

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

In supersession of earlier order no-4254-454/F.1(3)/Gaz/23, dated 12.01.23 and in terms of letter no-4785-968/F.1(3)/Gaz/2023, dated 08.02.2023, the following Judicial Officers are hereby authorized to act as Officer In-Charge & Addl. Officer In-Charge of the Branches (Central), Tis Hazari Courts, Delhi 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. Dharaaj 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. Neelika Kapoor, MM, Mahila Court (West) Addl. Officer In-Charge	Ms. Upesina Satija Administrative Civil Judge (West)
4	Administration Branch-III	Sh. Arun Sukhija Addl. Sessions Judge (East)	Ms. Kavari Baweja District Judge (Commercial Court) (Central)
		Dr. Ompal Shaukeen MM, NI-ACT(West) Addl. Officer In-Charge	
5	Protocol Cell	Ms. Maha Saxena District Judge (Commercial Court)-04 (Central)	Ms. Anika Lal Addl. Sessions Judge (FTSC) (RC) (West)
6	RTI Branch (Central)		Dr. Rakesh Kumar-II Addl. District Judge (Central)
7	Digitization Committee (Central and Centralized Digitization Committee)	Ms. Shagun, MM(West) Addl. Officer In-Charge	---
8	All kinds of leave of DHJS & DJS (Central)	Sh. Virinder Kumar,Bansal, Principal Judge, Family Court, (West)	Sh. Hem Raj, Addl. Sessions Judge (West)
9	Administrative Judge		
10	Record Room (Criminal, Civil & Sessions)	Sh. Dev Saroha, Civil Judge (Central) Addl. Officer In-Charge	
11	Tis Hazari Courts Complex Security Cell		Sh. Sunil Kumar Shama Addl. Sessions Judge, (West)
12	Nodal Officer, Centralized Hind Implementation Committee	Sh. Hem Raj, Addl. Sessions Judge (West)	Dr. Rakesh Kumar-II Addl. District Judge (Central)
13	Library		
14	Transparency Officer (RTI Act)		Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central)
15	Employee leave sanctioning Authority		Sh. Rakesh Pandit Addl. District Judge (Central)
16	Administration Branch-I	Sh. Pawan Kumar Jain Chairman (IT & Digitization) Delhi District Courts	Sh. Arun Sukhija Addl. Sessions Judge (East)
17	Controlling Officer (Under Rule 13 of Delegation of Financial Powers Rules, 1978 and General Financial Rules)	Sh. Milan Goel, MM-03 (West) Addl. Officer In-Charge	---
18	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	Sh. Karanbir Singh MM, NI-ACT (West) Addl. Officer In-Charge	---
19	Nodal Officer for uploading data on the portal of different commercial Court		---

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20	Facilitation Center and Filing Section (Central)	Dr. Rakesh Kumar-II Addl. District Judge (Central)	Sh. Sanjeev Kumar Aggarwal District Judge (Commercial Court) (Central)
21	R&I Branch (Central)		
22	Copying Agency (Civil & Small Cause Court)	Sh. Dhendra Mor Addl. Sessions Judge (Central)	Sh. Rakesh Pandit Addl. District Judge (Central)
23	Copying Agency (Criminal & Sessions)		
24	Facilitation Officer for collection of data etc	Ms. Neha Mittal MM-04, Central Addl. Officer In-Charge	---
25	Litigation Branch (Central)		Ms. Kavari Baweja, District Judge (Commercial Court) (Central)
26	Administration Branch-I	Ms. Kavari Baweja District Judge (Commercial Court) (Central)	Sh. Pawan Kumar Jain Chairman (IT & Digitization) Delhi District Courts
27	Judicial Branch (Central)	Ms. Sonam Singh-II Civil Judge (Central) Addl. Officer In-Charge	Sh. Rakesh Pandit Addl. District Judge (Central)
28	Coordinator, Study Circle, THG		---
29	Head of Office Power conferred under Rule 2 (XI) of the General Financial Rules, 1958)	Sh. Murali Prasad Singh Judge Family Court (Central)	Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)
30	Vigilance Branch (Central)		Sh. Rakesh Pandit Addl. District Judge (Central)
31	Reviewing Officer regarding amount deposited in Court	Sh. Dharmender Rana Special Judge (NDPS)(Central) Sh. Sukhjeet Singh, MM, NI-ACT (West) Addl. Officer In-Charge	
32	Computer Branch	Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)	Sh. Sushil Anuj Tyagi Addl. Sessions Judge-04 (Central)
33	Disaster Management Cell		Sh. Praveen Singh Addl. District Judge (Central)
34	Purchase Cell		Ms. Kavari Baweja, District Judge (Commercial Court) (Central)
35	In dealing with Ease of Doing Business		Sh. Mittal Gupta Administrative Civil Judge (Central)
36	Website Nodal Officer	1) Sh. Sunil Kumar Sharma Addl. Sessions Judge (West)	---
37	Nodal Officer Digitization Section		
38	Nodal Officer for the purpose of forwarding of application for creation of e-Mail ids of Judicial Officers (Central District)	2) Sh. Gaurav Sharma Metropolitan Magistrate (Central)/Nodal Officer	
39	Centralized Computer Committee	1. Sh. Sunil Kumar Sharma Addl. Sessions Judge, (West) / Nodal Officer 2. Sh. Gaurav Sharma Metropolitan Magistrate (Central)	---

40	Nazarat Branch	Sh. Midul Gupta Administrative Civil Judge (Central)	Ms. Upesana Satiya Administrative Civil Judge (West)
41	Care Taking Branch		
42	Office of ACJ Central and Telephone Exchange (For warrant of attachment/possession and other work of bailiff.		
43	Grievance Redressal Officer		
44	Nodal Officer, Training Programme for sensitization of Court Staff w.r.t. differently abled litigants		
45	Supervision of work of uploading of circulars on website		
46	Non-consumable items of Stationery		
47	First Appellate Authority, RTI Act	Sh. Pawanjit Singh District Judge (Commercial Court) (Central)	Sh. Abul 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 (Central)
49	Pool Car Branch	Sh. Ajay Singh Shekhawat Addl. District Judge (Central) Ms. Jyoti Maheshwari MM-Mahila Court (Central) Addl. Officer In-Charge	Sh. Alok Shukla Addl. District Judge (Central)
50	For initiating for exercising supervision over prosecution for the contravention of the provision of Section 15A(2)(i) 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 (Central)	---
53	Administration Branch-III Administrative work in Hindi respect of personal file		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)		---
55	Drawing & Disbursing Officer (Central)	Sh. Raj Kumar Kundoo Accounts officer	Link DDO Sh. Prabhakar Bhatti, Assistant Accounts Officer (Central)
56	Nodal Officer, RTI Branch (Central)	Sh. Mohd. Shabzeel Saifi, System Analyst,	---
57	BMC Cell (Central & West)	---	---

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


 16-02-2023
 (GIRISH KATHPALIA)
 Principal District & Sessions Judge (HQs)
 Delhi
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No. 14390-590 /F.1(3)/Gaz/23

Dated 06 FEB 2023

Subject- Authorization of Officer In-charge & Addl. 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. The Sr. AD(J)/Branch In-Charge/Accounts Officer, all the branches (Central) Tis Hazari Courts, Delhi.
5. The P.S. to the undersigned.
6. The Website Committee (English/Hindi) Tis Hazari Courts, Delhi.
7. The R&I Branch (Central) for uploading on LAYERS.

Principal District & Sessions Judge (Hon)
Delhi