

OFFICE OF THE DISTRICT & SESSIONS JUDGE (SE) SAKET COURTS COMPLEX,
NEW DELHI.

ORDER No. ¹³⁵/2016

Dated : 15-1-16

In partial modification of earlier order, it is ordered that the following officer(s) are appointed to look after and supervise the work of the branches indicated against their names, with immediate effect:

S. No.	Officer In-Charge	Branch
1	Ms. Neena Bansal Krishna, PO MACT-01	Administration Branch – II
2	Ms. Madhu Jain, PO MACT-02	Administration Branch – I and General Branch
3	Sh. Sanjiv Jain, ASJ (Special Judge FTC)	Administration Branch – III and Vigilance Branch

Notes :-

1. The Officer(s)-in-Charge shall:-

(a) be responsible for regularly supervising the work of the Branches (and connected Branches & Sections) under their control on daily basis, inter alia, whenever required by providing necessary guidance/directions to the Branch In-charge;

(b) take all necessary decisions, using proper discretion in matters of routine nature, keeping in mind the best interest of the institution and refer the matter to the District Judge, if in doubt and liaison, when required, with other Officer(s)-in-Charge.


2. The Branch(es) In-Charge and all subordinate staff shall be answerable and report, on daily basis, to the respective Officer(s)-in-Charge.

3. The Officers In-Charge of the Administration Branches are hereby authorized to regulate and take appropriate decisions, as per rules, on the applications for leave of all members of categories of staff under their respective control, under intimation to the DDO.

4. A comprehensive statements of leaves of the staff under their respective control be put to the undersigned on a monthly basis.

5. All the official communication to the District & Sessions Judge (HQ), Delhi shall be done with the approval of the undersigned.

6. No correspondence will be done by the Officer in charge to the Hon'ble High Court of Delhi directly.



(R. KIRAN NATH) 15/1/16
District & Sessions Judge (South-East)
Saket Court Complex, New Delhi

No. 840-906 /Notification/Gaz./D&SJ/SE/2016

Dated, Delhi the 15/01/16

Copy forwarded for information and necessary action to :

1. The Registrar General, High Court of Delhi, New Delhi.
2. The District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
3. The District & Sessions Judge (South), Saket Courts, Delhi.
4. Officer concerned
5. All the Judicial Officers of South East District, Saket Courts, New Delhi.
6. PS to District & Sessions Judge, South East District, Saket Courts, New Delhi.
7. All Branches of South East District, Saket Courts, New Delhi
8. The Website Committee to notify the same on the website of Saket Courts.


District & Sessions Judge (South-East)
Saket Court Complex, New Delhi