

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI.**

NO. 519 (519) /RO/NE/KKD/Delhi/2022/

Dated: 115 JAN 2022

To,


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

Sub: **Regarding Updation of the information on website u/s 4 of Right to Information Act, 2005**

Sir,

Please find enclosed herewith the updated information regarding the details of nature of work of all the branches of North-East District, Karkardooma Courts, Delhi u/s 4 of Right to Information Act, 2005.

You are hereby requested to update the information on the website of Delhi District Courts www.delhidistrictcourts.nic.in so that the updated information can be made accessible to the general public.



(Record Officer)
North-East District,
Karkardooma Courts, Delhi

Encl:

No. _____ /RO/NE/KKD/Delhi/2022

Dated _____

Copy to : The Incharge, Website Committee, Karkardooma Courts, Delhi for updation & necessary information.


(Record Officer)
North-East District,
Karkardooma Courts, Delhi

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI**

No. 6436 /Acetts/NE/KKD/2021

Dated : 09/11/2021

To,

Sh. Manoj Kumar
Transparency Officer
North-East District
Karkardooma Courts, Delhi

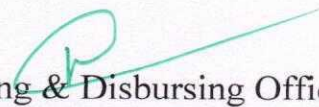
Sub : Regarding provide the details of nature of work of branch and other relevant information maintained

Sir,

In reference to your Office circular no. 6343-6347/R.O./N-E/KKD/Delhi/2021 dated 30/10/2021, please find enclosed herewith the details of nature of work and other relevant information maintained by the Accounts Branch, North-East District, Karkardooma Courts, Delhi as per Annexure 'A' attached, as desired.

Thanking you,

Yours faithfully,


Drawing & Disbursing Officer
North-East District
Karkardooma Courts, Delhi

Encl : Annexure 'A'

Name of Branch: Accounts Branch, North-East District, KKD Courts, Delhi

S.No	Name of Branch	No. of Official category wise/Designation wise	Work Profile & volume of work being dealt with by Accounts Branch
1	2	3	4
1	Accounts Branch, North-East District	Total Officials Posted-07 06(Six) Judicial Assistant & 01(One) Junior Judicial Assistant	<p>Contingency-To check the entitlement of concerned Officers towards their respective claims from their respective service books as well as details received from previous transferee districts and accordingly, prepare the Note and Draft for obtaining the approval from competent authority as well as sanction and thereafter, prepare the bills in respect of Reimbursement/respective claims of all the Judicial Officers towards water charges, Electricity Charges, News Paper & Magazine charges, Telephone bills, Petrol Charges and Allowances i.e. Camp Office, Technical Devices, Brief Case/Office Bags(Staff also), Home Orderly , Robe Dress, Mobile purchase, Mobile usage bill in respect of Judicial Officers and Mobile usage bills in respect of Process Servers and posting of all the aforesaid reimbursement/payment in the respective record registers.</p> <p>To provide the detail of disbursed amount against their respective claim on monthly basis.</p> <p>To provide contingency details of Judicial Officers/Officials to respective districts on transfer.</p> <p>Check and prepare the bills of All the Office Bills Electricity, Telephone, Water, outsourced staff and Ors. of Court Complex etc..</p> <p>Prepare Bills of Office/all branches i.e. Purchases of items from GeM Portal, Stationery, rubber stamps, Child Witnesses support persons bills , Pool car repair & Maintenance & petrol charges of Pool Car etc. Refreshment bills of Office, payment of amount for prize distribution of Hindi competitions.</p> <p>Prepare the Bills of Domestic Help Allowance in respect of retired Judicial Officers.</p> <p>To prepare Data for filing return against GST/TDS on monthly and quarterly basis and provide form 16 A/ GST to concerned parties.</p> <p>Maintain Budget and all the relevant records and registers pertaining to aforesaid bills and allowances. In addition to that necessary entries of reimbursement claims are made in the service book record of concerned Officers/Officials.</p> <p>All other works as directed by the superior authorities are disposed off in time bound manner.</p> <p>To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time.RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.</p>

Budget Seat-

The Accounts Branch maintain the budget distribution to all concerned branches, prepare monthly basis data pertaining to expenditure as well as remaining budget on account of bills submitted to PAO and reconcile the same with PAO.

Prepare Revised Estimate for current financial year & Budget Estimate for next financial year to ascertain the expected expenditure to be incurred during the concerned financial year & send information to other departments on monthly basis.

To send the requisition of additional budget to HQ as and when required during the financial year.

To prepare Monthly Salary Statement & Quarterly Statement

To prepare Final Excess & Saving (twice in a financial year).

All other works as directed by the superior authorities are disposed off in time bound manner.

To sought out the queries pertaining to budget in respect of concerned Branches .

RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.

Pension Seat-

Timely processing and put up the Pension cases of Judicial Officers and all the staff on superannuation/Death/compulsory/Voluntary retirement etc. as the case may be, before the competent authority and obtain all the No dues from the concerned Branches/Vigilance/LPC/HBA/Long terms advance seat etc. and benefits such as pension, Death cum Retirement Gratuity/ family pension/ Commutation of Pension/ Group Insurance/ Leave Encashment are released.

Revision of pension/family case on account of implementation of orders/directions of Hon'ble High Court as well as HQs in time bound manner.

To maintain all the relevant registers and records pertaining to pension seat.

To obtain list in respect of Officials to be retired in the subsequent years from HQs.

To prepare pensioners Identity cards and making correspondence to PAO concerned.

All other works as directed by the superior authorities are disposed off in time bound manner.

To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time.

RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.

GPF/CPF Seat-

To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims of GPF Advance, GPF/CPF withdrawal and accordingly prepare the Note and Draft for obtaining the approval from competent authority as well as sanction and thereafter, prepare the bills for respective claims.

Maintenance of GPF/CPF Pass Book and Make entry of GPF/CPF Advance & Withdrawal as the case may be, in Pay bill ledger/GPF/CPF Registers and GPF/CPF Pass Book of the Official concerned.

Timely processing and put up the GPF Final payment case of Judicial Officers/staff on superannuation/Death/compulsory/Voluntary retirement etc. as the case may be, before the competent authority and to submit the same to GPF Cell/PAO concerned and prepare bills after obtaining the authority of amount of final payment.

To get issued and provide the PRAN No. & Cards to newly recruited Officers/Officials.

To update the PRAN detail of the Officers/Official concerned by way of submission of requisite forms to PAO.

Transfer of GPF/CPF Pass books of the Judicial Officers/Official to concerned district on transfer.

All other works as directed by the superior authorities are disposed off in time bound manner.

To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time.

RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.

LTC Seat - To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims of All India LTC/HT-LTC/HT Conversion by way of obtaining reports from service book and Special Cash Package in lieu of LTC and process the claim accordingly and grant LTC advance/Final payment/adjustment and submit the bill to PAO concerned.

To make necessary entries in the service book of the Officer/official concerned regarding availing of particular LTC for the concerned block. Relevant register and record is also maintained on the LTC seat.

All other works as directed by the superior authorities are disposed off in time bound manner.

To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time.

RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.

Judicial Officers Leave Encashment & LTC Leave Encashment –

To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims in respect of Judicial Officers EL encashment and 10 days earned leave encashment on the occasion of LTC and put up the note and draft for approval and sanction before competent authority and prepare bill accordingly. Requisite entries in this regard are also made in the service book of the Officer/official concerned and leaves are deducted in the same. Relevant registers and records are also maintained on the LTC seat.

