

Sub: Order re-constitution of officer Incharge (S) ^{Layee}

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

ORDER No. 269/2019 dated: 20.02.2019

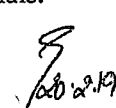
Consequent upon posting and transfer order and in super-session of earlier Order No. 244/2018 dated 28.06.2018, it is ordered that following Judicial Officers are appointed to look after and supervise the work of branches indicated against their names w.e.f. 21.2.19.

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. Vipin Kumar Rai, ADJ-06	R&I Branch
4	Sh. Gaurav Rao, ASJ-01	Vigilance Branch
5	Sh. Sandeep Yadav, ASJ-02	Administration Branch-I
6	Sh. Sanjay Sharma-II, ADJ-05	Copying Agency
7	Ms. Neelofe Abida Perveen, ADJ-04	General Branch
8	Sh. Mohinder Virat, ADJ-02	Record Room
9	Sh. Naresh Kumar Laka, ADJ-03	Administration Branch-II
10	Ms. Surya Malik Grover, ADJ-01	Bail & Filing Section.
11	Sh. Manish Khurana, CMM	CMM Office
12	Sh. Manish Khurana, CMM, Sh. Anubhav Jain, MM-02	Evening Cell
13	Ms. Monika Saroha, SCJ-cum-RC	Administration Branch-III
14	Sh. Vikrant Vaid, 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.


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5. 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.
 6. Ms. Renu Bhatnagar, ASJ (Special Judge FTC), 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.
 7. 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.


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

No. Judl.F.58/Committee/Gaz./D&SJ/SE/2019/ 2451-2521 New Delhi, Dated: 21/02/19

Copy forwarded for information and necessary action to:

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