

# **ROHINI DISTRICT COURTS : DELHI**

THERE IS TWO DISTRICTS IN ROHINI COURT COMPLEX i.e. NORTH & NORTH-  
WEST

## **NORTH - WEST DISTRICT**

Sh. Rajnish Bhatnagar : District & Sessions Judge, North-West Distt.

Sh. Rajneesh Kr. Gupta : Transparency Officer / Spl. Judge CBI

Sh. Naresh Bhardwaj : Record Officer/ Sr. Judicial Assistant in  
Facilitation Centre

Information Regarding Structure  
(Under Section 4 (1) (a) of RTI Act 2005)

<b>COURTS (North-West District)</b>	<b>BRANCHES (North-West District)</b>
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### **Contact Address:**

**MS. Usha Khatter  
Administrative Officer (Judl.) /  
Public Information Officer  
Right to Information Act  
Room No. 400 (Computer Branch),  
North-West District,  
Rohini Court Complex,  
Delhi.**

## **NAME OF THE JUDICIAL OFFICERS & DESIGNATION**

### **NORTH-WEST DISTRICT**

W.E.F. - 16/01/2017

<b>S. NO</b>	<b>NAME OF THE JUDICIAL OFFICER</b>	<b>DESIGNATION</b>	<b>ROOM NO.</b>
	SH. RAJNISH BHATNAGAR	DISTRICT & SESSIONS JUDGE, NORTH-WEST DISTRICT (DJ N/W)	401 FOURTH FLOOR

### **SPECIAL JUDGES (CBI COURTS)**

IN ALPHABATICAL ORDER

<b>S.NO</b>	<b>NAME OF THE JUDICIAL OFFICER</b>	<b>DESIGNATION</b>	<b>ROOM NO.</b>
1	SH. SANJAY KUMAR AGGARWAL	SPECIAL JUDGE (PC Act) CENTRAL BUREAU OF INVESTIGATION -3 (SPL. JUDGE, CBI-3)	305 THIRD FLOOR
2	SH. PAWAN KUMAR JAIN	SPECIAL JUDGE (PC ACT) CENTRAL BUREAU OF INVESTIGATION -1 (SPL. JUDGE, (PC ACT) (CBI-I))	315 THIRD FLOOR
3	SH. RAJNEESH KR. GUPTA	SPECIAL JUDGE CENTRAL BUREAU OF INVESTIGATION -2 (SPL. JUDGE, CBI-2)	406 FOURTH FLOOR

## **ADDITIONAL SESSIONS JUDGES (NORTH-WEST DISTRICT)**

IN ALPHABATICAL ORDER

<b>S.NO</b>	<b>NAME OF THE JUDICIAL OFFICER</b>	<b>DESIGNATION</b>	<b>ROOM NO.</b>
4	SH. NIVEDITA ANIL SHARMA	ADDITIONAL SESSIONS JUDGE (NARCOTICS DRUGS & PSYCHOTROPIC SUBSTANCE ACT), NORTH-WEST DISTRICT (ASJ, NDPS)	318 THIRD FLOOR
5	SH. KANWAL JEET ARORA	ADDITIONAL SESSIONS JUDGE-3, NORTH-WEST DISTRICT (ASJ-3 N-W DISTRICT)	304 THIRD FLOOR
6	SH. MANOJ JAIN	ADDITIONAL SESSIONS JUDGE, FAST TRACK COURT (ASJ, FTC)	302 THIRD FLOOR
7	SH. PANKAJ GUPTA	ADDITIONAL SESSIONS JUDGE-2, NORTH-WEST DISTRICT (ASJ-2, N-W DISTRICT)	409 FOURTH FLOOR
8	SH. SANJAY KUMAR AGGARWAL	ADDITIONAL SESSIONS JUDGE (ELECTRICITY) (ASJ)	308 THIRD FLOOR
9	SH. SUNIL KUMAR AGGARWAL	ADDITIONAL SESSIONS JUDGE-4, NORTH-WEST DISTRICT (ASJ-4, N-W DISTRICT)	203 SECOND FLOOR
10	SH. VINOD YADAV	ADDITIONAL SESSIONS JUDGE-1, NORTH-WEST DISTRICT (ASJ-1, N-W DISTRICT)	307 THIRD FLOOR
11	SH. VIPIN KUMAR RAI	ADDITIONAL SESSIONS JUDGE, SPL. FAST TRACK COURT (ASJ, SPL. FTC)	210 SECOND FLOOR

**PRESIDING OFFICERS MOTOR ACCIDENT CLAIM TRIBUNAL  
MACT COURTS**

12	MS. BARKHA GUPTA	PRESIDING OFFICER, MOTOR ACCIDENT CLAIM TRIBUNAL (N/W DISTRICT, ROHINI & PO ZONAL VENDING COMMITTEES, MUNICIPAL CORPORATION OF DELHI (PO, MACT)	19 GROUND FLOOR
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**ADDITIONAL DISTRICT JUDGES (NORTH-WEST DISTRICT)  
CIVIL COURTS**

IN ALPHABATICAL ORDER

13	SH. SATISH KUMAR	ADDITIONAL DISTRICT JUDGE-1/ MACT NORTH-WEST DISTRICT, (ADJ-1, NW)	211 THIRD FLOOR
14	SH. MANISH GUPTA	ADDITIONAL DISTRICT JUDGE-4 (ADJ-4, NW)	212 SECOND FLOOR
15	SH. RAKESH KUMAR SHARMA	ADDITIONAL DISTRICT JUDGE -3, NORTH-WEST DISTRICT (ADJ-3 NW)	311 THIRD FLOOR
16	DR. SHAHABUDDIN	ADDITIONAL DISTRICT JUDGE-2, NORTH-WEST DISTRICT (ADJ-2, NW)	317 THIRD FLOOR