Conveyance- Reimbursement of Conveyance Vouchers of staff and proper maintenance of its Registers.

		<p>Festival Advance/Short terms & Long term Advances i.e. HBA/MCA etc.- To check the entitlement/eligibility of concerned Officers/Officials towards their respective claims of short/long term advances and put up the note and draft for approval and sanction before competent authority and also obtain the approval from Finance Department, and preparing bills accordingly and make proper entry in the office records/relevant registers as well as pay-bill register.</p> <p>TA Seat :- Grant of TA advance/reimbursement of final TA bill as per schedule provided by the Hon'ble High Court in respect of Judicial Officers. Judicial staff is also provided TA advance/reimbursement of TA claim on account of official journey as per direction of authority concerned.</p> <p>To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time.</p> <p>RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.</p>
		<p>Service Book- Maintaining of Leave account, Recasting of Leave, Entry of sanctioned leave , Pay fixation on promotion and as per various orders time to time, currency of penalty, Special increment matter, Addition/deletion of the name of family members in respect of Judicial Officers and staff also, entry of documents marked by the Admn. Branch for necessary entry.</p> <p>Preparation of annual increment List of staff and judicial officers, entry of increment, entry of penalty order & fixation of pay, compliance of various order related to pay fixation time to time, SDM verification in case of dependency, if required and disposal of all other Misc. work pertain to Seats.</p> <p>Noting/drafting regarding other official letters/correspondence. To resolve the query of officials/officers regarding pay fixation and service book inspection.</p> <p>To send Service book of the staff/judicial officers to PAO concerned for verification of service.</p> <p>To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time.</p> <p>RTI-Disposal of RTI pertains to respective Seats.</p> <p>Misc.- Maintain all the relevant records and registers pertaining to seats and all other works as directed by the Ld. DDO/AO time to time</p>
		<p>Medical Seat- Preparation of Medical Bills reimbursement and seek clarification from DHS in respect of emergent cases and various cases of existing/retired staff. Preparation and issuance of Medical cards/duplicate medical card to existing as well as retired Judicial officer/staff. Medical Advance and final claim, addition and deletion names of the beneficiaries and their family members and work related to smart card. To prepare the bill of dependent family members of the staff/judges after verification of their status in the service book of the official concerned.</p> <p>To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time.</p> <p>RTI-Disposal of RTI pertains to respective Seats.</p> <p>Misc- Maintain all the relevant records and registers pertaining to seats and all other works as directed by the Ld. DDO/AO time to time.</p> <p>To sought out the queries of Judicial Officers as per their</p>

		<p>convenience and also resolve the queries of staff time to time.</p> <p>Pay bill Seat -Preparation of pay bills of Judicial Officers and staff. Release of payment of various Pay Arrears, implement of various orders received from Hon'ble High Court/HQs in time bound manner, to provide due and drawn statement to the officials/officers concerned, Tuition Fees claims, OTA, Hon. Bills, provide data of IT Return, preparation of data for filing of return of office (24Q) salary, issuance/transfer of online LPC and hard copy of the same to transferred district. Evening Court Bills, Form 16 & Other Misc. work. In addition to above preparation of DA Arrear, Bonus Bill, Submitting the CD's of all the pay bill & other bills & updation in PAO, online work on the pay Package & Ors. Maintenance of bill register/budget register/pay-bill ledger of the judicial officer/staff. Increase/decrease of GPF subscription. Monthly detail of disbursement of salary in respect of judicial officer/staff posted/in strength is provided to administration branch for onward transmission to HQ.</p> <p>To sought out the queries of Judicial Officers as per their convenience and also resolve the queries of staff time to time.</p> <p>RTI-Disposal of RTI pertains to respective Seats.</p> <p>Misc- Maintain all the relevant records and registers/ updation of ledgers and all other works as directed by the Ld. DDO/AO time to time.</p>
--	--	--

कार्यालय प्रधान जिला एवं सत्र न्यायाधीश, कड़कड़डूमा कोर्ट, उत्तर-पूर्व:दिल्ली।

संख्या...6844/हिन्दी/उत्तर-पूर्व/20/दिल्ली

दिनांक...27/11/2020

सेवा में,

श्री मान पारदर्शिता अधिकारी जी,
उत्तर-पूर्व जिला, कड़कड़डूमा न्यायालय,
दिल्ली।

विषय हिन्दी विभाग द्वारा किये गये कार्य के प्रकार एवं हिन्दी विभाग द्वारा संग्रहित रिकार्ड के संबंध में।

आदरणीय महोदय,

आपके परिपत्र संख्या 4032-59/R.O./N-E/KKD/Delhi2020 दिनांक 05.11.2020 के संबंध में उपरोक्त विषय पर माँगी गई सूचना इस प्रकार है:-

हिन्दी विभाग उत्तर पूर्व से संबंधित कर्मचारी/अधिकारी:-

	कर्मचारी/अधिकारी का नाम	पद	दूरभाष संख्या
1	सुश्री रिचा परिहार	नोडल अधिकारी	011-22308169
2.	सुश्री रेनु शर्मा	प्रशासनिक अधिकारी(न्यायिक),	011-22101429
3	सुश्री विम्मी बाला	वरिष्ठ न्यायिक सहायक	011-22101429
4	श्री दिनकर	कनिष्ठ न्यायिक सहायक	011-22101429

हिन्दी विभाग द्वारा किये गये कार्य के प्रकार एवं संग्रहित रिकार्ड :-

1. जिला एवं सत्र न्यायाधीश, उत्तर पूर्व के निर्देशानुसार 22.09.2019 को उत्तर पूर्व जिले में हिन्दी अनुभाग का स्थापना की गई, जो केन्द्रीय हिन्दी कार्यावन समिति तीस हजारी के नियंत्रण में कार्य करता है तथा उपलब्ध संसाधनों की मदद से निरंतर राजभाषा हिन्दी के प्रचार-प्रसार एवं प्रयोग को बढ़ावा देने की दिशा में निरंतर कार्य कर रहा है।
2. चतुर्थ श्रेणी के सभी कर्मचारियों से संबंधित सभी पत्र-व्यवहार हिन्दी में हो यह भी हिन्दी अनुभाग सुनिश्चित करता है।
3. हिन्दी अनुभाग द्वारा राष्ट्रभाषा हिन्दी के प्रचार-प्रसार हेतु जिला उत्तर-पूर्व के कर्मचारियों को हिन्दी टंकण प्रशिक्षण दिया जाता है।
4. जिला उत्तर-पूर्व में राष्ट्रभाषा हिन्दी के प्रचार-प्रसार हेतु, कर्मचारियों को अंग्रेजी भाषा के साथ साथ राजभाषा हिन्दी कार्य करने के लिए प्रेरित करने हेतु प्रतिवर्ष राजभाषा हिन्दी की प्रतियोगिताओं का आयोजन किया जाता है।
5. कर्मचारी राष्ट्रभाषा हिन्दी का अधिकाधिक प्रयोग करें इसलिए हिन्दी अनुभाग द्वारा समय-समय पर परिपत्र जारी किये जाते हैं तथा केन्द्रीय हिन्दी कार्यावन समिति तीस हजारी से प्राप्त परिपत्रों/आदेशों को उत्तर-पूर्व जिले में स्थापित न्यायालयों तथा शाखाओं को वितरित किया जाता है।
6. समस्त उत्तर पूर्व जिले में हिन्दी भाषा संबंधिक किसी प्रकार की सहायता के लिए हिन्दी अनुभाग कर्तव्यबद्ध है।
7. हिन्दी अनुभाग द्वारा जारी किये गए परिपत्र, पत्र एवं संदेशों तथा अन्य जिलों से प्राप्त पत्रों का संग्रहण हिन्दी अनुभाग द्वारा किया जाता है।

धन्यवाद,



विम्मी बाला

वरिष्ठ न्यायिकअधिकारी हिन्दी विभाग
उत्तर-पूर्वी जिला, कड़कड़डूमा न्यायालय

अग्रिमरित
रेनु शर्मा
प्रशासनिक अधिकारी (न्यायिक)
जिला उत्तर पूर्व
दिल्ली

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



To,

Sh. Manoj Kumar ASJ,
Transparency Officer,
North East District,
Karkardooma Courts,
Delhi.

