

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

In supersession of earlier order no-14390-590/F.1(3)/Gaz/23, dated 16.02.2023, the following Judicial Officers are hereby authorized to act as 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. 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 (Comm. Court) (Central) |
| 5 | All kinds of leave of DHJS & DJS (Central) | Sh. Umed Singh, District Judge, Commercial Court (Central) | Sh. Hem Raj, Addl. Sessions Judge (West) |
| 6 | Administrative Judge | | |
| 7 | Record Room (Criminal, Civil & Sessions) | | |
| 8 | Tis Hazari Courts Complex Security Cell | Sh. Vikrant Vaid, Spl. Judge (Electricity) (Central) | Sh. Sunil Kumar Sharma Addl. Sessions Judge, (West) |
| 9 | Centralized Hindi Implementation Committee | Sh. Hem Raj, Addl. Sessions Judge (West) | Dr. Rakesh Kumar-II Addl. Distirct Judge (Central) |
| 10 | Library | | |
| 11 | Transparency Officer (RTI Act) | | Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central) |
| 12 | Employees leave sanctioning Authority | | Sh. Rakesh Pandit Addl. District Judge (Central) |
| 13 | Digitization Committee (Central and Centralized Digitization Committee) | Sh. Pawan Kumar Jain, Chairman, IT /Digitization, Delhi District Courts. | --- |
| 14 | Administration Branch-II | | Sh. Arun Sukhija Addl. Sessions Judge (East) |
| 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 | Controlling Officer (Under Rule 13 of Delegation of Financial Powers Rules, 1978 and General Financial Rules) | Sh. Sanjeev Kr. Aggarwal, District Judge, Comm.Court (Central) | Sh. Iovleen, PO-MACT, (Central) |

for

| | | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------|
| 18 | Facilitation Center and Filing Section (Central) | Sh. Arun Kumar Garg ADJ (Central) | Sh. Alok Shukla, ADJ (Central) | |
| 19 | R&I Branch (Central) | | | |
| 20 | Disaster Management Cell | | Sh. Praveen Singh, ADJ (Central) | |
| 21 | Copying Agency (Civil & Small Cause Court) | Sh. Dheeraj Mor Addl. Sessions Judge (Central) | Sh. Rakesh Pandit Addl. District Judge (Central) | |
| 22 | Copying Agency (Criminal & Sessions) | | | |
| 23 | Facilitation Officer for collection of data etc. | | --- | |
| 24 | Litigation Branch (Central) | | Ms. Kaveri Baweja, District Judge (Commercial Court) (Central) | |
| 25 | Administration Branch-I | Ms. Kaveri Baweja District Judge (Commercial Court) (Central) | Sh. Pawan Kumar Jain Chairman (IT & Digitization) Delhi District Courts | |
| 26 | Judicial Branch (Central) | | Sh. Rakesh Pandit Addl. District Judge (Central) | |
| 27 | Protocol Cell | | Ms. Ankita Lal Addl. Sessions Judge (FTSC) (RC) (West) | |
| 28 | 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) | |
| 29 | Computer Branch | Sh. Sunil Kumar Sharma, Addl. Sessions Judge, (West) | Sh. Sushil Anuj Tyagi Addl. Sessions Judge-04 (Central) | |
| 30 | Purchase Cell | | Ms. Kaveri Baweja, District Judge (Commercial Court) (Central) | |
| 31 | In dealing with Ease of Doing Business. | | Sh. Mridul Gupta Administrative Civil Judge (Central) | |
| 32 | Website Nodal Officer | | | |
| 33 | Nodal Officer Digitization Section | | | |
| 34 | Nodal Officer for the purpose of forwarding of application, for creation of e-Mail Ids of Judicial Officers (Central District) | | Sh. Gaurav Sharma, Metropolitan Magistrate (Central) | |
| 35 | Centralized Computer Committee (Nodal Officer) | | | |
| 36 | Supervision of work of uploading of circulars on Website. | | Ms. Upasana Satija, Administrative Civil Judge (West) | |
| 37 | Nazarat Branch | | Sh. Mridul Gupta Administrative Civil Judge (Central) | Ms. Upasana Satija Administrative Civil Judge (West) |
| 38 | Care Taking Branch | | | |
| 39 | Office of ACJ Central and Telephone Exchange (For warrant of attachment/possession and other work of bailiff. | | | |
| 40 | Grievance Redressal Officer (For Retired Officers) | | | |
| 41 | Nodal Officer, Training Programme for sensitization of Court Staff w.r.t. differently abled litigants | | | |
| 42 | Non-consumable items of Stationery | | | |