**CIVIL JUDGES / RENT CONTROLLERS  
COURTS OF RC, SCJ, JSCC, ACJ, CCJ AND ARC**

IN ALPHABATICAL ORDER

17	SH. BHUPINDER SINGH	ADMINISTRATIVE CIVIL JUDGE-CUM-COMMERCIAL CIVIL JUDGE-CUM- ADDITIONAL RENT CONTROLLER, NORTH-WEST DISTT. (ACJ/CCJ/ARC, N/W DISTT.)	216 SECOND FLOOR
18	MS. VANDANA	JUDGE SMALL CAUSE COURT- CUM-ADDITIONAL SENIOR CIVIL JUDGE-CUM- GUARDIAN JUDGE, NORTH- WEST DISTRICT (JSCC/ASCJ/GJ)	217 SECOND FLOOR
19	SH. SHARAD GUPTA	SENIOR CIVIL JUDGE-CUM- RENT CONTROLLER, NORTH- WEST DISTT. (SCJ/RC, N/W DISTT.)	410 FOURTH FLOOR
20	MS. SONAM GUPTA	CIVIL JUDGE (CJ)	118 FIRST FLOOR

**FAMILY COURTS**

21	SH. MAHESH CHANDER GUPTA	JUDGE FAMILY COURT - 03	7 GROUND FLOOR
22	SH. NAROTTAM KAUSHAL	PRINCIPAL FAMILY JUDGE	4 GROUND FLOOR

**ADDITIONAL CHIEF METROPOLITAN MAGISTRATES  
COURTS OF CMM & ACMM**

IN ALPHABATICAL ORDER

23	MS. KIRAN GUPTA	CHIEF METROPOLITAN MAGISTRATES, NORTH-WEST	108 GROUND
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		DISTRICT (CMM N/W DISTT.)	FLOOR
24	SH. DEVENDER NAIN	ADDITIONAL CHIEF METROPOLITAN MAGISTRATES, NORTH-WEST DISTRICT (ACMM N/W DISTT.) (Also assigned work of PS Begumpur hitherto looked after by Mr. S.K. Sethi as MM-3, NW, Rohini)	101 FIRST FLOOR

### **MAHILA COURTS**

25	MS. SAUMYA CHAUHAN	METROPOLITAN MAGISTRATES- 1 (MAHILA COURT), NORTH-WEST DISTRICT (MM N/W DISTT.)	106 FIRST FLOOR
26	MS. SUSHEEL BALA DAGAR	METROPOLITAN MAGISTRATES- 2 (MAHILA COURT), NORTH-WEST DISTRICT (MM N/W DISTT.)	320 THIRD FLOOR

### **METROPOLITAN MAGISTRATES (COURTS OF MMs)**

IN ALPHABATICAL ORDER

27	SH. RAVINDER SINGH	METROPOLITAN MAGISTRATE -3, NORTH-WEST DISTT. (MM-3, N/W DISTT.)	107 FIRST FLOOR
28	MS. PRIYANKA RAJPOOT	METROPOLITAN MAGISTRATE (NI ACT), NORTH-WEST DISTT. (MM, N/W DISTT.)	111 FIRST FLOOR
29	SH. DEEPAK KUMAR-I	METROPOLITAN MAGISTRATE -2, NORTH-WEST DISTT. (MM- 2, N/W DISTT.)	113 FIRST FLOOR
30	SH. SHIRISH AGGARWAL	METROPOLITAN MAGISTRATE- 5, NORTH- WEST DISTT. (MM-5, N/W DISTT.)	218 SECOND FLOOR
31	MS. SHAMA GUPTA	METROPOLITAN MAGISTRATE -1, NORTH-WEST DISTT. (MM-4, N/W DISTT.)	102 SECOND FLOOR
32	SH. VIPLAV DABAS	METROPOLITAN MAGISTRATE- 4, NORTH- WEST DISTT. (MM-4, N/W DISTT.)	319 THIRD FLOOR

**METROPOLITAN MAGISTRATES**  
**TRAFFIC/CHALLAN COURTS**

33	SH. APROOV SARVARIA	METROPOLITAN MAGISTRATE -2 (MM TRAFFIC-2)	105 FIRST FLOOR
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## **MEDIATION CENTRE**

34	SH. MANMOHAN SHARMA	JUDGE MEDIATION, DISTRICT	INCHARGE NORTH-WEST	408 FOURTH FLOOR
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## **DELHI LEGAL SERVICE AUTHORITY (DLSA)**

35	SH. PUNEET PAHWA	SECRETARY, DELHI LEGAL SERVICE AUTHORITY (DLSA)		402 FOURTH FLOOR
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## **JUDICIAL PAY SCALES**

### **DELHI HIGHER JUDICIAL SERVICE**

<b>S.NO.</b>	<b>NAME OF THE POST</b>	<b>PAY STRUCTURE</b>
1	District Judge (Super Time Scale)	70290-1540-76450
2	District Judge/ Selection Grade (DHJS)	57700-1230-58930-1380-67210-1540-70290



3	District Judge (Entry Level)/ DHJS	51550-1230-58930-1380- 63070
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## **DELHI JUDICIAL SERVICE**

<b>S.NO.</b>	<b>NAME OF THE POST</b>	<b>PAY STRUCTURE</b>
1	Civil Judge (Sr. Division)/ IInd Stage ACP	51550-1230-58930-1380- 63070
2	Civil Judge (Sr. Division)/ Ist State ACP	43690-1080-49090-1230- 56470
3	Civil Judge (Sr. Division) (Entry Level)/ Selection Grade (DJS)	39530-920-40450-1080- 49090-1230-54010
4	Civil Judge (Jr. Division)/ IInd Stage ACP	39530-920-40450-1080- 49090-1230-54010
5	Time Scale/ Ist ACP/ Civil Judge (Junior. Division)	33090-920-40450-1080-45850
6	Civil Judge/ Junior Division/ Entry Level/ DJS	27700-770-33090-920-40450- 1080-44770