Subject: Regarding the nature of work and other information maintained by of Leave Section .

Respected Sir,

In reference of your officer circular no. 6343-6347/R.O./N-E/KKD/Delhi 2021 dated 30.11.2021 on the above mentioned subject, it is submitted that Leave Section, North East District Karkardooma Courts, Delhi the required information is as below:

The Officers/Officials related to leave section:-

Sl. No.	Name of the Officers/Officials	Designation	Contact Numaber
1	Ms. Shunali Gupta, PO-MACT/ADJ	Officer Incharge	011-22308169
2.	Ms. Renu Sharma	Administrative Officer (Judicial)	011-22101429
3	Ms. Vimmi Bala	Sr. Judicial Assistant	011-22101429
4	Sh. Dinkar	Jr. Judicial Assistant	011-22101429

Nature of Work:

1. Maintaining Monthly Leave statements of all the officials, received from all the courts/branches of North-East District.
2. Preparing Casual Leave, Compensatory Leave records and Intimations of all officials for the current calender year only.
3. Preparing Memos and Show Cause notices to the erring officials.
4. To send and call the Leave Requisitions regarding the Casual Leave and Compensatory Leave record of the transferred officials from other Districts.
5. To coordinate with dealing Assistant, Service Book for the report of remaining Earned Leave, Child Care Leave, Maternity Leave, Paternity Leave and other Special Leave.
6. Sanctioning of all types of leave after receiving report from Dealing Assistant, Service Book, preparing the noting and after approval of noting, issuance of Sanction Order, regarding leave of the officials (all applications are send back by Leave Section to Service Book with copy of Sanctioned Order).
7. To receive and forward the LTC application to Accounts Branch and to issue the sanction order regarding permission to leave the station on LTC.
8. Circulating the circular and orders regarding leave and leave rules as when required.

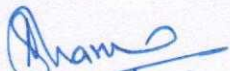
Thanking you,

Yours Truly,


(VIMMI BALA)

SJA, Leave Section North-East
KKD, Delhi

Forwarded.


26/11/21

221
16.11.2021

To,

Dated : 16.11.2021

The Ld. Pr. District & Sessions Judge,
North-East District,
Karkardooma Courts, Delhi.



Sub : **Work of Nazarat Branch.**

Respected Sir,

In compliance of your office Circular No.6343-6347/R.O./NE/KKD/2021/Delhi, Dated. 30.10.2021, basically the work of Nazarat Branch is to receive the summons/notice and warrants which are issued by the courts and to get these process executed by their staff (Process Server or Bailiff) . All process of work which is done by Nazarat Branch are being mentioning below step by step :-

1. First of all Nazir of the Nazarat Branch receives the summons/notice and warrants which issued by the various courts (Delhi High Court & District Courts, other state High courts and District Courts) then he marks these in the name of concerned beat/area wise to concerned process server , after that he gets summons entered in the computer and assigns the duty to process server for executing.
2. The concerned process server takes their duty of summons from Beat Nazir and visit at the given address after that he submit his report on the back side of the summons and as well as on NSTEP (on-line) , then return it to the Beat Nazir for placing it in concerned court before next date of hearing.
3. After that Beat Nazir reads and checks the report properly and then he does forward (Tasdik) and gets it entered as kharja in computer then sends back to the concerned court.
4. In Nazarat Branch, Nazir also receives warrants which issued by Civil, Rent and Sessions Courts in execution for attachment or Possession . After receiving the warrants, Nazir produces it in the court of Ld. ACJ concerned , the Ld. ACJ concerned marks or assigns the warrants in the name of the Bailiff for executing. After getting the warrant bailiff complies the court order and submits his report to Nazarat Branch then Nazir checks and forwards the report and sends back to the concerned court before next date of hearing
5. Publication charges and diet money are Deposited in Nazarat Branch, there is issue work are also done by Nazir in Nazarat Branch.
6. All record of summons and warrants as served or unserved of process are kept in the computer, So that no difficulty my be faced in future.

This is for your kind information.

Forwarded to
Incharge
16/11/21
Administrative Civil Judge
Additional Rent Controller/
Commercial Civil Judge
(North-East), Vign Floor
Karkardooma Courts, Delhi

Yours faithfully

Sanjeev Kumar Gaur

(Sanjeev Kr. Gaur)

Incharge

Nazarat Branch

District North-East, KKD Courts.

To

Date: 11.11.2021

The Ld. Principal District & Sessions Judge
North-East District
Karkardooma Courts
Delhi.



Subject: Reply of letter no. 6343-6347/RO/NE/KKD/Delhi/2020 Dated 30.10.2021

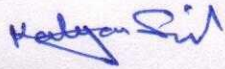
Respected Judge,

In reference to your letter no.6343-6347/RO/NE/KKD/Delhi/2020 Dated 30.10.2021, I am furnishing the nature of work and information of filing section and bail section.

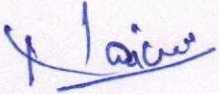
Please find enclosed herewith.

Thanking you.

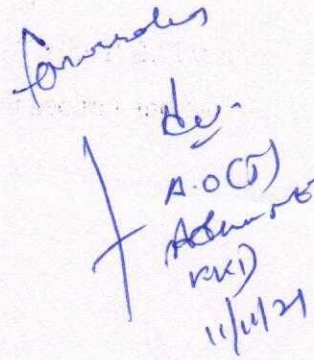
Yours faithfully,



Kalyan Singh
J.A. in Filing Section
North-East District
Karkardooma Court, Delhi.



Nand Kishore
J.A. in Bail Section
North-East District
Karkardooma Court, Delhi.


forwards
de-
A.O.C.
Admitted
KXD
11/11/21

Nature of work of Filing Section:

1. Many types of petitions/Suits/cases are received and thoroughly checked by the dealing official in Filing Section such as Civil suits of Additional District Judges, Civil Suits for Civil judges, Probates cases, MACT Claim Petitions, LAC cases, Delhi Rent Control Act cases, Arbitration cases, Executions, Rent Appeals, MCD appeals, Criminal Revisions. Criminal appeals, Guardianship Cases, Review applications, Restoration applications Contempt petition, Counter claim, Session Cases for allocation, Succession certificate, Letter of Administration, Misc Civil Appeal and Regular Civil Appeal, Misc. Application, Transfer Applications etc.
2. These files/ petitions are then given filing number and data entry is done for the same. Thereafter these files are sent to the concerned DJ or SCJ for marking/allocation to the other courts. After marking of these files a list is prepared manually for the same to be received by the concerned court staff. This list is also maintained by this Section for future reference. This list is also displayed on the counter daily for the convenience of Advocates/ Litigants.
3. The civil suit having the E-Court fee stamps are locked by stamping and after allocation these files/petitions are sent to the courts concerned.
4. Officials of Filing Section also make entry of all the **Police Challans/Chargesheets/DAR** pertaining to North East District, in computer and allocate them to court concerned.
5. Files from Hon'ble High Court for hearing in District Court and Juvenile Justice Board are received and allocated to concerned courts.
6. The misc applications of all courts are received here and sent to the concerned courts for the hearing after computer entry and providing filing number to each application.
7. The **Caveats** are also received here and given number to the same and entered manually in register as well as in computer for future reference for at least 3 months. These caveats are maintained for the period of 3 months and are daily checked whether any case filed with such particulars to be attached herewith. These files are also destroyed after every 3 months period.

