

**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 (Central) as mentioned against their names, with immediate effect:-

S.No	Name of Branch/ Work assigned	Name of Officer	Link Officer
1	Promotion Cell	Sh. Rakesh Pandit, Addl. District Judge (Central)	Sh.Dheeraj Mor Addl. Sessions Judge (Central)
2	Recruitment Cell		
3	Consumable items of Stationery, General Branch, Store & Distribution Store, To look after the work of Police Aid and work of process		Ms. Upasana Satija Administrative Civil Judge (West)
4	Administration Branch-III	Sh. Arun Sukhija Addl. Sessions Judge (East)	Ms. Kaveri Baweja District Judge (Commercial Court) (Central)
5	Protocol Cell	Ms. Nisha Saxena District Judge (Commercial Court)-04 (Central)	Ms. Ankita Lal Addl. Sessions Judge (FTSC) (RC) (West)
6	RTI Branch (Central)		Dr. Rakesh Kumar-II Addl. Distirct Judge (Central)
7	Digitization Committee (Central and Centralized Digitization Committee)		---
8	All kinds of leave of DHJS & DJS (Central)	Ms. Shail Jain Pr. Judge, Family Court, Central	Dr. Rakesh Kumar-II Addl. Distirct Judge (Central)
9	Nodal Officer, Centralized Hindi Implementation Committee		---
10	Library		---
11	Administrative Judge		Sh. Ashwani Kumar Sarpal District Judge (Commercial Court)-05 (Central)
12	Record Room (Criminal, Civil & Sessions)		Sh. Rajneesh Kumar Gupta District Judge (Commercial Court)-02 (Central)
13	Administration Branch-II	Sh. Pawan Kumar Jain Chairman (IT & Digitization) Delhi District Courts	Sh. Arun Sukhija Addl. Sessions Judge (East)
14	Controlling Officer (Under Rule 13 of Delegation of Financial Powers Rules, 1978 and General Financial Rules)		--
15	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		--
16	Nodal Officer for uploading data on the portal of different commercial Court		--
17	Litigation Branch (Central)		Ms. Kaveri Baweja, District Judge (Commercial Court) (Central)
18	Facilitation Center and Filing Section (Central)	Dr. Rakesh Kumar-II Addl. Distirct Judge (Central)	Sh. Sanjeev Kumar Aggarwal District Judge (Commercial Court) (Central)
19	R&I Branch (Central)		
20	Copying Agency (Civil & Small Cause Court)	Sh.Dheeraj Mor Addl. Sessions Judge (Central)	Sh. Rakesh Pandit Addl. District Judge (Central)
21	Copying Agency (Criminal & Sessions)		
22	Facilitation Officer for collection of data etc		---