## **PAY BAND WITH GRADE PAY OF GROUP D & ABOVE**

**As per Delhi District Courts Establishment**

**(Appointments & Conditions of Service) Rules, 2012**

<b>S. NO.</b>	<b>NAME OF THE POST</b>	<b>GROUP</b>	<b>PAY BAND</b>	<b>GRADE PAY</b>
1	Senior Administrative Officer	Group-A (Gaz.)	15,600-39,100/-	7600/-
2	Deputy Controller of	Group-A	15,600-39,100/-	6600/-

	Accounts	(Gaz.)		
3	Administrative Officer (Judicial)	Group-A (Gaz.)	15600-39100/-	6600/-
4	System Analyst Group I Executive	Group-A (Gaz.)	15600-39100/-	6600/-
5	Senior Accounts Officer	Group-A (Gaz.)	15600-39100/-	5400/-
6	Senior Librarian Grade 'A'	Group-B (Gaz.)	9300-34800/-	5400/-
7	Programmer Group II Executive	Group-B (Gaz.)	9300-34800/-	5400/-
8	Accounts Officer	Group-B (Gaz.)	9300-34800/-	5400/-
9	Assistant Accounts Officer	Group-B (Gaz.)	9300-34800/-	4800/-
10	Technical Officer	Group-B (Gaz.)	9300-34800/-	4600/-
11	Information Officer-cum-Librarian	Group-B (Non-Gaz.)	9300-34800/-	4600/-
12	Public Relation Officer	Group-B (Non-Gaz.)	9300-34800/-	4600/-
13	Senior Judicial Assistant	Group-B (Non-Gaz.)	9300-34800/-	4600/-
14	Senior Personal Assistant	Group-B (Non-Gaz.)	9300-34800/-	4600

15	Civil Nazir/ District Nazir	Group-B (Non-Gaz.)	9300-34800/-	4600/-
16	Assistant Programmer	Group-B (Non-Gaz.)	9300-34800/-	4200/-
17	Assistant Public Relation Officer	Group-B (Non-Gaz.)	9300-34800/-	4200/-
18	Personal Assistant	Group-B (Non-Gaz.)	9300-34800/-	4200/-
19	Judicial Assistant	Group-B (Non-Gaz.)	9300-34800/-	4200/-

20	Librarian	Group-B (Non-Gaz.)	9300-34800/-	4200/-
21	Driver/ Staff Car Driver (Special Grade)	Group-B	9300/-34800/-	4200/-
22	Naib Nazir	Group-C	9300-34800/-	4200/-
23	Junior Judicial Assistant	Group-C	5200-20200/-	4200/-
24	Driver/ Staff Car Driver (Grade-I)	Group-C	5200-20200/-	2800/-
25	Gestetnor Operator/ Dispatch Rider	Group-C	5200-20200/-	2800/-
26	Baliffs	Group-C	5200-20200/-	2800/-
27	Data Entry Operator Grade-A	Group-C	5200-20200/-	2400/-
28	Driver Staff Car Driver (Grade-II)	Group-C	5200-20200/-	2400/-
29	Process Server	Group-C	5200-20200/-	2400/-
30	Head Jamadar/Daftri	Group-C	5200-20200/-	2400/-
31	Book Binder	Group-C	5200-20200/-	2400/-
32	Peon/Orderly/Dak Peon	Group-C	5200-20200/-	2000/-
33	Chowkidar	Group-C	5200-20200/-	2000/-
34	Maali	Group-C	5200-20200/-	2000/-
35	Frash/ Frash-cum- Dak-Messenger	Group-C	5200-20200/-	2000/-
36	Sweeper/ Safai Karamchari	Group-C	5200-20200/-	2000/-

**BRANCHES ASSIGNED TO ADMINISTRATIVE OFFICER AND  
SUPERINTENDENTS**

SI. NO	NAME OF THE OFFICIAL	NAME OF THE BRANCHES	LINK OFFICER
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1.	<b>Sh. Ramesh Kumar Sethia</b> <b>Administrative Officer</b> <b>(Judicial)</b> <b>Room No. 400, Computer</b> <b>Branch, 4<sup>th</sup> Floor, Rohini</b> <b>Court Complex, Delhi</b> <b>Contact No. : 27554439</b>	1. Administration Branch- - I 2. Administration Branch- - II 3. Administration Branch- -III 4. Judicial Branch-I 5. Judicial Branch-II	<b>Ms. Nisha</b> <b>Khanna</b> <b>A. O. (Judicial)</b>
2.	<b>Ms. USHA KHATTER</b> <b>Administrative Officer</b> <b>(Judicial)</b> <b>Room No. 400, Computer</b> <b>Branch, 4<sup>th</sup> Floor, Rohini</b> <b>Court Complex, Delhi</b> <b>Contact No. : 27554439</b>	1. Computer Branch 2. General Branch-I 3. R & I Branch/Bail & Filing Section 4. Office of CMM 5. PIO (RTI)	<b>Sh. Ramesh Kr.</b> <b>Sethia</b> <b>A.O. (Judicial)</b>
3.	<b>Ms. Nisha Khanna</b> <b>Administrative Officer</b> <b>(Judicial)</b> <b>Room No. 501, Library</b> <b>Room, 5<sup>th</sup> Floor, Rohini</b> <b>Court Complex, Delhi</b> <b>Contact No. : 27554457</b>	1. O/o The ACJ (including Nazarat) 2. Vigilance/Litigation Branch 3. Accounts Branch & Cash Branch 4. Caretaking Branch 6. 2 <sup>nd</sup> Link PIO (RTI)	<b>Ms. Vinod Bala,</b> <b>A. O. (Judicial)</b>
4.	<b>Ms. Vinod Bala</b> <b>Administrative Officer</b> <b>(Judicial)</b> <b>Room No. 501, Library</b> <b>Room, 5<sup>th</sup> Floor, Rohini</b> <b>Court Complex, Delhi</b> <b>Contact No. : 27554457</b>	1. Record Room 2. General Administration Branch 3. Copying Agency Branch 4. Library Branch 5. Pool Car Section 6. Ist Link PIO (RTI)	<b>Ms. Usha Khattar</b> <b>A. O. (Judicial)</b>

