

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,  
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI.

CIRCULAR



In supersession of this office earlier orders, I hereby appoint **Sh. Sanjay Sharma-I, Principal Judge, Family Court, North-East District**, as Officer Incharge, Administration Branch (all work related to Administration Branch including deputing Sr. Personal Assistant(s)/Personal Assistant(s) and Orderly(ies) as per requirement in North-East District, Karkardooma Courts, Delhi. In case **Sh. Sanjay Sharma-I, Principal Judge, Family Court, North-East District**, happens to be on leave or is not available due to any other reasons, **Sh. Shankar Narayanan, ASJ-01 (POCSO), North-East District** shall look after the aforesaid work.

Substitute Sr. PA/PA/Orderly shall be provided in the court where both the Sr. PAs/PAs/Orderlies are on leave. After meeting with such urgent demands, if any Sr. PA/PA and Orderly remains in Pool, then they will be deputed as substitute to the Judicial Officers where second Sr. PAs/PAs/Orderlies are required, as per seniority.

Further, it is impressed upon all the Sr. PAs/PAs and Orderlies that whenever their Presiding Officers happen to be on leave/training, they will report in **Administration Branch, North-East District by 10:10 a.m. positively**, failing which they shall be marked absent on that day and disciplinary action shall be taken against them as per rule.

[VIRENDER KUMAR BANSAL]  
Principal District & Sessions Judge,  
North-East District,  
Karkardooma Courts, Delhi.

No. 2023 2604 /Judl./N-E/KKD/Delhi/2023

dated 26 OCT 2023

Copy forwarded for information and necessary action:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. All the Judicial Officers posted in this district with request to bring the contents of this circular to the notice of the concerned staff members working under their kind control.
4. The A.O. (Judl.)/Branch Incharge, Administration Branches of North-East District.
5. PRO/APRO, THC/KKD Courts, Delhi.
6. The Website Committee, Tis Hazari Courts/Karkardooma Courts, Delhi.
7. R&I Branch, North-East District, KKD Courts Delhi to upload the same on LAYERS.
8. P.S/Reader to the undersigned.

Principal District & Sessions Judge,  
North-East District,  
Karkardooma Courts, Delhi.