

1314
05/10/18

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

No. 6459 /Admn./N-E/KKD/Delhi/2018

Date 05/10/18

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

Ref: No.6410-15/R.O./N-E/KKD/Delhi/2018 dated 01.10.2018

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.	Sh. Renu Sharma	Administrative Officer (Judl.)	011-22101439

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

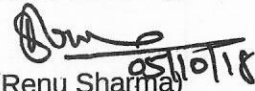
Nature of work of Administration Branch, North-East District, Karkardooma Courts, Delhi:

1. Placing the request letters of the officers/officials before Ld. 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 of the request letters of officials for inter-district transfers to the Ld. District & Sessions Judge (HQs) after approval/endorsement of the Ld. Competent Authority i.e. Ld. District & Sessions Judge (North-East).
3. Forwarding of various applications and letters of staff to the office of Ld. District & Sessions Judge (HQs), Delhi, after endorsement of the Ld. 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. 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. District & Sessions Judge (North-East).
7. After getting the approval of Ld. Competent Authority i.e. Ld. 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 sincerely,



(Renu Sharma)
Administrative Officer (Judl),
Administration Branch,
O/o The District & Sessions Judge (N-E)
Karkardooma Courts,
Delhi.

To,

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05/10/18

923
05/10/18

Sh. Sanjay Bansal
Transparency Officer,
North-East District,
Karkardooma Courts, Delhi



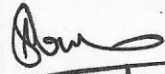
Sub :- Regarding details of Nature of Work

Respected Sir,

Please refer to your office circular no. 6410-15/R.O/N-E/KKD/Delhi/2018 dated 01.10.2018, 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.

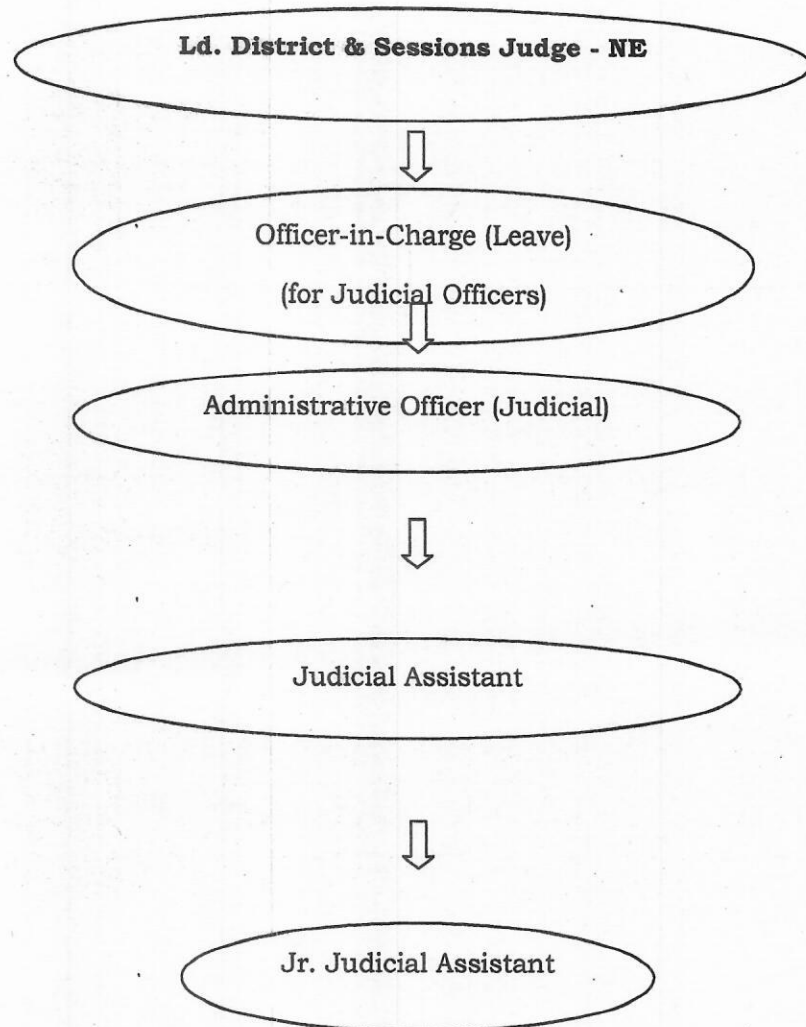
Thanking you,

Yours faithfully,


05/10/18
(RENU SHARMA)
Administrative Officer (Judicial),
O/o Ld. 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. 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 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. Compilation of Monthly and Yearly statements regarding Casual Leave/Special Sick Leave/Compensatory Leave/Short Leave of the Judicial Officers and sending the same to the Hon'ble High Court of Delhi, New Delhi.
7. Sending e-mail on daily basis regarding leave intimation of the Judicial Officers to the e-mail id of Office of District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.

8. Half-yearly statement pertaining to mentally-ill undertrials (Compliance report in view of case titled "Illegal detention of Machal Lalung), after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
9. Quarterly statement pertaining to undertrials prisoners lodged in various jails, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
10. Quarterly statement of Protection of Women from Domestic Violence, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
11. Progress report on Speedy Trial of Gang Rape Cases pending in the Courts of Sessions, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
12. Preparation and sending monthly information in respect of cases involving offences relating to women, juveniles and under the Prevention of Corruption Act, 1988, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
13. Collecting and providing information in reply to the Right to Information Act applications, concerned with Judicial Branch (N-E).
14. 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'ble 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. 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. 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. 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 Dehi, 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.