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : NORTH-WEST**  
**DISTRICT, ROHINI COURT, DELHI**

**STRUCTURE OF BRANCHES**

The administrative work has been divided among the following Branches:-

<u>District Judge's Secretariat</u>	<u>Vigilance/Litigation Branch</u>	<u>Record Rooms</u>
<u>Administration - I</u>	<u>Accounts Branch</u>	<u>RTI Branch</u>
<u>Administration - II</u>	<u>Computer Branch</u>	<u>Office of CMM</u>
<u>Administration - III</u>	<u>Pool Car Section</u>	<u>Office of ACJ (including Nazarat)</u>
<u>Judicial Branch -I</u>	<u>R &amp; I Branch</u>	<u>Care Taking Branch</u>
<u>Judicial Branch - II</u>	<u>Bail Section</u>	<u>Library Branch</u>
<u>General Branch - I</u>	<u>Filing Section</u>	
<u>General Administration Branch</u>	<u>Copying Agencies (Sessions/Civil &amp; Criminal)</u>	

**OFFICE OF DISTRICT JUDGE'S SECRETARIAT**  
**NORTH-WEST DISTRICT,**  
**ROHINI DISTRICT COURT , DELHI**

The District Judge's Secretariat shall primarily deal with the following issues/subjects:-

**Committees:-**

1. Constitution of Committees and appointment of Officers (S) In- charge of Branches of the North-West District.
2. General correspondence required by various Committees with outside agencies/departments.
3. Such correspondence on particular requests be dealt with at the level of District Judge.
4. Any other work that may be assigned.

**ADMINISTRATION BRANCH**  
**ROHINI DISTRICT COURTS, DELHI**

District & Sessions Judge  
North-West District, Rohini Court, Delhi

Each Administration Branch shall deal with the work of the Administration over the court staff of the categories placed under its control.

### **ADMINISTRATION BRANCH – I**

This Branch shall deal with officials of the rank of Sr. A.O.(J)/A.O.(J)/P.S./P.A.

### **ADMINISTRATION BRANCH – II**

This Branch shall deal with the officials of the rank of Sr. Judicial Assistant, Judicial Assistant, Jr. Judicial Assistant.

### **ADMINISTRATION BRANCH – III**

This Branch shall deal with officials of the rank of Class-IV employees i.e. Peons, Dak Peons and Drivers. All the Process Servers, Bailiffs and Nazirs would continue to be under the control of Office of the ACJ (North-West).

**Sh. Rajneesh Kumar Gupta, Spl. Judge (CBI)/ Officer Incharge (Administration Branch-I)**

**Sh. Kanwal Jeet Arora, ASJ / link Officer Incharge (Administration Branch-I)**

**Sh. Kanwal Jeet Arora, ASJ / Officer Incharge (Administration Branch-II & III)**

**Sh. Rajneesh Kumar Gupta, Spl. Judge (CBI)/ link Officer Incharge (Administration Branch-II & III)**

**Sh. Bhupinder Singh, Administrative Civil Judge**

**Sh. Rajneesh Kr. Gupta, Spl. Judge CBI / Link Leave Sanction Authority, Administration Branch -I**

**Sh. Kanwal Jeet Arora, ASJ / Leave Sanction Authority**

**Administration Branch -II & III**

**Sh. Rakesh Kumar Sharma, Addl. District. Judge / Link Leave**

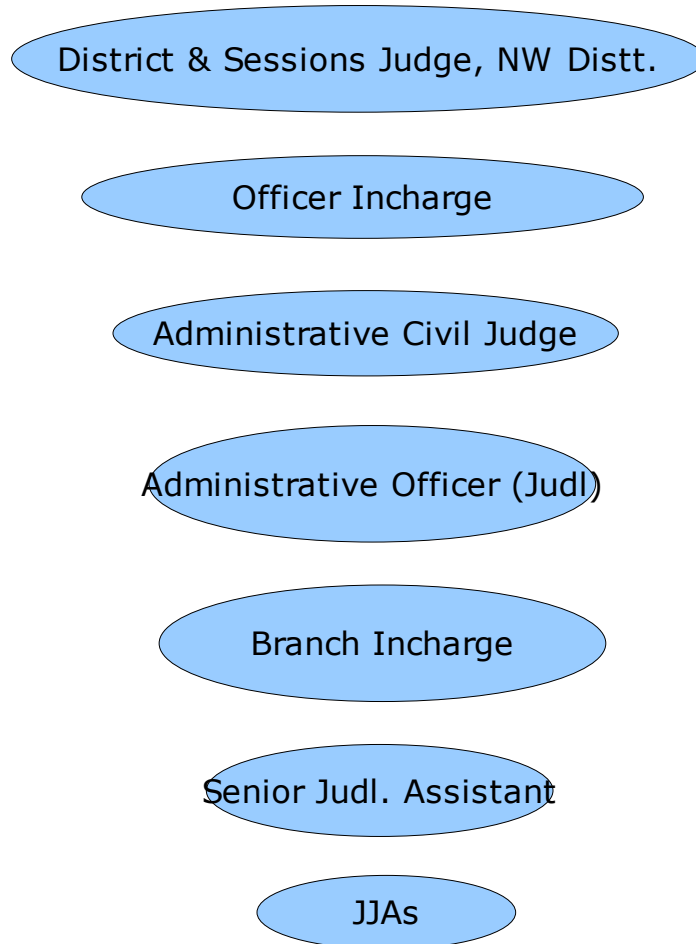
**Sanction Authority Administration Branch -II & III**

