

sub -> officer incharge of SE

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (SOUTH EAST)**  
**SAKET COURTS COMPLEX, NEW DELHI**

**ORDER No. 297/2019 dated: 9.7.19**

In partial modification of earlier order no. 296 dated 24.06.2019 following Judicial Officers are appointed to look after and supervise the work of branches indicated against their names with immediate effect.

Sr. No.	Name and designation of the Judicial Officer	Name of the Branch
1	Ms. Renu Bhatnagar, ASJ (Special Judge FTC)	Leave sanctioning authority of Judicial Officers.
2	Sh. Gulshan Kumar, ASJ-03	Judicial Branch
3	Sh. Sanjeev Jain, ADJ-04	Administration Branch-I
4	Sh. Sandeep Yadav, ASJ-02	Administration Branch-II
5	Sh. Naresh Kumar Laka, ADJ-03	General Branch
6	Sh. Gaurav Rao, ASJ-01	Vigilance Branch
7	Sh. Sudhanshu Kaushik, ASJ-07(POCSO)	Litigation Branch (SE)
8	Ms. Surya Malik Grover, ADJ-01	Bail & Filing Section.
9	Sh. Mohinder Virat, ADJ-02	Record Room
10	Sh. Sanjay Sharma-II, ADJ-05	Copying Agency
11	Sh. Vipin Kumar Rai, ADJ-06	R&I Branch
12	Sh. Deepak Sehrawat, CMM	CMM Office
13	Sh. Deepak Sehrawat, CMM, Sh. Anubhav Jain, MM-02	Evening Cell
14	Ms. Monika Saroha, SCJ-cum-RC	Administration Branch-III
15	Sh. Sudhir Kumar Sirohi, ACJ/CCJ/ARC	Nazarat & ACJ Office & Store

**Notes:**

The Officer(s)-in-Charge shall:

- 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 Administrative Officer (Judl.) or Branch In-charge;
- 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 and Committees.


The Sr. Administrative Officer (Judl.)/Branch(es) In-Charge and all subordinate staff shall work under the control and supervision of the the concerned Officers In-Charge. They'll be answerable and report, on daily basis, to the respective Officer(s)-in-Charge.

In the event of inability to discharge such responsibility (on account of leave, other duties, etc.) of the OIC of a Branch/Cell, the OIC of the Branch/Cell mentioned immediately below in the list shall be suitably informed by the former and the latter shall act as the link officer. Each Branch/Cell shall have work allocated amongst the staff subject-wise, with arrangement for link Assistant (on account of absences of regular dealing hand), for which the OICs shall issue formal orders, in consultation

with and under intimation to the undersigned. The Officer(s)-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.

Sh. Sanjeev Jain, ADJ-04, is hereby authorized to regulate and take appropriate decisions, on applications for leave of the officers of Delhi Higher Judicial Services and Delhi Judicial Service as per rules, under intimation of DDO.

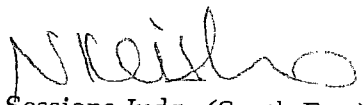
Sh. Jaidev Kulesh, Sr. A. O. (Judicial) is hereby authorized to look after the work of process i.e. Service of summons upon Judicial Officers/ Officials.

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

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2019/13326-13401 \_\_\_\_\_ New Delhi, Dated: 09/07/19

**Copy forwarded for information and necessary action to:**

1. The Registrar General, High Court of Delhi, New Delhi.
2. The District & Sessions Judge (HQ), Delhi. Delhi.
3. The District & Sessions Judge (South), Saket Courts Complex, New Delhi.
4. All the Judicial Officers of South-East District, Saket Courts Complex, New Delhi.
5. All Sr. A.O./A.Os. (Judicial)/Branch Incharge of South-East District, Saket Courts Complex, New Delhi.
6. PS to District & Sessions Judge, South-East District, Saket Courts Complex, New Delhi.
7. PRO, South-East District, Saket Courts Complex, New Delhi.
8. For uploading on **LAYERS**
9. For uploading on centralized website through **LAYERS**.

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