1325
05/10/18

जिला एवं सत्र न्यायाधीश, उत्तर-पूर्व जिला, कड़कड़डूमा न्यायालय: दिल्ली।

संख्या.....6487/हिन्दी/उ.पू./दिल्ली/2018

दिनांक.....05/10/18

सेवा में,
श्री संजय बंसल,
पारदर्शिता अधिकारी,
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 6410-15/R.O./N-E/KKD/Delhi/2018 दिनांक 01.10.2018 से संबंध में उपरोक्त विषय पर मांगी गई सूचना निम्न प्रकार से है:

हिन्दी अनुभाग, उत्तर-पूर्व से संबंधित कर्मचारी/अधिकारी:

संख्या	कर्मचारी/अधिकारी के नाम	पद	दूरभाष संख्या
1.	श्री अमिताभ रावत, वरिष्ठ दीवानी न्यायाधीश	नोडल अधिकारी	011-22308987
2.	सुश्री रेनु शर्मा	प्रशासनिक अधिकारी (न्यायिक)	011-22101429
3.	सुश्री मीनाक्षी मंगगाई	संबंधित कर्मचारी/ कनिष्ठ न्यायिक सहायक	011-22101429

हिन्दी अनुभाग द्वारा किये गए कार्य का प्रकार एवं संग्रहित रिकार्ड:

1. जिला एवं सत्र न्यायाधीश, उत्तर-पूर्व के निर्देशानुसार 22.09.2017 को उत्तर-पूर्व जिले में हिन्दी अनुभाग की स्थापना की गई थी। तदुपरांत हिन्दी अनुभाग द्वारा राष्ट्रभाषा हिन्दी के प्रचार-प्रसार हेतु जिला उत्तर-पूर्व के कर्मचारियों को हिन्दी टंकण प्रशिक्षण दिया गया है एवं भविष्य में भी दिया जाएगा।
2. चतुर्थ श्रेणी के सभी कर्मचारियों से संबंधित सभी पत्र-व्यवहार हिन्दी में हो यह भी हिन्दी अनुभाग सुनिश्चित करता है।
3. कर्मचारी राष्ट्रभाषा हिन्दी का अधिकाधिक प्रयोग करें इसलिए हिन्दी अनुभाग द्वारा समय-समय परिपत्र जारी किये जाते हैं।

6. सम्स्त उत्तर-पूर्व जिले में हिन्दी भाषा संबंधिक किसी भी प्रकार की सहायता के लिए हिन्दी अनुभाग कर्तव्यबद्ध है।
7. हिन्दी अनुभाग द्वारा जारी किये गए परिपत्र, पत्र एवं संदेशो तथा अन्य जिलो से प्राप्त पत्रो का संग्रहण हिन्दी अनुभाग द्वारा किया जाता है।

धन्यवाद।

भवदीया,

रेनु शर्मा
(रेनु शर्मा) 21/11/18

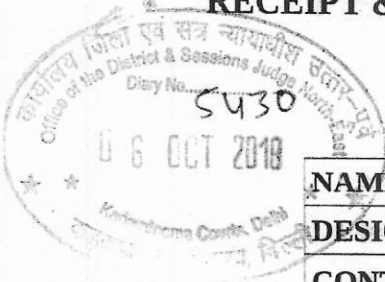
प्रशासनिक अधिकारी (न्यायिक),

उत्तर-पूर्व जिला,

कड़कड़डूमा न्यायालय, दिल्ली।

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

1335
06/10/18



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. Sanjay Bansal,
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.6410-15/R.O./N.E./KKD/Delhi/2018, dated 01.10.2018, 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. District 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. District Judge 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. District Judge.
- 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 and 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.

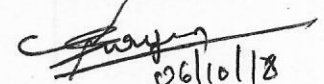
Submitted please.

Yours sincerely,



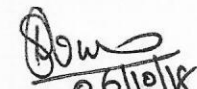
(Sangeeta)
Judicial Assistant
R& I Branch North-East, KKd

Yours sincerely,



(Surya Kumar)
Judicial Assistant
R& I Branch North-East, KKd

Forwarded By



Admin. Officer (Judicial)
N.E/06.10.2018

1340
08/10/18

To,

Sh. Sanjay Bansal,
Transparency Officer,
North-East District,
Karkardooma Courts, Delhi



Sub:- Regarding requirement of records as per Section 4(1) (a) of Right to information Act, 2005.

Sir,

In compliance of your Circular bearing No. 6410-15/R.O/N-E/KKD/Delhi/2018 dated 01.10.2018 on the above noted subject, the details of nature of work of Care-Taking Branch, North-East District is enclosed herewith.

Submitted please,

Yours Faithfully,

A handwritten signature in black ink, appearing to read 'Renu Sharma', written over a horizontal line.

(Renu Sharma)

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

CARE TAKING BRANCH, NORTH-EAST DISTRICT, KARKARDOOMA
COURTS, DELHI.

ADMINISTRATIVE OFFICER: MS. RENU SHARMA

One Caretaker and one Judicial Assistant under the supervision of AO (Judl),
Caretaking Branch, North-East District, Karkardooma Courts, Delhi.

Caretaker : Sh. Rupesh Singh : 22101418

Judicial Asstt. : Sh. Anil Kumar : ___do___

NATURE OF DUTIES OF CARETAKING BRANCH, NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI.

1. To supervise/maintain the work of cleanliness.
2. Dealing with Civil and Electric Complaints related to PWD, KKD Courts, Delhi.
3. Distribution of the Consumable and non-consumable items to the Ld. Officers of North-East District after receiving from Purchase Committee through GeM portal as per their requirements.
4. Bringing the consumable/non-consumable articles from Tis Hazari Courts (HQ), Delhi for further distribution at KKD Courts, Delhi.
5. Arrangement of regular meetings and functions of District concerned.
6. Supervision of duties of Chawkidar,
7. Attending the complaints of Judicial Officers on daily routine basis.
8. Correspondence work with different authorities.