Nature of work of Bail Section:

1. The Bail applications pertaining to Addl. Sessions Judges (North East) are received online bail applications at bailsectionne.ddc@gcv.ig and same are send to Ld. Judges, Reader, Public Prosecutor, I.O. on their Email Id. Hard copy of the bail applications are also kept for registering in CIS.
2. The Misc. applications of all Courts are received here and send to the concerned courts after making manual entry
3. Thereafter, the same are given filing numbers and then registered in the login ID of the concerned Judge and sent to the court concerned after preparing the list of these application manually.
4. The bail orders are received from the court concerned, entered/kharja in the list as well as in computer system and then as directed, the bail orders are got copied from some other branch and thereafter copies are given dasti to the parties and sent to the court concerned, Jail superintendent and pending bail application are kept for the date given by the Ld. ASJ in different folders date wise.
5. Thereafter a bunch of decided applications is prepared (paging and indexing) daily and same are sent to record room at least after 2-3 months for consignment. There are so many misc.work also like **inspection of bail applications, issue work, updation of bail applications preparing copying agency applications etc.** also are done in Bail Section.
6. The quarterly statement of bail is prepared (Judgewise) and sent to Headquarters, Tis Hazari Courts.
7. The pending bails are transferred in login ID of the Judge who is hearing the bail according to the bail roster every month whenever the roster changes.
8. Received the copy of bail orders decided by Hon'ble High Court and after making entry manually sent to the court concerened.
9. The bail matters which are fixed for mediation, they got copied and sent to the Mediation Branch. Thereafter the same are settled/non settled received and attached with concerened bail application.

To,

Sh. Manoj Kumar,
Transparency Officer,
North-East District,
Karkardooma Courts, Delhi



Sub :- Regarding details of Nature of Work

Respected Sir,

Please refer to your office circular no. 6343-6347/R.O/N-E/KKD/Delhi/2021 dated 30.10.2021, on the above noted subject. In this regard, please find enclosed herewith the details of nature of work carried out by Judicial Branch, North-East District, Karkardooma Courts, Delhi, alongwith the names, designation and contact number of the Officer/Official posted in this branch, for your kind perusal.

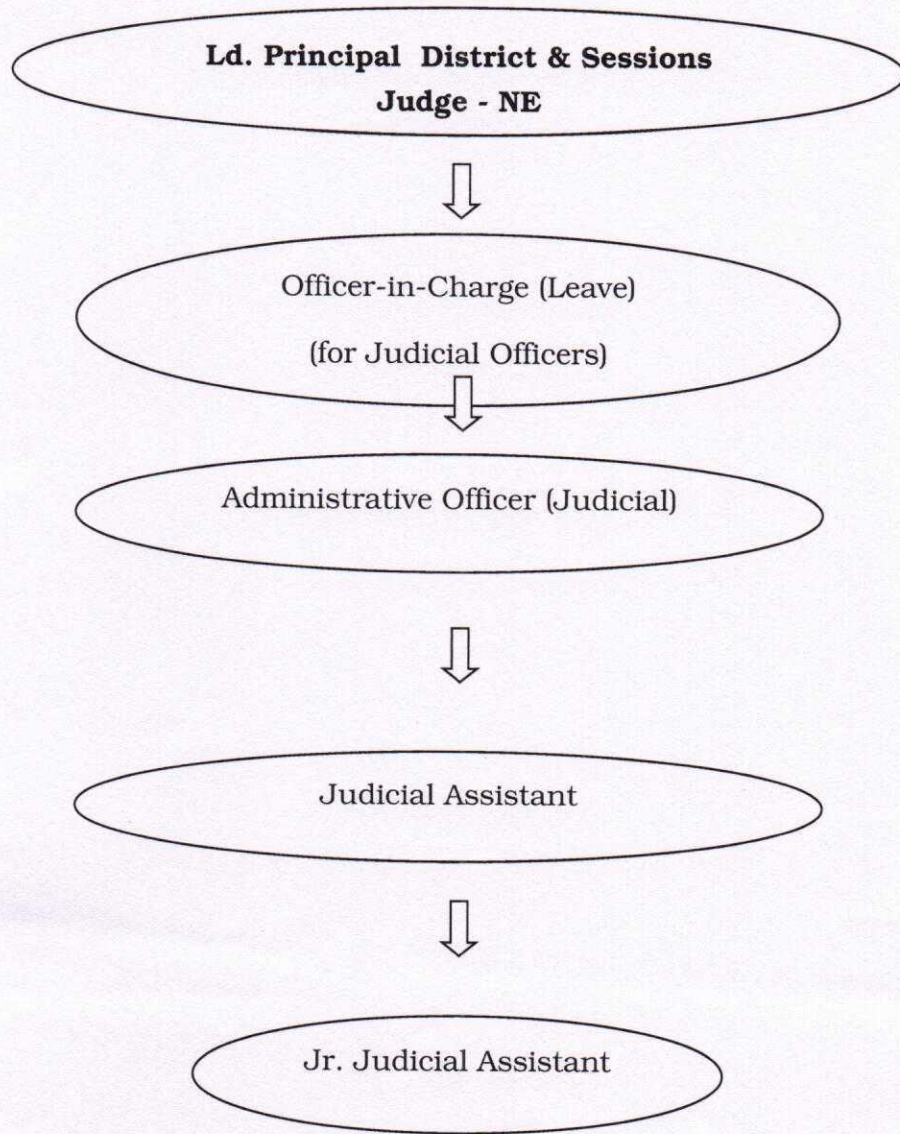
Thanking you,

Yours faithfully,

(RENU SHARMA)
Administrative Officer (Judicial),
O/o Ld. Pr. District & Sessions Judge,
North-East District,
Karkardooma Courts, Delhi

Encl :- as above

**STRUCTURE OF THE JUDICIAL BRANCH,
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI**



The work carried out in Judicial Branch is of urgent nature and perform its task in a time bound manner. This branch deals with compilation of various data informations. It maintains data regarding institution, disposal and pendency of cases, prepares statements on monthly basis, Court-wise and Category-wise institution, disposal and pendency etc.