**Ms. Ramesh Kumar Sethia, Administrative Officer (Judicial)**

**Ms. Neeru Aneja, Branch Incharge Admn.-I**

**Sh. Raman Gupta, Branch Incharge Admn.-II**

**STRUCTURE OF BRANCH**



The above three (3) Branches shall primarily deal with service matters of the members of the staff, under their respective control, including with regard to the following issues/subjects :-



## **WORKING STRUCTURE OF ADMINISTRATION - I, II & III**

1. Maintaining ( and keeping updated) lists of all employees of different cadres indicating present deployment (in alphabetical order, as per seniority; Court/Branch-wise etc.); mentioning educational qualifications, past experience; previous postings, etc.
2. Training (circulars; nomination; confirmation of participation; follow-up etc.)
3. To deal with the matters of Constitution of committee & authorization of Officer Incharge of Branches at Rohini Court.
4. To deal with the leave applications of the employees of this office.
5. Correspondence regarding Delhi Legal Service Authority and providing of staff for conducting the Lok Adalat in Rohini Court Complex.
6. Deputation/posting in diverted capacity (circulars; applications, etc.).
7. General circulars/orders concerning each category of staff.
8. Postings/Transfers; joining reports; charge reports; temporary deployment etc.
9. Monitoring of daily attendance/absence in correlation with Biometric Attendance.
10. Process of applications for leave of all kinds including obtaining necessary reports, scrutiny for admissibility, obtaining sanction orders, issuance of notifications (where necessary), vacation duty etc.

11. Dealing with personal matters (e.g. Requests for change of residential address; postings/transfers; permission for further studies; addition to or change in family; addition of educational qualification acquired; requests for allotment of Govt. accommodation; Govt. loans or advances; permission for becoming member of Societies/Club etc.; standing guarantee/surety; No Objection Certificates; Intimation about arrest/involvement in criminal case; representation concerning disciplinary actions/inquiries; representation regarding pay/allowances etc.; nomination for GPF/Pension/Gratuity etc.; Resignation, Penalties, Retirement).
12. Compliance with Conduct Rules (e.g. declaration/intimation about transactions in properties; personal loan taken or advances; issuance of Memos like Show Cause, etc. and securing replies thereto and further action thereupon; correspondence relating to disciplinary action in coordination with Vigilance Branch; etc.).
13. Annual Confidential Reports; reminders to Reporting Officers; compilation/forwarding to District & Sessions Judge; representation regarding ACRs, etc.
14. Ancillary RTI matters.
15. Correspondence/noting drafting etc. on all of the above.
16. Any other task that may be assigned by the OIC or the District Judge.

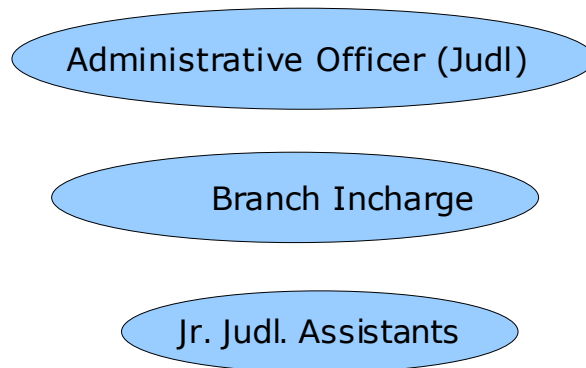
**JUDICIAL BRANCH - I**  
**ROHINI DISTRICT COURTS, DELHI**

District & Sessions Judge  
North-West District, Rohini Court, Delhi

**Sh. Manoj Jain, ASJ / Officer Incharge (Leave sanctioning Authority for Judicial Officers)**

**Sh. Rajneesh Kr. Gupta, Spl. Judge (CBI) / Link Officer Incharge (Leave sanctioning Authority for Judicial Officers.)**

Following officers / officials assist the District Judge in Administrative Matters related to Judicial Officers.



This Branch shall primarily deal with the service matters of Judicial officers (members of Delhi Judicial Service and Delhi Higher Judicial Service), including with regard to the following issues/subjects:-

1. Maintaining (and keeping updated) list of all Judicial Officers posted presently, and from time to time, in North-West District at Rohini, Indicating their designation, educational qualifications, previous postings, etc.

2. General circulars/orders concerning service matters of Judicial Officers.
3. Circulars regarding deputation, or avenues in other departments/channels, receipt/compilation of applications, forwarding the same and correspondence connected therewith
4. Training programmes/seminars/workshops etc. (circulars; nomination; confirmation of participation; follow-up etc.)
5. Maintaining personal files of each Judicial Officer posted in North-West District.
6. Action on orders of postings/transfers of judicial officers as received from time to time from Hon'ble High Court; charge reports; joining reports etc.
7. Earned Leave/ Maternity Leave/ Paternity Leave/ Extra Ordinary Leave/Half Pay Leave/ Without Pay Leave/ Child Care Leave/ Abortion Leave of DHJS & DJS Officers.
8. Process of applications for leave of all kinds including obtaining necessary reports, scrutiny for admissibility, obtaining sanction orders, issuance of notifications (where necessary), vacation etc.
9. Maintaining record of attendance or absence from duty on account of leave, training, proceeding on other duty (e.g. TIP, evidence) etc.
10. Roaster of duty during vacation (judicial work, administrative responsibilities etc.)