384
08/10/18

1339
08/10/18

Dated: 08.10.2018

To

Sh. Sanjay Bansal
Ld. Transparency Officer
North East,
Karkardooma Courts,
Delhi



Subject: Nature of work of staff in Record Room (Sessions)

Respected Sir,

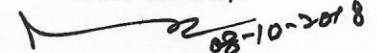
With reference to the circular No.6410-15/R.O./N-E/KKD/Delhi/2018 dated 01.10.2018 the nature of work of staff of North East District is as under:

S. N.	NAME	WORK ASSIGNED
1	Sh. Dilbar Singh Rawat, JA	Mauza Clerk of Diwani Mauza (CA/Inspection/ROD/Consignments and sending Urgent High Court files from all record rooms of North East Distt.)
2	Ms. Hema Kumari, JJA (on ccl)	Mauza Clerk of Sessions Mauza (CA/Inspection/ROD/Consignments)
3	Sh. Nitin Mathpal, JJA	Digitization/Scanning of RR of Karkardooma Courts including SCJ, DHC, DLSA, E-Court under the supervision of Record Keeper. Sending of soft copies of decided judicial files to the Hon'ble High Court in external hard disk on weekly basis.

Submitted for your kind perusal please.

Thanking you

Yours faithfully,



(N.M. RATTAN)

Branch Incharge

Record Room (Sessions)

Karkardooma Courts (Sessions)

Karkardooma Courts Shahadara

Delhi

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

1356
10/10/18

No. _____/CB/N.E./KKD/2018



To

Sh. Sanjay Bansal,
Transparency Officer,
North East District,
Karkardooma Courts, Delhi.

Ref.: Cricular No. 6410-15/R.O./N-E/KKD/Delhi/2018 dt. 01/10/2018

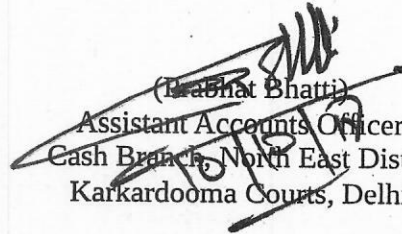
Respected Sir,

With reference to Cricular No. 6410-15/R.O./N-E/KKD/Delhi/2018 dt. 01/10/2018, received with direction 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 is as under:

1.	Collection of fine from various courts i.e. Crminioal Courts and deposit the same with accredited bank.
2.	Issuing the Fine Receipts against amount depoited in Cash Branch.
3.	Payment made to the witnesses as per the vouchers received from court concerned
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.

Thanking you

Yours faithfully


(Babhat Bhatti)
Assistant Accounts Officer
Cash Branch, North East District,
Karkardooma Courts, Delhi.

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

The Vigilance Branch North-East District, Karkardooma Courts, Delhi consists of following officers/Officials:-

S.No	Name of Officer/Official	Designation	Contact No.
1	Sh. Sanjay Bansal, Ld. Spl. Judge (NDPS)	Chairperson, Vigilance Branch	011- 22101374
2	Ms. Renu Sharma	Administrative Officer(J)	011-22101439
3	Sh. Girish Vaidya	Judicial Assistant	011-22101439

Nature of work:-

The North-East District started its functioning since 2009 to handle the Vigilance matters concerning North-East District to ensure probity and integrity in public administration. The work of the Vigilance Branch is of a responsible and confidential nature. The Vigilance Branch deals with the complaints instituted against both the gazetted and non gazetted staff working at North-East District, Karkardooma Courts, Delhi and the complaint received from the public as well as from the Judicial Officers /A.O.(J)/Other Staff. The Vigilance Committee makes its recommendation in respect of Non-gazetted staff to the Ld. District & Sessions Judge (HQ), Tis Hazari Delhi. So far as the gazetted staff is concerned, the recommendation of the Vigilance Committee is processed by Ld. District & Sessions Judge, and then the same is forwarded to the Hon'ble High Court of Delhi.

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 of OIC (Vigilance), and District Judge, North-East. Meetings of the Vigilance Committee are arranged as and when required.

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

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

1354
10/10/18

OFFICIAL POSTED IN LITIGATION BRANCH:-

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

To

Sh. Sanjay Bansal,
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.6410-15/R.O./N.E./KKD/Delhi/2018, dated 01.10.2018, 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 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. District & Sessions Judge, (H.Q) is also dealt.
2. Further, to conduct the litigation matters, there is a 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 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
10/10/18
(Surya Kumar)

Dealing Assistant
Litigation Branch North-East, KKd

Forwarded By

Sanjay Bansal
Admin. Officer (Litigation)
N.E /10.10.2018

**LAND ACQUISITION COLLECTOR BRANCH, NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI**

OFFICIALS POSTED IN LAC BRANCH:-

DISTRICT NAZIR : MR. RAKESH KUMAR BASSI
JUDICIAL ASSISTANT : MR. SURYA KUMAR
CONTACT NO. : 011-22101429-447

To

Sh. Sanjay Bansal,
Transparency Officer,
North-East District, Karkardooma
Court Delhi



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

Respected Sir,

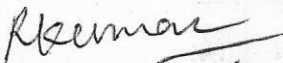
Apropos to your Circular No.6410-15/R.O./N.E./KKD/Delhi/2018, dated 01.10.2018, In this regard, it is submitted that , the LAC Branch is working under the supervision of the Ld. District & Sessions Judge, North-East District, consisted One District Nazir and one dealing assistant.

NATURE OF WORK IN LAC BRANCH

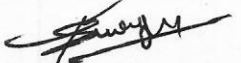
The LAC Branch receive the cheque in LAC matters and deposit it in the concerned banks in the form of FDRs for the period mentioned in the order of the court. After getting the withdrawal order, letters are written to the bank concerned to release the cheque in favour of the party/parties concerned. 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. District & Sessions Judge, (H.Q) is also dealt.