The following Officers/Officials are posted in **Judicial Branch, O/o Ld. Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi :-**

Sl. No.	Name of Officer/Official	Designation	Contact Number
1.	Ms. Renu Sharma	Administrative Officer (Judicial)	011-22101429 011-22101430
2.	Sh. Man Mohan	Judicial Assistant	011-22101429 011-22101430
3.	Sh. Lovkesh Kumar	Jr. Judicial Assistant	011-22101429 011-22101430

JUDICIAL BRANCH works as under :-

Compilation, Preparation and Sending of the various statements, as stated below to the Hon'ble High Court of Delhi, New Delhi and to the Office of Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi :-

1. Preparation and sending monthly disposal and pendency statements of Delhi Higher Judicial Service & Delhi Judicial Service Officers to the Hon'ble High Court of Delhi, New Delhi.
2. Preparation and sending Quarterly statements of the work done by the Judicial Officers of DHJS & DJS, to the Hon'ble High Court of Delhi, New Delhi.
3. Reply to the Parliament/Rajya Sabha Questions and correspondence in this regard to Judicial Officers and Hon'ble High Court of Delhi, New Delhi.
4. Correspondence regarding Training Programme conducted from time-to-time by Delhi Judicial Academy, Delhi, National Judicial Academy, Bhopal and Hon'ble High Court of Delhi, New Delhi.
5. Correspondence regarding Courses/Seminars related to Judicial Officers conducted from time-to-time by Hon'ble High Court of Delhi, New Delhi and Hon'ble Supreme Court of India, New Delhi.
6. Sending e-mail on daily basis regarding leave intimation of the Judicial Officers to the e-mail id of Office of Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi and Computer Branch, Karkardooma Courts, Delhi.
7. Collecting and providing information in reply to the Right to Information Act applications, concerned with Judicial Branch (N-E).
8. Preparation and sending yearly data regarding institution, disposal and pendency of cases alongwith age-wise pendency position, after collecting information from all the courts of North-East District, Karkardooma Courts, Delhi.

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

1. Appointment of Inspecting Judges and thereafter sending the inspection report of the courts of DJS conducted by the Officers of DHJS to the Hon'ble High Court of Delhi, New Delhi.
2. Correspondence regarding appearance before Inspecting Committee of Hon'bl High Court of Delhi, New Delhi by DHJS & DJS Officers.

3. Transfer of cases of DHJS & DJS, as per direction of the Hon'ble High Court of Delhi, New Delhi and Ld. Principal District & Sessions Judge (HQ), Delhi.
4. Powers/Bail Powers/Notifications pertaining to the Judicial Officers received from the Hon'ble High Court of Delhi, New Delhi and Ld. Principal District & Sessions Judge (HQ), Delhi.
5. Detention of Judicial Officers during Vacations, as per directions of the Hon'ble High Court of Delhi, New Delhi and Ld. Principal District & Sessions Judge (HQ), Delhi.
6. Circulation of amendments of High Court Rules & Orders to the Judicial Officers.
7. Circulation of list of Holidays and Calenders, received from Hon'ble High Court of Delhi, New Delhi.
8. Constitution of Committees & authorization of Officer-in-Charge of Branches.
9. Complaints against Judicial Officers and maintenance of records regarding complaints.
10. Maintenance of records of Casual Leave, Sick leave, Short Leave, Station Leave and Compensatory Leave pertaining to all the Judicial Officers on daily basis.
11. Sanctioning and issuing of Notifications regarding Earned Leave, Commuted Leave, Paternity Leave, Child Care Leave etc. pertaining to all the Judicial Officers of DHJS & DJS.
12. Circulation of order of Transfers/Postings of DHJS/DJS & Special MMs, received from the Hon'ble High Court of Delhi, New Delhi.
13. Personal Correspondence of the Judicial Officer with the Hon'ble High Court of Delhi, New Delhi.
14. Forwarding of transactions of movable and immovable property of Judicial Officers for the Hon'ble High Court of Delhi, New Delhi.
15. Correspondence regarding returns of assets and liabilities of Judicial Officers to the Hon'ble High Court of Delhi, New Delhi.
16. Circulation of Orders of Hon'ble High Court of Delhi, New Delhi on Seniority & Promotion of Judicial Officers and Orders of Hon'ble High Court of Delhi, New Delhi on Departmental Examination of the Judicial Officers.

461
9/11/21



To

The Transparency Officer,
North-East District,
Karkardooma Courts,
Delhi.


Sub:- Information regarding details of nature of work.

Respected Sir,

In reference to the Circular No. 1537-1541/RO/KKD/Delhi/2020 dated 19.03.2020, please find enclosed herewith the requisite information as desired by your goodself.

This is for your kind

Thanking You,


09/11/2021

(PRAVEEN KUMAR SHARMA)
In-charge, All Record Rooms
Karkardooma Courts,
Delhi.

OFFICER AND OFFICIAL AND NATURE OF WORK IN RECORD ROOM
CRIMINAL

OFFICER

Sh. Reetesh Kumar, Ld. Officer In-charge, All Record Rooms.

OFFICIALS

Sh. Praveen Kumar Sharma, Senior Judicial Assistant/In-charge All Record Rooms.

No Official Posted in North-East District.

Nature Of Work

- | | | |
|----|--|---|
| 1. | Consignment of Files | Consignment of Decided files of Courts of Ld. MM, all KKD Courts, by giving Goshwara Numbers. |
| 2. | Certified Copy Applications Agency | Files from Record Room are sent to Copying on C.A. applications. |
| 3. | Files sent to Hon'ble Delhi High Court | Files are sent to Hon'ble Delhi High Court on the receipt of requisitioned letters. |
| 4. | Inspection of Files Court | Inspection of decided files on filing requisite Fee. |
| 5. | Files sent to Courts on Robkars | Files are being sent to Courts on receiving Robkars. |
| 6. | Miscellaneous Works | Miscellaneous Work such as public enquiry, reply, circulars, RTI miscellaneous letters are also done. |


05/11/2021

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, NORTH-EAST DISTRICT
KARKARDOOMA COURTS, DELHI.**

No. 6425 /Admn./N-E/KKD/Delhi/2021

Date 09/11/2024

To,
The Transparency Officer,
O/o Principal District & Sessions Judge,
North-East District,
Karkardooma Courts, Delhi.

Ref: **No.6343-6347/R.O./N-E/KKD/Delhi/2021 dated 30/10/2021**

Respected sir,

With reference to the ibid circular, the requisite information regarding Administration Branch is as under:

**Name and designation of Officers and Officials posted in Administration Branch,
North-East District, Karkardooma Courts, Delhi.**

S. No.	Name of the Officer	Designation	Contact No.
1.	Ms. Renu Sharma	Administrative Officer (Judl.)	011-22101439

S. No.	Name of the Official	Designation	Contact No.
1.	Ms Anita Thakur	Sr. Judicial Assistant	011-22101439
2.	Sh. Amit Kumar Sharma	Judicial Assistant	011-22101439

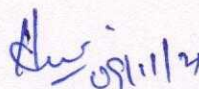
Nature of work of Administration Branch, North-East District, Karkardooma Courts, Delhi:

1. Placing the request letters of the officers/officials before Ld. Principal District & Sessions Judge, North-east for intra-district transfers and issuance of transfer orders of the officials after approval of the Competent Authority.
2. Forwarding the request letters of officials for inter-district transfers to the Ld. Principal District & Sessions Judge (HQs) after approval/endorsement of the Ld. Competent Authority i.e. Ld. Principal District & Sessions Judge (North-East) Or Officer In charge.