11. Dealing with personal matters (e.g. Requests for change of residential address; postings /transfers; permission for further studies; addition to or change in family; addition of educational qualification acquired; requests for allotment of Govt. accommodation; Govt. loans or advances; permission for becoming member of Societies/Clubs etc.; standing guarantee/surety; No Objection Certificates; nomination for GPF/Pension/Gratuity etc.; resignation; Penalties; retirement).
12. Compliance with Conduct Rules (e.g. declaration/intimation about transactions in properties; personal loan taken or advanced; issuance of Memos like Show Cause, etc. and securing replies thereto and further action thereupon; representations concerning disciplinary actions/inquiries; correspondence relating to disciplinary action etc.).
13. Personal correspondence of judicial officers as is required to be sent through official channels.
14. Annual confidential reports (submission of self-appraisal forms by the judicial officers; adding inputs by the District Judge, vis-a-vis officers of Delhi Judicial Service while forwarding the self-appraisal forms; correspondence connected therewith etc.).
15. Inspection of the courts of officers Delhi Judicial Service (appointment of Inspecting Judges (DHJS); reports of Inspecting Judges (DHJS); processing of reports inspecting judges; forwarding of such report and follow-up action thereon etc.).
  1. Inspection of courts by Hon'ble High Courts (correspondence concerning).
  2. Notification of powers under various statutes.

3. Official Identity Card of judicial officers (issuance of).

16. Ancillary RTI matters.

17. Correspondence/noting/drafting etc. on all of the above.

18. Any other task that may be assigned by the OIC or the District Judge.

**JUDICIAL BRANCH - II**  
**ROHINI DISTRICT COURTS, DELHI**

This Branch shall primarily deal with the matters concerning courts at all levels in N-W District (presided over by officers of Delhi Judicial Service and Delhi Higher Judicial Service), including with regard to the following issues/subjects:-

1. Maintaining (and keeping updated) list of courts at all levels at N-W District

(including criminal courts of N-W Police Districts), indicating the name(s) of the presiding officer, the jurisdiction allocated etc.

2. Maintaining (and keeping updated) list of predecessor/successor courts.
3. Timely receipt of quarterly statements from all courts of the District, compilation of the statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
4. Timely receipt of half-yearly statements from all courts of the District compilation of the statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
5. Timely receipt of annual statements from all courts of the District, compilation of the same to Hon'ble High Court/District & Sessions Judge.
6. Timely receipt of other reports required to be sent periodically or as called for from time to time from all courts of the District, compilation of the statistics and statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
7. Timely receipt of Statistics regarding Evening Courts from all courts of the District, compilation of the statistics and forwarding the same to Hon'ble High Court/District & Sessions Judge.
8. Timely receipt of statements of cases requiring priority (i.e. old cases, cases involving senior citizens, women etc.) and etc. from all courts of the

District, compilation of the statistics and forwarding the same to Hon'ble High Court/ District & Sessions Judge.

9. To receive summons in the names of judicial officers as received from Supreme Court, High Court, or other courts beyond Delhi, for appearance/production of records and ensure timely service thereof, maintaining proper records in the court.
10. Correspondence with the Deputy Commissioner of Police concerned to provide police aid as per request of the courts as and when received.
11. Ancillary RTI matters.

**GENERAL BRANCH - I**  
**ROHINI DISTRICT COURTS, DELHI**

Functioning for both districts North & North-West

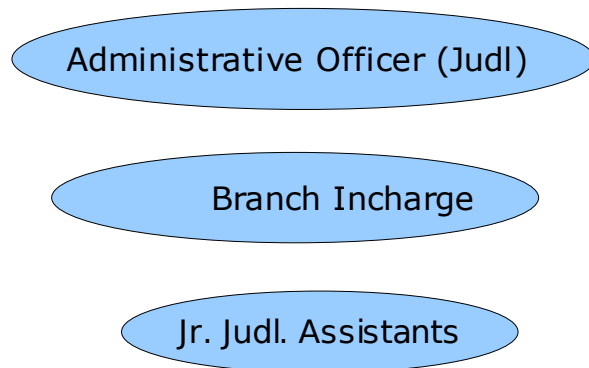
**Sh. Pawan Kr. Jain, Spl. Judge CBI / Officer Incharge**

**Sh. Manoj Jain, ASJ / Link Officer Incharge**

Following officers / officials assist the District Judge in Administrative Matters



related to Judicial Officers.



The General Branch deals with a variety of subjects besides those pertaining to certain other Units/Sections/Cells including Stationer Branch.

The General Branch shall primarily deal with the following issues/subjects :-

1. Circulation of amendments of High Court Rules and Orders to Judicial Officers.
2. Circulation of judgments of Supreme Court and High Court to Judicial Officers.
3. Circulation of list of holiday(s), calendars, directory etc.
4. Endorsing copies of the Judgements/orders received from Supreme Court of India/High Court/Sessions Judge to the concerned courts for information and necessary compliance.
5. Dealing with Judicial Files/petitions received from outside Delhi shall be get marked from concerned Authority and maintain record thereof.

6. Maintain record of all circulars received from Supreme Court, High Court, GNCTD, Sessions Judge or District Judges.
7. Reply of Parliament/Assembly Questions.
8. Counter signatures on Experience Certificates of Advocates.
9. To obtain monthly Pendency reports from Copying Agencies (Civil/Sessions and criminal) and compile the same.
- 10.Appointments/functioning of Local Commissioners, Oath Commissioners, Notary Public etc.
- 11.Day- to-day complaints regarding photocopier machines/fax machines/duplicating machines and follow-up with AMC firms.
- 12.Make and follow-up on the proposals for acquisition of new photocopier machines/fax machines/duplicating machines for the North-West District.

**STATIONERY BRANCH**  
**ROHINI DISTRICT COURTS, DELHI**

(Functioning for both districts North & North-West

Following officials assist the Judicial Officer Stationery Branch Matters.