Submitted please.

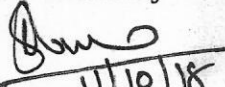
Yours sincerely,


(Rakesh Kumar Bassi)
District Nazir
LAC Branch North-East, KKd

Yours sincerely,


(Surya Kumar)
Judicial Assistant
LAC Branch North-East, KKd

Forwarded By


11/10/18
Admin. Officer (Judicial)
N.E/10.10.2018

198
11/10/18

DATED:- 11/10/18

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



1368
11/10/18

SUB:- Detail of Nature of Work

R/Sir,

In reference to Circular No. 6410-15/R/P/N-E/KKD/Delhi/2018 dated 01.10.2018, the detail of the nature of the work is enclosed herewith.

Thanking you,

Yours faithfully

Sapna Jain
(Sapna Jain)

Veena
(Veena)

Junior Judicial Asstt.

Junior Judicial Asstt.

Filing Section

Bail Section

North East District

North East District

KKD Courts, Delhi

KKD Courts, Delhi.

Forwarded Pl.

Renu Sharma
11/10/18
(RENU SHARMA)
Administrative Officer (Judicial)
Of District & Sessions Judge
North-East District, KKD Courts, Delhi

198
11/10/18

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

Nature of work of Bail Section:

1. The Bail applications pertaining to Addl. Sessions Judges (North East) are received in triplicate and after that stamping of the same is done.
2. Thereafter, the same are given filing numbers and then registered in the login ID of the concerned Judge and sent to the court concerned after preparing the list of these application manually.
3. The bail orders are received from the court concerned, entered/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.
4. Thereafter a bunch of decided applications is prepared (paging and indexing) daily and same are sent to record room at least after 2-3 months for consignment. There are so many misc.work also like **inspection of bail applications, issue work, updation of bail applications preparing copying agency applications etc.** also are done in Bail Section.
5. The quarterly statement of bail is prepared (Judgewise) and sent to Headquarters, Tis Hazari Courts.
6. 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.
7. Received the copy of bail orders decided by Hon'ble High Court and after making entry manually sent to the court concerned.
8. 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 concerned bail application.

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.

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. The charge-sheets pertaining to P.S. **Sonia Vihar** are directed to be received with CDs before data entry/registration and these CDs are prior checked by the concerned official and then saved in the file namely E-challan and one copy of CD is also maintained by the branch.
6. Files from High Court for hearing in District Court and Juvenile Justice Board are received and allocated to concerned courts.
7. The misc applications of all courts are received here and sent to the concerned courts for the hearing after computer entry and providing filing number to each application.
11. The **Caveats** are also received here and given number to the same and entered manually in register as well as in computer for future reference for at least 3 months. These caveats are maintained for the period of 3 months and are daily checked whether any case filed with such particulars to be attached herewith. These are also destroyed after every 3 months period.

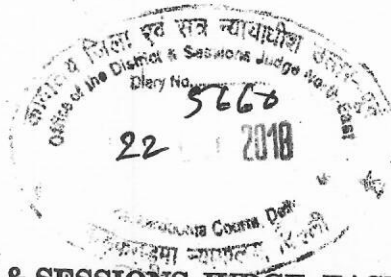
Sapna Jain
(Sapna Jain)

Junior Judicial Asstt.
Filing Section
North East District
KKD Courts, Delhi.

Veena
(Veena)

Junior Judicial Asstt.
Bail Section
North East District
KKD Courts, Delhi.

1614
22/10/18



OFFICE OF THE DISTRICT & SESSIONS JUDGE, EAST DISTRICT, DELHI

No. 735 /Pool Cars/KKD/Delhi

Dated: 22.10.2018

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

Sub:- Information in reference to Circular no 6410-15/RO/NE/KKD/Delhi/2018 dated 01.10.18

Respected Sir,

With reference to above mentioned circular, it is to say that Pool Car Section, East District, Karkardooma Courts, Delhi deals in providing vehicle to Judicial Officers for "to & fro" and Official engagements to the Judicial Officers who are availing pool car facility. Apart from this every possible effort is made by this pool car section to provide official/hired vehicles to the Judicial Officers to meet with their official engagements even who are not availing pool car facility.

The information with regard to vehicles(Official as well as Hired Vehicles)/Drivers and other information related to the nature of work mentioned above is available with this very branch/section.

This is for your information and necessary action.

Thanking you,

Your's faithfully

(SANJAY SHARMA-I)

**ADDL. DISTRICT & SESSIONS JUDGE
OFFICER IN-CHARGE, POOL CARS SECTION
EAST DISTRICT, KKD COURTS, DELHI**

RIGHT TO INFORMATION BRANCH
NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI.

DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICERS	ADDRESS AND CONTACT NUMBER
APPELLATE AUTHORITY	SH. PARVEEN SINGH, LD. ADDITIONAL SESSIONS JUDGE (POCSO)	ROOM NO. 75, 6 th FLOOR, NORTH EAST DISTRICT, KARKARDOOMA COURTS, DELHI. 011-2230 1945
PUBLIC INFORMATION OFFICER	MS. RENU SHARMA ADMINISTRATIVE OFFICER (JUDICIAL)	POTA CABIN, THIRD FLOOR, NORTH-EAST DISTRICT KARKARDOOMA COURTS, DELHI. TEL: 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, Junior 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

NAME	RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER
CONTACT NO	011-22101429-30

Ms. Kulvinder Kaur, Senior Judicial Assistant and Ms. Upasna Chawla, Junior 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 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. 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 **Judgments** 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 the 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 statement 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.
 - Quarterly 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.
 - Giving replies to the RTI Applications, concerned with General Branch.
 - Monthly Statement of UTPs who granted bail but not released and list of accused persons who declared P.O. in compliance of directions of Hon'ble High Court of Delhi titled as "Ajay Verma vs Govt. of NCT of Delhi" is also sent to Ld. District & Sessions Judge (Hqs), Tis Hazari Courts and copy to DGP, Tihar Jail after receiving & compiling from all the Criminal Courts of North-East, KKD Courts, Delhi.