3. Forwarding of various applications and letters of staff to the office of Ld. Principal District & Sessions Judge (HQs), Delhi, after endorsement of the Ld. Principal District & Sessions Judge (North-East).
4. Circulation of circulars/notifications/advertisements of posts vacant in other departments on deputation basis received through the office of Ld. Principal District & Sessions Judge (HQs), Delhi.
5. To provide staff in Mega Lok Adalat in North-East District.
6. Placing complaints of the officials before Ld. Principal District & Sessions Judge (North-East).
7. After getting the approval of Ld. Competent Authority i.e. Ld. Principal District & Sessions Judge (North-East), to appear before the Inquiry Officer in Departmental Enquiry against the delinquent officials.
8. To provide substitute Personal Assistants and Orderlies in courts as and when requirements are received.
9. To send replies of applications whereby information has been sought under RTI Act, 2005.

This is for your kind information please.

Yours faithfully,



(Anita Thakur)

Sr. Judicial Assistant
Administration Branch,
O/o Principal District & Sessions Judge
North East District
Karkardooma Courts,
Delhi.

Forwarded
Anita

A.O.O)
Admin NE
KKI
09/11/21

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI

No. 6433 /NE/KKD/2021/Delhi

Dated 09/11/2021

To,

Sh. Manoj Kumar,
Transparency Officer,
North-East District,
Karkardooma Courts, Delhi

Respected Sir,

With reference to office circular no. 6343-6347/RO/NE/KKD/Delhi/2021 dated 30.10.2021, please find enclosed herewith details of nature of work of General Branch and RTI Branch, North-East, KKD Courts, Delhi.

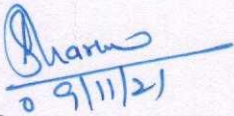
Thanking You,

Yours Sincerely,



(Dealing Assistant)
General Branch & RTI Branch
N-E District, KKD Courts, Delhi

Forwarded please



Administrative Officer (Judl.)
North-East District, KKD Courts, Delhi

RIGHT TO INFORMATION BRANCH

**NORTH-EAST DISTRICT
KARKARDOOMA COURTS, DELHI**

DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICERS	ADDRESS
APPELLATE AUTHORITY	SH. SUNIL CHOUDHARY, SPL. JUDGE (NDPS)	ROOM NO. 63, 5 th FLOOR, NORTH-EAST DISTRICT, KKD COURTS, DELHI
PUBLIC INFORMATION OFFICER	MS. RENU SHARMA, ADMINISTRATIVE OFFICER(JUDL.)	PORTA CABIN, THIRD FLOOR, NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI TEL. NO. 011-22101429-30

Ms. Kulvinder Kaur, Senior Judicial Assistant is working under the supervision of Public Information Officer in Branch, North-East District, Karkardooma Courts, Delhi.

Ms. Upasna Chawla, Judicial Assistant is looking after the work of RTI appeals.

WORKING STRUCTURE OF RTI BRANCH & RTI APPEAL

- The work of RTI Branch is urgent and time bound. The applications under Act are being received regularly which have to be registered. Requisite fees is checked and postal order enclosed with RTI applications is to be realized from the post office. After examining the application the same is sent to the concerned Court/Branch and the query-wise information is called.
 - Once the information is received, the same is compiled and the information is sent to the applicant after getting it attested from PIO. RTI applications are also transferred to other departments if the information sought pertains to other department. This Branch also prepares the quarterly statement and yearly statement and sends the same to Central Information Commission. All the applications are disposed of by the Public Information Officer within stipulated time and all such data is transmitted to the website of GNCT, Delhi.
 - Appeals are also being received by this branch which are urgent and time bound. On receipt of appeal, the same has to be put up before Ld. Appellate Authority who then orders for issuance of notices to the parties. The staff then assists the Public Information Officer while appearing in the court for proceedings in the appeal. Once the order in the appeal is passed, the same has to be sent to the appellant after making necessary entries in all the relevant registers.
 - Sometimes applicants are not satisfied with the information provided by the PIO or with the order passed by the Appellate Authority and then they file appeal in the CIC for which this branch receives notices to appear before the CIC. All the matters and correspondence related to that has to be handled by this branch.
-
-

GENERAL BRANCH

LD. OFFICER INCHARGE - SH. VIRENDER BHATT, ADDITIONAL SESSIONS JUDGE -03

NAME	RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER (JUDL.)
CONTACT NO.	011-22101429-30

Ms. Kulvinder Kaur, Senior Judicial Assistant and Ms. Upasna Chawla, Judicial Assistant is looking after the work of General Branch, North-East District, Karkardooma Courts, Delhi

WORKING STRUCTURE OF GENERAL BRANCH

- This branch is entrusted with various functions including receiving of various Dak/Orders from Hon'ble High Court of Delhi and Supreme Court of India. Once the dak is received from Supreme Court and High Court, it is checked that to which the court the letter pertains to (Successor Court/abolished courts) and then the same is placed before your goodself for getting it marked to the concerned court. Most of the times, urgent bail orders/parole orders are also confirmed telephonically from High Court and Supreme Court and same has to be sent to concerned court on urgent basis after making proper report.
- This branch also receives Judicial files from different courts of North-East District. This Branch ensures that proper indexing has been done on it and after making endorsement and necessary entries on the relevant registers the same are sent through R&I branch to Hon'ble High Court of Delhi. Judicial files are also sent to the Ld. Principal District & Sessions Judge, Delhi. If file is to be sent to other District Courts, as per the direction of Hon'ble Supreme Court of India, necessary endorsement is also made on the file by this branch.
- Apart from this various Judgements received from Hon'ble High Court of Delhi and letter received from Jail Authorities are also circulated to all the court of North-East district by this Branch.
- This branch also receives various letter regarding providing of Police Aid. All the correspondence related to that is being done by this branch including sending the letter to DCP through the concerned Naib Court. Once the sanction letter is received from the office of DCP the same is sent to the concerned court.
- General Branch also receive the requisitions for preparation of rubber stamps which we provide after getting it prepared from authorized vendor for which prior approval of your goodself is obtained. The letter for the preparation of the rubber stamps is send to the vendor with all the requisitions. Once the rubber stamps received from the vendors, letter to the concerned court or branches is sent for collection of the same. After distribution of rubber stamps necessary receiving is taken from the concerned official and all the relevant record and registers is maintained. Formal Sanction Order is also obtained from Ld. DDO for clearance of the bill. The

work related to surrender of rubber stamps is also handled by General Branch.

- We also prepare Annual Budget for purchase of items which comes under General Branch such as rubber stamps, stationery items, file covers, Yearly Audit of this Branch is also done by the office of Accountant General (Audit).
- All the correspondence related to Building Maintenance Committee/ infrastructure / Security, Environment Committee, Horticulture, Chamber allotment and Tihar Jail Authority also done by the General Branch. In addition to this Misc. work such as general complaints made by the public, advocate etc. are also being handled by this Branch.
- Complaints related to Photocopier machines and Fax Machines are handled by this branch. Work related to installation of the abovesaid machines are also done by this branch.
- Monthly statements in the matter "Rajesh Tyagi & Ors. Vs Jaibir Singh & Ors. Is also sent to Hon'ble High Court after receiving from MACT Tribunals and compiling the same.
- Quartely statement in the matter "Manjit Singh vs State" is also sent to Hon'ble High Court after receiving from the courts and compiling the same.
- Monthly statement of UTPs who granted bail but not released and list of accused persons who declared PO in compliance of directions of Hon'ble High Court of Delhi tiled as "Ajay verma vs Govt. of NCT of Delhi" .

