables of photocopier. 8. Correspondence regarding paper shredder machines. 9. General and Misc. Correspondence related to the Stationery Branch.
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This is for your kind information.


(Richa Kumar) 20/11/24

In-charge Stationery branch
Pr. District & Sessions Judge's Office
Rohini Courts, Delhi

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19/11/24

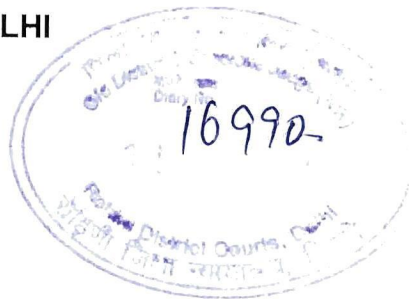
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Dated: 19.11.2024

OFFICE OF PRINCIPAL DISTRICT & SESSIONS JUDGE:
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

To,

The Transperancy Officer/OIC,
RTI Cell, North-West District,
Rohini Courts, Delhi.



Ref. No. 34324-357/ Transperancy/NWD/RHC/Delhi/2024 dt. 16.11.2024.

Sub: Updation of information on website in compliance of provisions u/s 4(1) (b) of
Right to information Act 2005.

Sir,

Kindly refer to the above mentioned reference and subject, the requisite
information of the Judicial Branch (N/W), Rohini Courts, Delhi is attached herewith as
desired.

With regards,

(Rajinder Kumar) Additional Sessions Judge-05 (North-West)
Link Officer-in-Charge,
District Nazir Branch,NW,
Rohini Courts, Delhi

Encls: As above.

**DISTRICT NAZIR BRANCH
NORTH WEST DISTRICT, ROHINI COURT, DELHI**

Following officials work under the Supervision of Officer In-charge, Rohini Court, Delhi.

- 1. Sunil Kumar, District Nazir**
- 2. Sombir, J. A.**

DISTRICT NAZIR BRANCH:-

1. Preparation of calcuation report of the compensation/amount on the basis of Court Order(Ld. ADJ/Hon'ble High Court Delhi/Hon'ble Supreme Court and Statement -19 filled by Land Acquisition Collector). in LAC cases.
2. Apportionment of shares of interested Persons/Decree Holders on the basis of court orders, Statement-19 Enhanced Naksha Muntzamin (ENM) in cases U/s 18 & 30-31.
3. Misc. Reports which are called from Courts of Ld. ADJ North and North west District all the old cases in which payment is lying deposited with this Branch.
4. Preparation of withdrawal letter of amount to release the same to entitled Ips/DHs as per the directions of Courts.
5. Maintaining records of cheques received from LAC in execution and in main cases.
6. Depositing cheques in Nationalized banks in the form of FDR.
7. Disbursing of Decretal amount to the lawful claimant after same is decided by the court.
8. Maintaining the receipt/Payment register in LAC Matters.
9. Maintaining of receipt/payment register in civil deposit matter of Ld. ADJ.
10. Maintaining of Dak Register
11. LAC cases u/s 18 and 30-31 of LA Act and Execution Cases North and North- West District

Note:- This Branch performs/works of two Districts (North and North-West).