Administrative Officer (Judl)

Branch Incharge

Jr. Judl. Assistants

1. Procurement of all stationery articles from Stationery Branch in the office of District & Sessions Judge, Tis Hazari.
2. Procurement by way of purchase through Purchase Cell, when required/permmissible, of all necessary stationery articles.
3. Maintaining Stock Registers of all stationery articles.
4. Making and supply of rubber stamps, seals etc. to courts/branches.
5. Distribution of stationery articles to the courts and administrative Branches/Units as per requirement from time to time, on the basis of indent.
6. Distribution of stationery articles in the residential offices of the judicial officers, on the basis of indent.

7. Keep stock of consumables of photocopier machines/fax machine/duplicating machines and issuance thereof on indent.
8. Preparation of stock report for annual demand/indent for stationery articles for the District.

**GENERAL ADMINISTRATION BRANCH**  
**ROHINI DISTRICT COURTS, DELHI**

(Functioning for both districts North & North-West

Administrative Officer (Judl)

Branch Incharge

Jr. Judl. Assistants

The General Administration Branch deals with a variety of subjects besides those pertaining to certain other Units/Sections/Cells including Lawyer's Chamber Allotment, Purchase Cell & Facilitation Centre/PRO.

The General Administration Branch shall primarily deal with the following issues/subjects :-

1. Realization of electricity dues from users other than court administration of electrical energy from the electricity connection in the name of District Judge (e.g. Bank, Post Officer, Police Post, Kiosks, Cafeteria, Lawyers' Chamber Block etc.)
2. To oversee weeding out of administrative records, as per rules, by all branches/courts periodically.

3. Execution of necessary documents including Licence Deed, Handing Taking over Memo, etc. In the context of allotments of space to outside agencies/parties/lawyers/Bar etc.
4. Maintain record of recovery of Licence fee and other charges from the users of space allotted to outside agencies/parties (e.g. The Bank, Post Office, Cafeteria, Police Post, Kiosks, Lawyers' Common Rooms, Bar Office Parking etc.).
5. Maintaining record of payment of license fee and other charges by the allottees of Lawyers' Chambers.
6. Maintaining records of the allotments of Lawyers' Chambers and follow-up on breach of terms and conditions of allotment being notices.

**LAWYERS' CHAMBERS ALLOTMENT CELL :-**

1. Maintaining record of notices, applications, minutes, orders and other such record relating to allotment of Lawyers' Chambers.
2. Correspondence with outside agencies pursuant to decisions of Lawyers' Chambers Allotment Committee.
3. Liaison with concerned agencies (PWD), Power Distribution Company, etc.) to provide/maintain/improve availability of services for Lawyers' Chamber, wherever required/necessary.

**PURCHASE CELL (North-West) :-**

1. Purchase of consumables/non-consumables for the working of the establishment.
2. Local purchase of urgent requirements under the powers of Head of the Department (HOD).
3. Award of contract of comprehensive maintenance contracts of various equipments (e.g. Photocopiers, inverters, RO, water coolers, air-conditioners, fax machines, furniture articles etc.) installed in courts or Branches of North-West District as well as in the residential offices of the judicial officers.

**BIO METRIC CELL & FACILITATION CENTRE**  
**ROHINI DISTRICT COURTS, DELHI**

functioning for both districts North & North-West District

**Sh. Kanwal Jeet Arora, Addl. Sessions Judge / Officer Incharge**

**Sh. Vidya Prakash, Addl. Sessions Judge / Link Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Facilitation Centre, Rohini Court, Delhi.

A.O. (Judicial)

Branch Incharge

Jr. Judl. Asstt.

**The Facilitation Centre/PRO :-**

1. Provides information and deals with the General Enquiry to litigants/general public/members of Bar.
2. Receives official dak and maintains record of all type of correspondence related to facilitation Centre.
3. Supervision over the work of Public Relating Officer and Facilitation Centre.
4. Making Facilitation Centre user-friendly and as informative as possible.



**VIGILANCE & LITIGATION BRANCH**  
**ROHINI DISTRICT COURTS, DELHI**

**Sh. Manoj Jain, Additional Sessions Judge / Officer Incharge**

**Sh. Sunil Kumar Aggarwal, Additional Sessions Judge / Link Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Rohini Court, Delhi.

Administrative Officer (J)

Branch Incharge

Judicial Assistants

JJAs

**VIGILANCE BRANCH :-**

1. Deal with the complaints of Group 'B' 'C' & 'D' staff.
2. Institute fact finding inquiries when ordered by the authority and take necessary follow up action thereon.
3. Deal with the reconstruction cases of the missing documents, records, relating to courts, record room or branches.
4. Deal with regular departmental disciplinary inquiries.
5. Follow up action on reports of inquiries.

## **LITIGATION BRANCH :-**

1. Deal with cases in the Hon'ble Supreme Court, High Court, District Courts and other forums as pertain to office of District Judge (North-West).
2. Follow up on these cases i.e. calling up the comments from the concerned Branches and forwarding the same to the counsel for the preparation of reply.
3. The appointment of the Government Counsel.
4. Giving briefing to the Counsel.
5. Preparation of the bills/professional charges of Government Counsel.
6. Ancillary RTI matters.
7. Correspondence/noting/drafting etc. on all of the above.
8. Any other task that may be assigned by the OIC or the District Judge.

**ACCOUNTS BRANCH, CASH BRANCH AND FINE & AUDIT  
BRANCH  
ROHINI DISTRICT COURTS, DELHI**

**Sh. Vinod Yadav, Additional Sessions Judge (NW) / Drawing & Disbursing Officer (DDO) / Head of Office (HOO) / Officer Incharge**

**Sh. Prashant Kumar, ADJ (NW) / Link Drawing & Disbursing Officer (DDO) / Head of Office (HOO) /Link Officer Incharge**

Following officials work under the Supervision of DDO, Accounts Branch, Rohini court, Delhi.