VIGILANCE BRANCH , NORTH EAST DISTRICT , KARKARDOOMA COURTS DELHI

NAME	MS. RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER (JUDICIAL)
CONTACT NO.	011-22101429

OFFICIAL POSTED IN VIGILANCE BRANCH, NORTH EAST

Senior Judicial Assistant : Devender Kumar
Junior Judicial Assistant : Vivek Chaudhary
Contact No. : 011-22101429-430



To,

Transparency Officer
North East District, Karkardooma Courts
Delhi

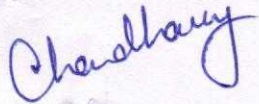
Subject :- Nature of work done by Vigilance Branch , North East District, Karkardooma Courts, Delhi

Respected Sir,

With reference to your circular No. 6343-6347/R.O/NE/KKD/2021/Delhi dated 30.10.2021 it is to inform your goodself that the following type of work is dealt by the Vigilance Branch , North East District, Karkardooma Courts, Delhi.

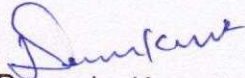
S.No	Name of the Branch	Work Profile and volume of work being dealt with by the branch concerned.
1.	Vigilance Branch, North-East, Karkardooma Courts, Delhi	<p>The work of the Vigilance Branch is of a responsible and confidential nature. The Vigilance Branch North-East deals with the complaints filed by the Judicial Officer/A.O./Branch Incharge/Private persons against the staff working at North-East District Karkardooma Courts, Delhi. Such complaint are received in the Vigilance Branch through various other branches like Administration Branch, Leave Branch etc. by the approval of the Ld. District & Sessions Judge, North East District. The proceeding in these Compliants files are maintained in the vigilance branch.</p> <p>From time to time, various list of officials are received for Vigilance Clearance from the Office of Ld. District & Sessions Judge (HQ) and from other Districts. After checking of record, Vigilance Clearance Report is prepared and is sent to (HQ) and any other concerned district after approval. Meetings of the Vigilance Committee are arranged as and when required.</p>

Submitted please.



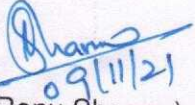
(Vivek Chaudhary)
JJA, Vigilance Branch
North East District

Yours sincerely ,



(Devender Kumar)
SJA , Vigilance Branch
North East District

Forwarded


09/11/21

(Renu Sharma)
Administrative Officer (Judicial)
Vigilance Branch
North East, 09.11.2021

PURCHASE CELL , NORTH EAST DISTRICT , KARKARDOOMA COURTS DELHI

NAME	MS. RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER (JUDICIAL)
CONTACT NO.	011-22101429

OFFICIAL POSTED IN PURCHASE CELL NORTH EAST

Senior Judicial Assistant : Devender Kumar
 Judicial Assistant : Upasna Chawla
 Junior Judicial Assistant : Vivek Chaudhary
 Contact No. : 011-22101429-430



To,

Transparency Officer
 North East District, Karkardooma Courts
 Delhi

Subject :- Nature of work done by the Purchase Cell , North East District, Karkardooma Courts, Delhi

Respected Sir,

With reference to your circular No. 6343-6347/R.O/NE/KKD/2021/Delhi dated 30.10.2021 it is to inform your goodself that the following type of work is dealt by the Purchase Cell , North East District, Karkardooma Courts, Delhi.

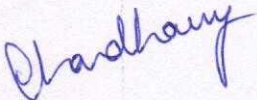
S.No.	Name of the Branch	Work Profile and volume of work being dealt with by the branch concerned.
1	Purchase Cell North East , Karkardooma Courts, Delhi	<ol style="list-style-type: none"> 1. The work carried out in Purchase Cell is to arrange and provide consumable articles to various Branches of the North East District only. 2. The buyer before placing the order on GeM should have the required mandatory approval with prior sanction and approval of the competent authorities and shall be in compliance with and as per procedures outlined in GFR and other procurement guidelines issued by the Government from time to time. 3. To receive requisition of different items i.e. Consumable articles from caretaking branch and different items like registers, cash book, digital signature certificate, hard drive, pen drive from cash branch, computer branch, accounts branch etc. 4. Arrangement of meetings in respect to purchase of various consumable articles and prepare the proposal of different items after searching from GeM Portal as per the requirement. 5. Preparing MOM and place the order through GeM Portal after required mandatory approval with prior sanction and approval of the competent authorities in compliance with the procedures outlined in GFR and other procurement guidelines issued by the Government from time to time. 6. Liaison with GeM Seller regarding quality of items and accordingly seller deliver the item in the branch concerned. When material delivered, concerned

branch provides "Satisfactory Report" to Purchase Cell and on the basis of that CRAC form is generated in GeM Portal.

7. Preparing Sanction Order for the payment & accordingly, all the bills are sent to Accounts Branch immediately in order to avoid any delay.

8. Sometimes material is rejected because of defected quality, price issue then liaison with seller and follow up with seller to resupply the material and put up the matter again in next meeting of Purchase Committee.

Submitted please.

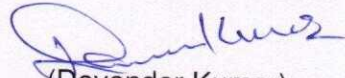


(Vivek Chaudhary)
JJA, Purchase Cell
North East District



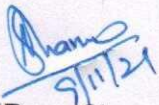
(Upasna Chawla)
JA , Purchase Cell
North East District

Yours sincerely ,



(Devender Kumar)
SJA , Purchase Cell
North East District

Forwarded



(Renu Sharma)
Administrative Officer (Judicial)
North East, 09.11.2021

**RECEIPT & ISSUE (R & I) BRANCH, NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI**

NAME	MS. RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER (JUDICIAL)
CONTACT NO.	011-22101429

OFFICIALS POSTED IN R&I BRANCH:-

JUDICIAL ASSISTANT : MR. SURYA KUMAR & MS. SANGEETA
CONTACT NO. : 011-22101429-430

To

Sh. Manoj Kumar,
Transparency Officer,
North-East District, Karkardooma
Court Delhi

**Subject:- Nature of work done by the R & I Branch, North-East District,
Karkardooma Courts, Delhi**

Respected Sir,

With reference to your Circular No.6343-6347/R.O./N.E./KKD/Delhi/2021, dated 30.10.2021, In this regard, it is submitted that the R & I branch is being handled collectively by the above mentioned two officials. It is also to inform your goodself that the following type of work is dealt by the R & I branch :

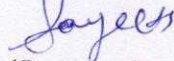
- The R & I branch deals with all the correspondence/letters of Hon'ble Supreme Court of India, Hon'ble Delhi High Court, all the subordinate courts and court of other States. The officials posted in N.E. district received the letters at the R & I branch. The branch officials makes the entries of the details of each and every letter and then dispatched the same to the concerned court/Judicial Officer/Officials/Branches. All this has to be done on very urgent basis as most of the time the letter received are of urgent and time bound in nature. Separate receipt and dispatch register have been maintained for the letters of Hon'ble High Court. The judicial files received from various courts are also sent to the Hon'ble High Court/office of the Ld. Principal District & Sessions Judges/Juvenile Boards through this branch. Files and orders/judgments are also received from the Hon'ble High Court and the same has to sent back to the court/record rooms concerned

after making proper entries in the registers on the very same day.

