

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

ORDER

In partial modification to this office earlier orders, 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.N	Name of Branch/ Work assigned	Name of Judicial Officer	Link Officer
1	General Branch Consumable items of Stationery, Store & Distribution Store To look after the work of Police Aid and work of process. (Judicial Branch)	Sh. Anil Antil District Judge-15 (Central)	Sh. Manoj Kumar District Judge Comm.Court-05 (Central)
2	Purchase cell	Ms. Ruchika Singla PO-MACT-01 (Central)	
3	RTI Branch (Central)	Sh. Pankaj Arora District Judge-16 (Central)	Sh. Sandeep Kr. Sharma District Judge-02 (Central)
4	Vigilance Branch	Sh. Naveen Gupta District Judge-09 (West)	Dr. Pankaj Sharma PO-MACT-02 (Central)
5	All kinds of leave of DHJS & DJS (Central)	Sh. Chander Mohan District Judge-14 (Central)	Ms. Tyagita Singh Judge Family Court (Central)
6	Administrative Judge		
7	Record Room (Criminal, Civil & Sessions)	Sh. Satish Kumar District Judge-13 (Central)	Sh. Rajesh Kumar ASJ (SC-POCSO)(Central)
8	Library	Sh. Surinder S. Rathi District Judge, Comm.Court-11 (Central)	Sh. Naveen Kr. Kashyap Judge Family Court-02 (Central)
9	Transparency Officer (RTI Act)	Sh. Naveen Kr. Kashyap Judge Family Court-02 (Central)	Sh. Neeraj Sharma District Judge-04 (Central)
10	Employees leave sanctioning Authority	Ms. Shivali Sharma District Judge-06 (Central)	Sh. Jiten Mehra District Judge-10 (Central)
11	R&I Branch (Central)	Sh. Ajay Pandey District Judge Comm.Court-10 (Central)	Sh. Virender Kumar Kharta ASJ (FTC)-02
12	Disaster Management Cell		Ms. Vineeta Goyal District Judge Comm.Court-02 (West)
13	Copying Agency (Civil & Small Cause Court)	Sh. Chander Mohan District Judge-14 (Central)	Sh. Joginder Prakash Nahar ASJ (FTC)-01 (Central)
14	Copying Agency (Criminal & Sessions)		
15	Litigation Branch (Central)	Sh. Surinder.S.Rathi District Judge Comm.Court-11 (Central)	
16	Protocol Cell	Sh. Mukesh Kumar Gupta District Judge Comm.Court-07 (Central)	Sh. Manish Gupta Judge Family Court-01 (West)
17	Head of Office Power conferred under Rule 2(XII) of the General Financial Rules, 1958.	Sh. Ankur Jain-I ASJ-04 (Central)	Sh. Sunil Kumar Sharma Chairman (IT & Digitization) Delhi District Courts

18	Computer Branch (Central & West)	Dr. Saurabh Kulshreshtha ASJ-03 (West)	Sh. Vinay Singhal District Judge-09 (Central)
19	Website Nodal Officer	Sh. Sandeep Kumar Sharma District Judge-02 (Central)	Sh. Vinay Singhal District Judge-09 (Central)
20	Supervision of work of uploading of circulars on Website.		
21	Nodal Officer Centralized Computer Committee	Dr. Saurabh Kulshreshtha ASJ-03 (West)	Ms. Sana Khan Civil Judge-05 (Central)
22	Administrative work in Hindi respect of personal file. (Administration Branch-III)	Dr. Saurabh Kulshreshtha ASJ-03 (West)	Sh. Sunil Kumar Sharma Chairman (IT & Digitization) Delhi District Courts
23	Nodal Officer , for Supervision of the AVLAMBAN FUND	Sh. Ankur Jain-I ASJ-04 (Central)	—

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

5/6/25
Principal District & Sessions Judge (HQs)
Delhi

No. 35675-3577 /F.1(3)/Gaz/2025

Dated 5 JUN 2025 234B

Subject:- Authorization of Officer In-Charge (Central).

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 AO(J)/Branch In-Charge/Accounts Officer, all branches of (Central), THC, 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.

5/6/25
Principal District & Sessions Judge (HQs)
Delhi