

**OFFICE OF THE LD. PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs) : DELHI**

**ORDER**

The view of official exigency, the following internal orders are being made with immediate effect for smooth functioning of Record Room (Sessions), THC unless new staff is deputed by Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts:-

SL. NO.	NAME OF THE OFFICIAL	AT PRESENT WORK ASSIGNED	WORK TO BE ASSIGNED
1.	Ms. Samriti Wadhwa- SJA	Digitization work	High Court Dealing Clerk + Supervision work in Record Room (Sessions), Room No. 45
2.	Sh. Pratap Singh- SJA	High Court Dealing Clerk + Supervision work in Record Room (Sessions), Room No. 45	Digitization work
3.	Sh. Satish Kumar- JJA	Mauza of Old District Year 1920 to 1929, July 2001 to 2003 (Deewani files only) West District from Nov. 2008 to 2012, 2016, 2017, 2018 and 2021	Mauza of Old District Year 1920 to 1929, July 2001 to 2003 (Deewani files only) West District from Nov. 2008 to 2012 and 2021
4.	Sh. Suriender Singh Dabas- JA	Mauza of Old District Year 1960 to 1980. West Distt. Year 2013, 2015 and 2019. Central District 2017 from January to June.	Mauza of West District Year 2016 in addition to already assigned work
5.	Maninder Pal Singh- JJA	Mauza Clerk of Old District Year 1950 to 1959 and 1936 to 1939. Central District Year 2012 to 2015 and 2019.	Mauza of West District Year 2017 in addition to already assigned work.
6.	Sh. Satyender Kumar- JA	Mauza of Old District Year 1940 to 1949, Year 1981 to 1992, Year 1993 to 1999 (Deewani files), July 1994 to December 1994, Year 2000 to 2002 (Sessions files only), 1996 to 1998 (Session + Fauzdari files), Year 1998 & 1999 Labour Court files, North District from Nov. 2008 to Feb. 2013. Central District Year 2021.	Mauza of West District Year 2018 in addition to already assigned work.

**Note: - Non-compliance of the order shall be viewed seriously and the erring official would be liable for appropriate action.**

(MUKESH KUMAR GUPTA) 31 JAN 2022

Additional District Judge-11(Central)/  
Officer-In-Charge, Record Rooms  
Tis Hazari Court, Delhi

F.No.1./RRs/THC/Delhi/2022 6098-6116 Dated 01 FEB 2022

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

1. PS to Ld. Principal District & Sessions Judge (HQ's), Tis Hazari Courts, Delhi.
2. PS to District & Sessions Judge West District, Tis Hazari Court, Delhi.
3. The Sr. A.O. (J), Administration I, II, III, Tis Hazari Courts, Delhi
4. The Account Officer, Accounts Branch Central and West District, THC, Delhi.
5. The Official Concerned.
6. Dealing official, Personal file/CR/Leave/Website Committee/LAYERS.
7. Reader to Officer Incharge, Record Rooms, Tis Hazari Courts, Delhi.
8. Guard file, Record Rooms, Tis Hazari Courts, Delhi.

Branch Incharge  
Record Room (Sessions),  
THC, Delhi