- All the correspondences done by the office of Hon'ble High Court, All District Courts, ACMM Court, Office of ACJ etc., address to the Ld. Principal District & Sessions Judges is received by this branch and after entering the same in the incoming register, the same are handed over to the concerned officials for placing the same before the Ld. Principal District & Sessions Judges.
- All types of circulars pertains to the Judicial officers and officials of this establishment are firstly, received by this branch and then sent to the concerned persons. Sometimes the volume of such circulars/letter are of very bulky in nature.
- All type of letters, sanction orders, correspondences done by the Account Branch are entered in dispatch registers of the R & I branch and then dispatched to the concerned officers/officials/authorities i.e. P&AO XVII, A.G.C.R., GNCT of Delhi etc.. All the other branches such as Judicial Branch, Administrative Branch, General Branch, Leave Section, Vigilance Branch, Cash Branch, Record Rooms, Nazarat Branch etc. also sent all their letter through this branch.
- All kinds of leave, such as, Casual Leave, Earned leave, Maternity leave, Paternity leave, C.C.L etc., taken either by the Judicial Officers or Officials are received by this branch and after making entries of all these, the same are being sent to the leave section or the judicial branch. Any kind of objection raised either by the leave sections of the judicial branch and other branch are also routed through this branch. All kinds of sanction orders are also entered and sent by the R & I branch to the concerned officers or the officials.

Submitted please.

Yours sincerely,




(Sangeeta)

Judicial Assistant

R& I Branch North-East, KKd

Yours sincerely,

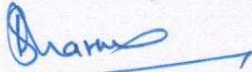


(Surya Kumar)

Judicial Assistant

R& I Branch North-East, KKd

Forwarded By



Admin. Officer (Judicial)

N.E/09.11.2021

To,

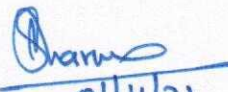
Ld. Transparency Officer,
North East District,
Karkardooma Courts,
Delhi.

Sub : Circular No.6343-6347/R.O./NE/KKD/Delhi/2020 Dated. 30.10.21.

Respected Sir,

In reference to **Circular No.6343-6347/R.O./NE/KKD/Delhi/2020 Dated. 30.10.21.**
Please find enclosed herewith "Annexure A" in compliance of same.

Yours faithfully,


01/11/21
(RENU SHARMA)

Administrative Officer (J)
Fine & Audit Branch,
N/East Distt. KKD Courts, Delhi.

Forwarded Please

ANNEXURE'A'

FINE & AUDIT BRANCH NORTH-EAST DISTRICT
KARKARDOOMA COURTS, DELHI.

S. No.	Name of the Branch	No. of Official catetory wise/deisgnation wise	Work profile and volume of work being dealt with by the branch concerned
1.	Fine & Audit Branch North East District	Sh. Devender Kumar, Ld. ASJ/HOO/CO,NE,District, KKD. Courts, Delhi.	All work being the Ld. HOO/CO of the office.
		Sh. Raj Kumar Kundoo, Drawing & Disbursing Officer, NE,District, KKD. Courts, Delhi.	All work being the DDO of the office.
		1.Ms. Renu Sharma, AO(Judl.)	Supervising all work related to this branch.
		2. Ms. Rekha Sharma, Sr. J.A. 3.Sh. Rajiv Kumar Gaur, Sr. J.A.	<p>1.Maintaining monthly Fine statements of courts.</p> <p>2. Maintaining daily fine statements and receiving from cash branch by cashier.</p> <p>3. Maintaining of fine registers & miscellaneous registers.</p> <p>4.Preparing & maintaining reconciliation statement on the basis of daily fine statements received from cash branch and same forwarded to Headquarter.</p> <p>5. Verifications of refund vouchers received from the courts and maintained the concerned register.</p> <p>6. Conducting internal audit of courts .</p> <p>7. Assistance in all the work related to external audit of both Central and State Government, if assigned.</p> <p>8. Handling of other miscellaneous work related to this branch.</p>

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

No. 6368 /CB/N.E./KKD/2021

Dt. 02/11/2021

To

Sh. Manoj Kumar,
Transparency Officer,
North East District,
Karkardooma Courts, Delhi.

Ref.: Cricular No. 6343-6347/R.O./N-E/KKD/Delhi/2021 dt. 30/10/2021

Respected Sir,


With reference to Cricular No. 6343-6347/R.O./N-E/KKD/Delhi/2021 dt. 30/10/2021, to provide the details of nature of work of the branch and other relevant information maintained by the branch. In this connection the required information in respect of work of the Cash Branch is as under:

1.	Collection of fine from various courts i.e. Criminal Courts and deposit the same with accredited bank.
2.	Issuing the Fine Receipts against amount deposited in Cash Branch.
3.	Payments to the witnesses as per the vouchers received from court concerned and making bill of payment made to the witnesses.
4.	RTI & Misc. Fee receivings and issuing TRV and deposit the same with accredited bank.
5.	Submitting various bills (i.e. Salary, G.P.F., Contigent, L.T.C. etc.) prepared by Accounts Branch, to the Pay and Accounts Office, Govt. Of N.C.T. of Delhi.
6.	Disbursement of Cheques to concerned persons.

7. *Other-related misc. work.*

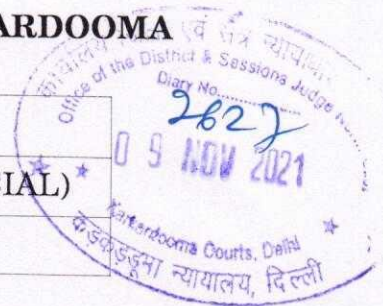
Thanking you

Yours faithfully,


(Accounts Officer)
North East District,
Karkardooma Courts, Delhi.

**LITIGATION BRANCH, NORTH-EAST DISTRICT, KARKARDOOMA
COURTS, DELHI**

NAME	MS. RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER (JUDICIAL)
CONTACT NO.	011-22101429



OFFICIAL POSTED IN LITIGATION BRANCH:-

JUDICIAL ASSISTANT : MR. SURYA KUMAR
CONTACT NO. : 011-22101429-430

To

Sh. Manoj Kumar,
Transparency Officer,
North-East District, Karkardooma
Court Delhi

**Subject:- Nature of work done by the Litigation Branch, North-East
District, Karkardooma Courts, Delhi**

Respected Sir,

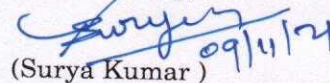
Apropos to your Circular No.6343-6347/R.O./N.E./KKD/Delhi/2021, dated 30.10.2021, In this regard, it is submitted that in North-East District, the Litigation Branch is assisted by One Sr. Administrative Officer /Administrative Officer, one dealing assistant and one peon.

NATURE OF WORK IN LITIGATION BRANCH

1. The Litigation Branch deals with the litigation matters of North-East District, contested in Hon'ble Delhi High Court. This section deals with the advance notices pertaining to the Writ Petitions, Letters Patent Appeals (LPA), and Miscellaneous Petitions under Article 226 of the Constitution of India. Further, any direction/order/circulars which is pertains to this branch, received from Hon'ble High Court of Delhi as well as from the Ld. Principal District & Sessions Judge, (H.Q) is also dealt.
2. Further, to conduct the litigation matters, there is a panel of Delhi Govt. Standing Counsel (DGSC), panels of Senior Counsel. Litigation branch engage Counsels from Department of Law & Legislative affairs, Ministry of Home affairs to safeguard the Subordinate Court/Government interests in Hon'ble Delhi High Court. The Officer Incharge and other officers of Litigation Branch keeps a close watch over the work and progress of all the matters pertains to Litigation Branch at each stage.

Submitted please.

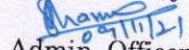
Yours sincerely,


(Surya Kumar)

Dealing Assistant

Litigation Branch North-East, KKd

Forwarded By


Admin. Officer (Litigation)N.E / 09.11.2021