| | | | |
|----|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------|
| 43 | First Appellate Authority, RTI Act | Ms. Illa Rawat, District Judge, Commercial Court, (Central) | Sh. Atul Krishna Aggarwal, Addl. Sessions Judge (Spl. FTC)-02 (Central) |
| 44 | Primary User for Government e-market place | Branch In-Charge, Purchase Cell, (Central) | --- |
| 45 | Pool Car Branch | Sh. Ajay Singh Shekhawat Addl. District Judge (Central) | Sh. Alok Shukla Addl. District Judge (Central) |
| 46 | Nodal Officer to look after the Progress of Development Schemes of UTPs | Sh. Sushil Anuj Tyagi Addl. Sessions Judge (Central) | --- |
| 47 | Administration Branch-III Administrative work in Hindi respect of personal file | | Sh. Sunil Kumar Sharma Addl. Sessions Judge (West) |
| 48 | Nodal Officer to check and verify the uploaded data on the portals of DOJs by the Judicial Branch (Central) | | --- |
| 49 | Drawing & Disbursing Officer (Central) | Sh. Ajay Mehrol Senior Accounts officer | Link DDO Sh. Pramod Singh Rawat, Accounts Officer (Central) |
| 50 | 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.

1129/
No. 39372-542 /F.1(3)/Gaz/23

(NAROTTAM KAUSHAL)
Principal District & Sessions Judge (HQs)
Delhi
Dated 9 MAY 2023

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. Rakesh Kumar-II, ADJ, Central, Tis Hazari Courts, Delhi.
5. Ms. Neha Mittal, MM/Addl. Officer In-Charge, Central, Tis Hazari Courts, Delhi.
6. Ms. Jyoti Maheshwari, MM, Mahila Court/Addl. Officer In-Charge, Central, Tis Hazari Court, Delhi.
7. Ms. Neetika Kapoor, MM, Mahila Court/Addl. Officer In-Charge, West, Tis Hazari Courts, Delhi.
8. Sh. Sukhjeet Singh, MM, NI-Act/Addl. Officer In-Charge, West, Tis Hazari Courts, Delhi.
9. Dr. Ompal Shaukeen, MM, NI-Act/Officer In-Charge, West, Tis Hazari Courts, Delhi.
10. Sh. Dev Saroha, Civil Judge/Addl. Officer In-Charge, Central, Tis Hazari Courts, Delhi.
11. Sh. Milan Goel, MM/Addl. Officer In-Charge, West, Tis Hazari Courts, Delhi.
12. Ms. Sonam Singh-II, Civil Judge/Addl. Officer In-Charge, Central, Tis Hazari Courts, Delhi.
13. Ms. Shagun, MM/Addl. Officer In-Charge, West, Tis Hazari Courts, Delhi.
14. Sh. Karanbir Singh, MM, NI-Act/Addl. Officer In-Charge, West, Tis Hazari Courts, Delhi.
15. The Sr. AO(U)/Branch In-Charge/Accounts Officer, all the branches (Central) Tis Hazari Courts, Delhi.
16. The P.S. to the undersigned.
17. The Website Committee (English/Hindi) Tis Hazari Courts, Delhi.
18. The R&I Branch (Central) for uploading on LAYERS.

Principal District & Sessions Judge (HQs)
Delhi