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

The Purchase Cell North-East District, Karkardooma Courts, Delhi consists of following officers/Officials:-

S.No	Name of Officer/Official	Designation	Contact No.
1	Sh. Sanjay Bansal, Ld. Spl. Judge (NDPS)	Chairperson, Purchase Committee	011- 22101374
2	Ms. Renu Sharma	Administrative Officer(J)	011-22101439
3	Sh. Girish Vaidya	Judicial Assistant	011-22101439
4	Ms. Upasna Chawla	Junior Judicial Assistant	011-22101480

Nature of work:-

As per the new GFR rule, 2017, finance department has advised to procure all common use Goods and Service including Computer Hardware, Software & accessories from Government e-Marketplace (GeM).

1. The work carried out in Purchase Cell is to arrange and provide consumable articles to Caretaking Branch, General Branch, Cash Branch, Computer Branch and Accounts Branch.
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.

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
NORTH-EAST DISTRICT: KARKARDOOMA COURTS:

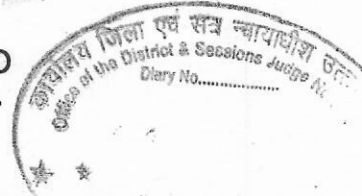
DELHI

No. SD6...../CMM/NE/KKD

Dated: 10.10.2018

1367
11/10/18

To,




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

Sub: **Nature of Work.**

Respected Sir,

With reference to your goodself's office letter No. 6410-15/R.O./N-E/KKD/Delhi/2018, Dated 01.10.2018, there are two officials namely Mr. Avon Kr. Beniwal (Judicial Assistant) and Ms. Garima Garg (Judicial Assistant) posted in the office of Ld. CMM and details of nature of work of the office of Ld. CMM is mentioned in a separate sheet attached with this letter.

This is for your kind information.

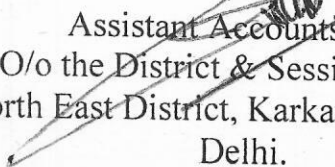

(DEVENDER KUMAR GARG)
Chief Metropolitan Magistrate,
North-East District,
Karkardooma Courts, Delhi

Annexure 'A

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

S.No.	Particulars/Seats	Brief description of the nature of work
1.	Pay/Salary Bill	Preparation of pay bills, Pay Arrears, Tuition Fees, Honorarium Bills, Evening Court Bills, DA Arrear, Bonus Bill in online package, Submitting the CD's of all the pay bill & other bills & updation in PAO, maintain PBR, Bill register and Budget register, TDS statement, preparing the Form-16, All the Misc. Arrears and Pay arrear arising out of promotion, MACP and revision of pay scales etc. RTI-Disposal of RTI pertains to respective Seats.
2.	Service Book	Maintenance of Leave account, pay fixation on promotion and as per various orders time to time and its updation in Service Book, currency of penalty, Addition/deletion the name of family members. Preparation of increment List and updation of its Entry, SDM verification in case of dependency and disposal of all other Misc. work pertain to Seats. RTI-Disposal of RTI pertains to respective Seats.
3.	Contingency /Office Expenses	Preparation of Reimbursement in respect of water, Electricity, News Paper, Telephone, Petrol and Allowances i.e. Camp Office, Technical Devices, Brief Case/Office Bag, Home Orderly, Robe Dress to all the Judicial Officers, Payment of All Office Bills Electricity, Telephone & Water, Child witnesses, Computer and purchase of other article bills etc. & maintenance budget, bill and other relevant registers, prepare data for tax filing return of office, form 16 A provided to parties concerned. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.
4.	Pension	Pension Seat- Pension cases including all beneficial work (Pension DCRG, & CVP, Leave Encashment and UTEGIS), Superannuation/Voluntary/Death/ Compulsory Retirement cases, Revision of Pension due to various reason/orders arise time to time and preparation of pensioners cards, correspondence to PAO concerned and disposal of other Misc. works. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.
5.	Budget	Preparation of R.E and B.E, distribution of budget to other as per their requirement, preparation of reconciliation with PAO every month, preparation of Monthly Statement, Quarterly Statement Final Excess & Saving (twice once in year).
6.	GPF/CPF	GPF/CPF Seat- GPF Advance. GPF withdrawal, Completion of GPF/CPF Pass Book, Making Entry of GPF Advance & Withdrawal in PBR, Final Payment to Pensioners & Maintain the PRAN Cards of the Officers/Official as well as amendments.
7	Leave Travel Concession/Home Town Concession & Travel Allowance	LTC/HT & T.A- LTC Advance and final bills and T.A bills of Judicial Officers in respect of training held

8	Judicial Officers Leave Encashment & LTC Leave Encashment	Judicial Officers Leave Encashment & LTC Leave Encashment –Preparing Bills in respect of Judges Leave encashment & LTC LE and updations of its entry in Service Book and maintain its registers.
10	Short terms & Long term Advances-	Short terms & Long term Advances- Obtaining sanction from Short and long term advances from Finance Department and preparing Bills .
11.	Medical	RTI-Disposal of RTI pertains to respective Seats Preparation of Medical Bills reimbursement preparation and issuance of Medical cards, Medical Advance and final claim, addition and deletion names of the beneficiaries and their family members. Maintain Budget, bill and all the relevant register.
12.	General Work	RTI-Disposal of RTI pertains to respective Seats. Accounts Branch also functioning by complying the order which are passed on legal side within stipulated time as per order, as and when order received.