23	Administration Branch-I		Sh. Pawan Kumar Jain Chairman (IT & Digitization) Delhi District Courts
24	Judicial Branch (Central)	Ms. Kaveri Baweja District Judge (Commercial Court) (Central)	Sh. Rakesh Pandit Addl. District Judge (Central)
25	Coordinator, Study Circle, THC		---
26	Tis Hazari Courts Complex Security Cell	Sh. Praveen Singh Addl. District Judge (Central)	Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)
27	Head of Office (Power conferred under Rule 2 (XII) of the General Financial Rules, 1958)	Sh. Murari Prasad Singh Judge Family Court (Central)	Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)
28	Vigilance Branch (Central)	Sh. Dharmender Rana Special Judge (NDPS) (Central)	Sh. Rakesh Pandit Addl. District Judge (Central)
29	Reviewing Officer regarding amount deposited in Court		
30	Computer Branch		Sh. Sushil Anuj Tyagi Addl. Sessions Judge-04 (Central)
31	Disaster Management Cell	Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)	Sh. Praveen Singh Addl. District Judge (Central)
32	Purchase Cell		Ms. Kaveri Baweja, District Judge (Commercial Court) (Central)
33	In dealing with Ease of Doing Business		Sh. Mridul Gupta Administrative Civil Judge (Central)
34	Website Nodal Officer	1) Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)	---
35	Nodal Officer Digitization Section		
36	Nodal Officer for the purpose of forwarding of application for creation of e-Mail Ids of Judicial Officers (Central District)	2) Sh. Gaurav Sharma MM (Central) / Nodal Officer	
37	Centralized Computer Committee	1. Sh. Sunil Kumar Sharma Addl. Sessions Judge \ (West) / Nodal Officer  2. Sh. Robinjeet Singh MM (NI Act) (Central)	---
38	Nazarat Branch		
39	Care Taking Branch		
40	Office of ACJ Central and Telephone Exchange (For warrant of attachment/possession and other work of bailiff)	Sh. Mridul Gupta Administrative Civil Judge (Central)	Ms. Divya Malhotra, Addl. Rent Controller (Central)
41	Grievance Redressal Officer		
42	Nodal Officer, Training Programme for sensitization of Court Staff w.r.t. differently abled litigants		
43	Supervision of work of uploading of circulars on website		
44	Non-consumable items of Stationery		
45	Transparency Officer (RTI Act)	Sh. Hem Raj Addl. Sessions Judge (West)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central)
46	Employees leave sanctioning Authority		Sh. Rakesh Pandit Addl. District Judge (Central)
47	First Appellate Authority, RTI Act	Sh. Paramjit Singh District Judge (Commercial Court) (Central)	Sh. Atul Krishna Aggarwal, Addl. Sessions Judge (Spl. FTC)-02 (Central)
48	Primary User for Government e-market place	Sh. Vikrant Vaid Spl. Judge (Electricity Court) (Central)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge-04 (Central)
49	Pool Car Branch	Sh. Ajay Singh Shekhawat Addl. District Judge (Central)	Sh. Alok Shukla Addl. District Judge-07 (Central)

50	For initiating for exercising supervision over prosecution for the contravention of the provision of Section 15A(2)(ii) of the Protection of Civil Rights Act, 1955	Sh. Sanjeev Kumar Aggarwal, District Judge (Commercial Court) (Central)	Ms. Ritu Singh Addl. Sessions Judge (FTSC)(RC) (Central)
51	Addl. Coordinator, Study Circle, THC		
52	Nodal Officer to look after the Progress of Development Schemes of UTs	Sh. Sushil Anuj Tyagi Addl. Sessions Judge-04 (Central)	—
53	Administration Branch-III Administrative work in Hindi respect of personal file	Sh. Sushil Anuj Tyagi Addl. Sessions Judge-04 (Central)	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 Saifi, System Analyst,	—

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

*GIRISH KATHPALIA*  
19.9.22

(GIRISH KATHPALIA)  
Principal District & Sessions Judge (HQs)  
Delhi

No. 72612-812

/F.1(3)/Gaz/2022

Dated 19 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. Mukesh Kumar Gupta, District Judge (Commercial Court) (South) Saket, New Delhi.
5. Sh. Surinder S. Rathi, District Judge (Commercial Court) Shahdara, Delhi.
6. Ms. Twinkle Wadhwa, Addl. District Judge (South-East) Saket, New Delhi.
7. Sh. Vishal Singh, Addl. District Judge (West) Tis Hazari Courts, Delhi.
8. Sh. Deepak Dabas, Addl. District Judge (North) Rohini, Delhi.
9. Ms. Upasana Satija, Administrative Civil Judge (West) Tis Hazari Courts, Delhi.
10. The Sr. AO(J)/AO(J)/Accounts Officer, all the branches (Central) Tis Hazari Courts, Delhi.
11. The P.S. to the undersigned.
12. The Website Committee (English/Hindi) Tis Hazari Courts, Delhi.
13. The R&I Branch (Central) for uploading on LAYERS.

Principal District & Sessions Judge (Hqs)  
Delhi