

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

ORDER

In supersession of earlier orders, the following Judicial Officers are hereby authorized to act as Officer In-charge of the Branches (Centra) as mentioned against their names, with immediate effect:-

| S.No | Name of Branch/ Work assigned | Name of Officer | Link Officer |
|------|---|--|---|
| 1 | Promotion Cell | Sh. Arun Sukhija Addl. Sessions Judge (East) | Sh. Dheeraj Mor Addl. Sessions Judge (Central) |
| 2 | Administration Branch-III | | Ms. Charu Aggarwal Judge, Family Court (West) |
| 3 | Protocol Cell | Ms. Nisha Saxena District Judge (Commercial Court)-04 (Central) | Ms. Ankita Lal Addl. Sessions Judge (FTSC) (RC) (West) |
| 4 | RTI Branch (Central) | | Ms. Twinkle Wadhwa Addl. District Judge (Central) |
| 5 | Digitization Committee (Central and Centralized Digitization Committee) | | --- |
| 6 | All kinds of leave of DHJS & DJS (Central) | Ms. Shall Jain Pr. Judge, Family Court, Central | Sh. Deepak Dabas Special Judge (NDPS) (Central) |
| 7 | Nodal Officer, Centralized Hindi Implementation Committee | | --- |
| 8 | Library | | --- |
| 9 | Administrative Judge | | Sh. Ashwani Kumar Sarpal District Judge (Commercial Court)-05 (Central) |
| 10 | Record Room (Criminal, Civil & Sessions) | | Sh. Rajneesh Kumar Gupta District Judge (Commercial Court)-02 (Central) |
| 11 | Administration Branch-II | Sh. Pawan Kumar Jain Chairman (IT & Digitization) Delh District Courts | Ms. Charu Aggarwal Judge, Family Court (West) |
| 12 | Controlling Officer (Under Rule 13 of Delegation of Financial Powers Rules, 1973 and General Financial Rules) | | --- |
| 13 | Nominated for Centrally Sponsored Scheme for Fast Track Special Courts and to initiate the process for opening a Zero Balance Bank Account in SBI and registration on PFMS Portal | | --- |
| 14 | Nodal Officer for uploading data on the portal of different commercial Court | | --- |
| 15 | Facilitation Center and Filing Section (Central) | Ms. Kaveri Baweja District Judge (Commercial Court) (Central) | --- |
| 16 | Judicial Branch (Central) | | Sh. Sunil Kumar Sharma Addl. Sessions Judge (West) |
| 17 | Recruitment Cell | | Sh. Hem Raj Addl. District Judge (Central) |
| 18 | Copying Agency (Civil & Small Cause Court) | | Sh. Rakesh Pandit Addl. District Judge (Central) |
| 19 | Coordinator, Study Circle, THC | | --- |
| 20 | Tis Hazari Courts Complex Security Cell | Sh. Mukesh Kumar Gupta Addl. District Judge (Central) | Sh. Sunil Kumar Sharma Addl. Sessions Judge (West) |
| 21 | Head of Office (Power conferred under Rule 2 (X I) of the General Financial Rules, 1958) | Sh. Murari Prasad Singh Judge Family Court (Central) | Sh. Sunil Kumar Sharma Addl. Sessions Judge (West) |