 Assistant Accounts Officer
 O/o the District & Sessions Judge
 North East District, Karkardooma Courts
 Delhi.

FINE & AUDIT BRANCH NORTH-EAST DISTRICT
KARKARDOOMA COURTS DELHI

The fine & Audit Branch, N/E District, Karkardooma Courts, Delhi consists of following Officers/Officials.

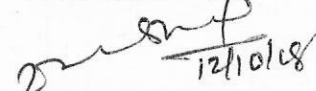
S.NO.	Name of Officer/Official	Designation
1.	Sh. Sanjay Bansal	Officer in Charge/D.D.O
2.	Ms. Renu Sharma	A.O(J)
3.	Sh. Prabhat Bhatti	A.A.O
4.	Ms. Rekha Sharma	Sr.J.A

The fine & Audit Branch, N/E District started its functioning since 2010. The details of nature of work of Fine & Audit Branch are given below:-

1. Records of fine related to all concerned courts i.e. daily fine statements receiving from cash branch, maintaining monthly Fine statements of Courts etc.
2. Conducting internal audit.
3. Reconciliation of Fine .
4. Maintaining of fine registers.
5. Assistance in all the work related to external audit of both central and state government etc.

Submitted please,

Yours faithfully,


12/10/18

Rekha Sharma, (Sr. J.A)
Fine & Audit Branch,

N/E District, KKD Courts, Delhi.

Forwarded please

197/NE
04/10/18

1316
05/10/18

Date :- 04.10.2018



To

Sh. Sanjay Bansal,
Ld. Transparency Officer,
North-East District,
Karkardooma Courts,
Delhi.

Sub:- Information regarding nature of work & other relevant information.

Sir,

With reference to your Circular No. 6410-15/R.O./N-E/KKD/Delhi/2018

Dated 01-10-2018 the required information is attached herewith:-

This is for your kind information please.

Thanking you,

Forwarded
Dw
05/10/18

(Name)
Administrative Officer (Judicial)
One District & Sessions Judge
North-East District, KKD Courts, Delhi

Yours Faithfully

Sudesh Gandhi

(SUDESH GANDHI)
Branch Incharge
in Record Room Labour/MACT
Karkardooma Courts, Delhi.

Nature Of Work

1. Consignment Of Files

2. Files Sent To Hon'ble Delhi High Court On requisition

3. C.A. (Certified copy applications)

4. Files Sent To Courts on Robkars

5. Inspection Of Files

6. Misc. Work

Information Regarding Work

Decided files of MACT/Labour Courts is done by the concerned Ahlmads. After giving General Number, Goshwara Number is given to the consigned files. After that the consigned files are Serial wise arranged in bastas and arranged month wise and year wise.

Files are sent to Hon'ble Delhi High Court on requisition. Now a days Files are scanned and sent to Hon'ble High Court of Delhi in CD Form.

Files & Chittahs are sent to Copying Agency Branch on receiving certified applications from the C.A. Branch.

Files are sent to Courts on requisition on Robkars from the different Courts.

Inspection Of consigned files by the parties and advocates are also done with the Permission of Ld. Officer Incharge Record Rooms after payment of requisite Court Fee.

Misc. Work such as Public enquiry, reply of circulars , RTI are also done by the staff.

1324
05/10/18
138
05/10/18

**DISTRICT & SESSIONS JUDGE, NORTH-EAST,
KARKARDOOMA COURTS: DELHI**

No. 6477 /Leave/NE/KKD/Delhi/2018

Dated. 05/10/18

To,
Sh. Sanjay Bansal,
Transparency Officer,
North-East District,
Karkardooma Courts,
Delhi.

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

Respected Sir,

In reference of your office circular no. 6410-15/R.O./N-E/KKD/Delhi/2018 dated 01.10.2018 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:-

S.No	Name of Officer/Official	Designation	Contact No.
1	Sh. G. N. Panday, PO-MACT/ADJ	Officer In-Charge	011-22308169
2	Ms. Renu Sharma	Administrative Officer(Judl.)	011-22101429
4	Ms. Meenakshi Mamgain	JJA/Dealing Clerk	011-22101429

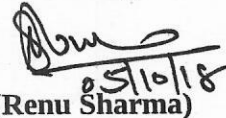
The nature of work of Leave Section :-

1. Maintaining Monthly Attendance Record and Intimations of all the officials posted in North-East District.
2. Preparing Memos and Show cause notices to the erring officials.
3. Maintaining Casual Leave records, Compensatory Leave record and Intimations of all officials for the current calender year only.
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 Casual Leave, Earned Leave, Medical Leave, Child Care Leave, Paternity Leave, Extraordinary Leave, Special Casual leave, Permission to Leave the Station etc. after

- receiving report from Dealing Assistant, Service Book, preparing the noting and after the 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 sanction 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. After the sanction of leaves sending copies to the concerned Branches/Courts/Officials.
 9. Circulating the circular and orders regarding leave and leave rules as when required.

Thanking you,

Yours Truly,



(Renu Sharma)

Administrative Officer(Judicial)
Leave Section,
North-East District,
Karkardooma Courts, Delhi

3

No. 705/18



1315
05/10/18

Dated: 03/10/2018

To

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

Sub: Regarding details of nature of work.

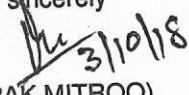
Sir,

In response to your officer letter no. 6410-15/R.O./NE/KKD/ Delhi/2018 dated. 01.10.2018, with the direction to provide the details of nature of work of branch, the requisite information is (enclosed) herewith for the updation on the website of Delhi District Courts.

Submitted please,

Encl: as above.

Yours sincerely


3/10/18

(DEEPAK MITROO)
Incharge/ Sr. Judicial Assistant
Copying Agency, East, KKD, Delhi.