| | | | |
|----|--|--|---|
| 22 | Administration Branch-I | Ms. Charu Aggarwal Judge, Family Court (West) | Sh. Pawan Kumar Jain Chairman (IT & Digitization) Delhi District Courts |
| 23 | Litigation Branch (Central) | | Sh. Hem Raj Add. District Judge (Central) |
| 24 | Vigilance Branch (Central) | Sh. Hem Raj Addl. District Judge (Central) | Sh. Rakesh Pandit Addl. District Judge (Central) |
| 25 | Reviewing Officer regarding amount deposited in Court | | |
| 26 | Consumable items of Stationery, General Branch, Store & Distribution Store, To look after the work of Police Aid and work of process | Sh. Rakesh Pandit Addl. District Judge (Central) | Ms. Upasana Satija Administrative Civil Judge (West) |
| 27 | Copying Agency (Criminal & Sessions) | | Ms. Kaveri Baweja District Judge (Commercial Court) (Central) |
| 28 | Computer Branch | Sh. Sunil Kumar Sharma Addl. Sessions Judge (West) | Sh. Susnil Anuj Tyagi Addl. Sessions Judge-04 (Central) |
| 29 | Disaster Management Cell | | Sh. Hem Raj Addl. District Judge (Central) |
| 30 | Purchase Cell | | Ms. Kaveri Baweja District Judge (Commercial Court) (Central) |
| 31 | Website Nodal Officer | 1) Sh. Sunil Kumar Sharma Addl. Sessions Judge (West) 2) Sh. Gaurav Sharma MM (Central) / Nodal Officer | --- |
| 32 | Nodal Officer Digitization Section | | |
| 33 | Nodal Officer for the purpose of forwarding of application for creation of e-Mail Ids of Judicial Officers (Central District) | | |
| 34 | In dealing with Ease of Doing Business | Sh. Sunil Kumar Sharma Addl. Sessions Judge (West) / Nodal Officer | Sh. Mridul Gupta Administrative Civil Judge (Central) |
| 35 | Centralized Computer Committee | 1. Sh. Sunil Kumar Sharma Addl. Sessions Judge (West) / Nodal Officer 2. Sh. Robinjeet Singh MM (NI Act) (Central) | --- |
| 36 | Nazarat Branch | Sh. Mridul Gupta Administrative Civil Judge (Central) | Ms. Upasana Satija Administrative Civil Judge (West) |
| 37 | Care Taking Branch | | |
| 38 | Office of ACJ Central and Telephone Exchange (For warrant of attachment/possession and other work of bailiff | | |
| 39 | Grievance Redressal Officer | | |
| 40 | Nodal Officer, Training Programme for sensitization of Court Staff w.r.t. differently abled litigants | | |
| 41 | Supervision of work of uploading of circulars on website | | |
| 42 | Non-consumable items of Stationery | Sh. Dheeraj Mor Addl. Sessions Judge (Central) | Sh. Vishal Singh Addl. Sessions Judge (West) |
| 43 | Transparency Officer (RTI Act) | | Sh. Rakash Pandit Addl. District Judge (Central) |
| 44 | Employees leave sanctioning Authority | | --- |
| 45 | Facilitation Officer for collection of data etc | Sh. Paramjit Singh District Judge (Commercial Court) (Central) | Sh. Atul Krishna Aggarwal, Addl. Sessions Judge (Spl. FTC)-02 (Central) |
| 46 | First Appellate Authority, RTI Act | | Sh. Vikrant Vaid Spl. Judge (Electricity Court) (Central) |
| 47 | Primary User for Government e- market place | | |

| | | | |
|----|--|--|--|
| 48 | Pool Car Branch | Sh. Ajay Singh Shekhawat Addl. District Judge (Central) | Sh. Alok Shukla Addl. District Judge-07 (Central) |
| 49 | Receipt & Issue Branch | Ms. Sugandha Aggarwal Addl. Sessions Judge-0 (West) | Ms. Ritu Singh Addl. Sessions Judge (FTSC)(RC) (Central) |
| 50 | For initiating for exercising supervision over prosecution for the contravention of the provision of Section 15A(2)(iii) of the Protection of Civil Rights Act, 1955 | | |
| 51 | Addl. Coordinator, Study Circle, THC | | |
| 52 | Nodal Officer to look after the Progress of Development Schemes of UTs | Sh. Deepak Dabbas Special Judge (NDPS) (Central) | — |
| 53 | Administration Branch-III Administrative work in Hindi respect of personal file | Sh. Surinder S. Rathl PO MACT (West) | Sh. Sunil Kumar Sharma Addl. Sessions Judge(West) |
| 54 | Nodal Officer to check and verify the uploaded data on the portals of DOJs by the Judicial Branch (Central) | Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central) | — |
| 55 | Drawing & Disbursing Officer (Central) | Sh. Raj Kumar Kundoo Accounts officer | Link DDO Sh. Prabhat Bhatti, Assistant Accounts Officer (Central) |
| 56 | Nodal Officer, RTI Branch (Central) | Sh. Mohd. Shakeel Salfi, System Analyst, | — |

However, the correspondence with the Hon'ble High Court will be done only through the undersigned.

GIRISH KATHPALIA
03.9.22

(GIRISH KATHPALIA)

Principal District & Sessions Judge (HQs)
Delhi

No. 32289-399 /F.1(3)/Gaz/2022

Dated 03 SEP 2022

Subject:- Authorization of Officer In-charge

Copy forwarded for information & necessary action to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (West) Tis Hazari Courts, Delhi.
3. The Officers concerned.
4. Sh. Ankur Jain, Judge, Family Court (North-East) Karkardooma Court, Delhi.
5. Sh. Gajender Singh Nagar, ASJ (SC-RC) (East) Karkardooma Court, Delhi.
6. The Sr. AO(J)/AO(J)/Accounts Officer, all the branches (Central) THC, Delhi.
7. The P.S. to the undersigned.
8. The Website Committee (English/Hindi) Tis Hazari Courts, Delhi.
9. The R&I Branch (Central) for uploading on LAYERS.

Principal District & Sessions Judge (Hqs)
Delhi