Nature of work in Copying Agency, Karkardooma Courts, Delhi:-

1. To receive fresh CA applications
2. To prepare certified copies of CA applications
3. To delivery prepared certified copies to the applicants.

202
5/8/18

1372
05/10/18

Date :- 05/10/2018

To

Sh. Sanjay Bansal,
Ld. Transparency Officer,
North-East District,
Karkardooma Courts, Delhi.



Sub:- Information regarding nature of work & other relevant information.

Sir,

With reference to your Circular No. 6410-15/R.O./N-E/KKD/Delhi/2018

Dated 01-10-2018, please find enclosed herewith the requisite information as desired by your goodself:-

This is for your kind information please.

Thanking you,

Yours Faithfully

Ashok Kumar
(ASHOK KUMAR)
Branch Incharge
Record Room Civil
Karkardooma Courts, Delhi.

Forwarded
Dam
05/10/18
S. SHARMA
Administrative Officer (Judicial)
Dist. District & Sessions Judge
North-East District, KKD Courts, Delhi

Nature Of Work

1. Consignment Of Files

2. Files Sent To Hon'ble Delhi High Court On requisition

3. Inspection Of Files

4. Files Sent To Courts on Robkars

5. Misc. Work

6. C.A. (Certified copy applications)

Information Regarding Work

Decided files of Civil/ACJ/ARC Courts is done by the concerned Ahlmads. After giving General Number, Goshwara Number is given to the consigned files. files are Serial wise arranged in bastas and arranged month wise and year wise.

Files are sent to Hon'ble Delhi High Court on requisition. Now a days Files are sent to Hon'ble High Court of Delhi in CD Form.

Inspection Of consigned files by the parties and advocates are also done with the Permission of Ld. Officer Incharge Record Rooms after payment of requisite Court Fee.

Files are sent to Courts on requisition on Robkars from the different Courts.

Misc. Work such as Public enquiry, reply of circulars , reply of RTI's are also done by the staff.

Files & Chittahs are sent to Copying Agency Branch on receiving certified applications from the C.A. Branch.

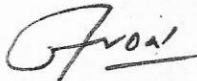


Annexure-A

Details of relevant informations maintained by Office of Ld. CMM/ North-East, Distt. Karkardooma Courts, Delhi.

1. Receiving Dak such as intimations of being on or to be proceed on leave and leave applications along with joining (in case as required) of MMs/ACMM including communication pertaining to (TIP)/Training of MMs/ACMM & Misc Correspondence, onward transmitting the same to the branches concerned duly forwarded as well.
2. Receiving & sending the files from one to another court in case to be transferred on any account including remanded back files inter & intra District & Maintaining record thereof alongwith further transmission of the order/copy of Hon'ble High Courts and Hon'ble Supreme Court to the courts concerned.
3. Preparing and modifying monthly duty roster/Link roster and circulating same amongst the courts and branches as well.
4. Receiving, checking & allocating fresh files U/s 14 SURFASI / 200/156(3) CrPC and 138 NI Act to the courts concerned PS wise and files U/s 12 of DV Act to the Mahila Court. Making data entry of the said fresh files in computer on server.
5. Getting service/execution of inter/intra district process such as notices/summons etc received from the state other than Delhi, done and sending report thereof to the court concerned.
6. Preparing the compiled report quarterly basis of as per guidelines in judgment Manjeet Singh Vs. State & Ors. Passed by Hon`ble High Court of Delhi. And send to the O/o. Ld. District & Session Judge North East Karkardooms Courts, Delhi for onward transmission to Hon`ble High Court of and O/o. Ld. District & Session Judge (HQs), Tis Hazari Court Delhi.

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(Avon Kr. Beniwal)
Judicial Assistant


(Garima Garg)
Judicial Assistant



NORTH EAST DISTRICT LEGAL SERVICES AUTHORITY

(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

Under the Administrative Control of High Court of Delhi

Room No.35, Ground Floor, Karkardooma Courts, Delhi

Ph. : 22101335, Email : northeast-dlsa@nic.in



Ref. No. DLSA/North-East/2018/.js 57

Dated: 11.10.2018

To,

Sh. Sanjay Bansal,
Transparency Officer,
North-East District,
Karkardooma Courts, Delhi.

Sub: Reply to circular no. 6410 – 15/RO/NE/KKD/Delhi/2018 dated 01.10.2018.

Respected Sir,

It is respectfully submitted that District Legal Services Authority, North East District has been constituted in terms of section 9 of Legal Services Authorities Act, 1987 and is governed by District Legal Services Authority Regulations, 2002 of Delhi.

The details of nature of work of DLSA, North East is as follows:

Legal Aid wing

To provide free Legal Services to the persons falling under section 12 of Legal Services Authorities Act, 1987. The litigant may approach this Authority for legal aid. However, the LACs (Legal Aid Counsels) are available at every step at the following desks to meet each and every requirement of the Litigant/applicant /accused/convict.

Front Office : This is located in the O/o DLSA, North East District at R. No. 35, KKD Courts Complex. LACs are available on all working days from 10:00 AM to 05:00 Pm.

One Stop Centre : Legal Service Clinic at One Stop Centre is open for litigants from 11Th to 20Th of every month.

Lock up : Persons in custody can seek the help of LACs at Lock up Help Desk. Panel Advocates are available from 10:00 AM to 05:00 Pm on all the days (including Sundays and Holidays).

Jail : Accused persons/ convicts lodged in Central Jail No. 14,15 & 16, Mandoli can meet the LAC at the Legal Aid Clinic set up by this Authority on all working days from 03:00 pm to 07:00 Pm.

Courts : Remand Advocates are available in all the Courts during working hours and even on holidays (in the Court of Duty MMs).

Family Courts : The Panel Advocate and PLV is available from 10:00 AM to 05:00 Pm on all working days from 11th to 20th of every month on the Help Desk.

SEM Court : This Authority has set up a Help Desk in the Court of Special Executive Magistrate, North East District, where LAC is available from 02:00 pm to 05:00 pm on all working days.

Police Stations : On call advocates are available round the clock to cater to the legal aid needs of accused persons, victims and witnesses.

Office of the Deputy Commissioner /North East District : Legal Services Clinic with one LAC and PLV is functional on all the working days, from 10.30 A.M. to 01:30 P.M.

Establishment wing

Sh. Deepak Jagotra, Ld. District & Sessions Judge, NE District is the Chairman and Sh. Arvind Bansal is the Secretary of this Authority and is assisted by staff of about ten persons. The Office is located in Room No. 35, Ground Floor, KKD Courts, Delhi.

Lok Adalat Wing

This Authority constitutes the Benches for the Lok Adalat, convenes meetings with the Judicial Officers and nominates the Officers. Also interacts with the stakeholders and looks after their sitting arrangements. Judicial record of those pending cases which are referred to the Lok Adalat from the concerned Courts and is called Every effort is made to make every lok Adalat a Success.

Legal Literacy wing

One of the important function of this Authority is to organize awareness programmes among the youth and the weaker section of the society. This is done in compliance to the guidelines laid down by NALSA in their monthly plan of action and calendar of activities. Various training programmes are also organised at regular intervals for the Panel Advocates and PLVs. This Authority has also opened Legal Literacy clubs in almost all the Govt. schools of North East Delhi and few private/public schools. On regular occasions visits are made to such clinics by panel Advocates and some Judicial Officers. Students are made aware about their Legal Rights, duties and certain topics e.g. POCSO Act, DV Act, etc. are also covered. We also invite the school students to visit Court premises, which gives them a wide exposure to legal procedures and helps them to choose Law as a subject for their future studies and career.

Apart from all the abovementioned functions and roles of DLSA, North East District, this Authority also provides victim Compensation as per the *NALSA's Compensation Scheme for women victims/survivors of Sexual Assault/Other Crimes – 2018 and Delhi Victim Compensation Scheme 2015*.

All the Office Orders and information regarding functions, nature of work and other relevant information maintained by this office is as per the Act – Delhi Legal Services Authority Regulations, 1998(Delhi) and is available on the website. For any other information, kindly refer to our website: dlsa.org/ned. However, the Office Orders pertaining to abovementioned work shall be provided to Website Committee of District Court, if so directed by your goodself.


Thanking you,

Yours sincerely,



(Neetu N. Bhatnagar)
Superintendent, DLSA North-East
Karkardooma Courts, Delhi.

Forwarded:



(Arvind Bansal)
Secretary/DLSA/NE
Karkardooma Courts/Delhi

14
26-10-18

1606
20/10/18

RECORD ROOM CRIMINAL: KARKARDOOMA COURTS:DELHI

Dt. 20.10.18

To

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



Sub.: Information regarding the details of nature of work

Respected Sir,

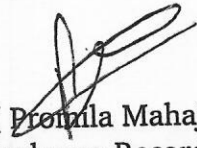
With reference to Circular No. 6410-15/R.O./N-E/KKD/Delhi/2018 dt. 01.10.18, please find enclosed herewith the requisite information as desired.

Thanking you,

Encl:as above.

Dt. 20.10.2018

Yours faithfully,


(Premila Mahajan)
Incharge Record Room
(Criminal), Kkd Courts,
Delhi.

Nature of Work

1. Consingment of decided files with Goshwara numbers.
2. Weeding out of matured files.
3. Files are sent to Copying Agency on C.A. applications.
4. Files are sent to the concerned courts on Robkars
5. Files are sent to Delhi High Court on the receipt of the letter for date fixed.

To,

371
6/10/18

1336
06/10/18

Dated : 06.10.18

Sh Sanjay Bansal
Transparency Officer,
North-East District,
Karkardooma Courts, Delhi.



Subject : Nature of Work of Nazarat Branch.

Respected Sir,

In compliance of your office circular No.6410-15/R.O./N-E/KKD/Delhi/2018
Dated 01.10.2018, the work which is done by Nazarat Branch is attached herewith.

Thanking you.

Forwarded
Gaur
06/10/18
District & Sessions Judge (Judicial)
North-East District, KKD Courts, Delhi

Yours faithfully
Sanjeev Kumar Gaur
(Sanjeev Kr Gaur)
Incharge/Nazarat Branch
District North-East
Karkardooma Courts, Delhi

NATURE OF WORK OF NAZARAT BRANCH

1. The summons, notice and warrants which is issued by the various courts is executed by the Nazarat Branch.
2. In Nazarat Branch firstly the concerned seat Nazir receive process/notice, which is issued by various Courts, then he marks the process to Process Server for service as per Beat/area.
3. After marking of the process/notice, Nazir makes entry of the process in the computer and give it to process server for service.
4. After receiving the process the concerned process server goes to the given address and executes the process and furnish his report on process and returns back the said process to beat nazir in nazarat branch.
5. After receiving back the process ,Nazir checks the report and tasdik it and make kharja of the returned processes in computer and return the same to concerned court
6. In nazarat Branch, Nazir also receive warrants issued by various Courts in execution for attachment or Possession . After receiving the warrants, Nazir makes appointment of bailiff on the said warrants by concerned Ld. ACJ.
7. After appointment of bailiff, he makes entry of the warrants in the Computer and gives them to concerned bailiff for executeion.
8. After execution of the warrants Baillif returns the warrants to the Nazir and Nazir makes kharja of warnats in computer after kharja nazir returned warrants to the concerned courts.
9. Diet money Deposit /issue work and publication charges are also handed by the Nazir in Nazarat branch.