Administrative Officer (J)

Asstt. Account Officer

Branch Incharge

Sr. Judl.Assistant

Judl. Asstt.

JJAs

**ACCOUNTS BRANCH :-**

1. Preparation of pay bills & Arrear bills.
2. Processing and reimbursement of tuition fees bills.
3. Processing and disbursement of bonus, increment list and other bills pertaining to salaries.
4. Leave encashment and issuance of medical card.

5. Processing and preparation of bills pertaining to claims of judicial officers and other entitled officers.
6. Preparation of bills in respect of purchases, petrol charges/electricity-water charge/newspaper/telephone usage charges on receipt of sanction orders from concerned sections i.e. Care-Taking Branch/Library/Pool Car/General Branch/Computer Section etc.
7. Maintenance of service record pertaining to officers and officials, which includes personal details, fixation of salary, annual increments and other entries on the recommendations of the competent authority.
8. Processing and disbursement of various advances like vehicle, house building, computer festival and other advances available in rules.
9. Maintenance and monitoring of GPF records.
10. Maintenance of records and preparation of vouchers towards conveyance allowance to officers and officials.
11. Maintenance of records and preparation of bills pertaining to claims of officers and officials.
12. Processing and disbursement of retirement benefits pertaining to officers and officials which includes pension, commutation, gratuity, leave encashment and final payment of GPF and insurance etc.
13. Preparation maintenance and monitoring of budget and expenditure of North-West District.
14. Preparation of various statements related to budget and expenditure of the District.

#### **CASH BRANCH :-**

1. Maintenance of cash books.
2. Maintenance of imprest money.
3. Receipt of fine/cash from courts and branches.
4. Disbursement of TA/DA to witnesses.

5. Deposit of fine/cash/cheques in RBI.
6. Encashment of departmental cheques from RBI.
7. Submission of bills and collection of cheques of ECS schedule thereof, from PAO-IV.
8. Deposit of usage/service charges to MTNL, BSES and other service providers.
9. Issuance of receipts books to courts and concerned branch.
10. Verification of monthly fine/revenue statement of courts and branches concerned.

**FINE & AUDIT BRANCH :-**

1. Conducting internal auditing of fine receipt record of criminal courts, copying agency & concerned branches and cash section at short intervals.
2. Maintenance of record pertaining to receipts, recoveries and refunds of fine.
3. Processing and maintenance record of refund vouchers.
4. Preparation of various statements pertaining to receipts, recoveries and refunds of fine in the District and its transmission to Central District i.e. O/o District & Sessions Judge, Delhi.
5. To obtain monthly cash/revenue collection statements from the Copying Agencies (Civil/Sessions and Criminal).
6. Correspondence/noting drafting etc. on all of the above.

**POOL CAR SECTION**  
**ROHINI DISTRICT COURTS, DELHI**

Functioning for both Districts North & North-West

**Sh. Sunil Kumar Aggarwal, Additional Sessions Judge / Officer Incharge**

**Sh. Manish Gupta, Additional District Judge / Link Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Pool Car Section, Rohini Court, Delhi.

Administrative Officer (Judl)

Branch Incharge

Jr. Judl. Asstts

**POOL CAR SECTION :-**

This branch shall primarily be responsible for providing pool cars to the Judicial Officers, transportation to the staff (where allowed) and for the general maintenance of the fleet of the pool cars and other vehicles. The branch shall deal with the following issues/subjects:-

1. To make route chart keeping best interest of institution in mind.
2. Maintain the record of vehicles in fleet attached to District North-West.

3. Maintain the record of allotment of vehicles and attachment of drivers therewith, deputing of driver as and when the regular route driver proceeds on leave.
4. Reimbursement of conveyance bills of judicial officers and bills of drivers and maintaining the records of the same.
5. Maintain the records of maintenance and approve the estimates and bills from the T.O.
6. Maintain the records relating to work and conduct reports of Drivers.
7. To prepare the petrol bills and complete records for payment of petrol of pool cars.
8. Hiring of vehicles, when required.
9. Issue of new petrol-coupon books and log books to the Drivers.
10. Correspondence related to petrol bills and relaxation of restrictions on quantity of petrol.

**RECEIPT & ISSUE BRANCH / BAIL AND FILING SECTION**

**(N-W/North)**

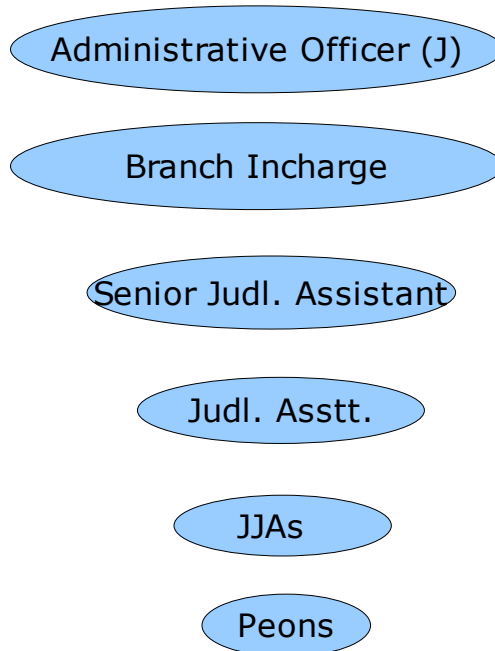
**ROHINI DISTRICT COURTS, DELHI**

Functioning for both Districts North & North-West

**Sh. Sanjay Kumar Aggarwal, Spl. Judge (CBI) (NW) / Officer Incharge**

**Sh. Pawan Kr. Jain, Spl. Judge (CBI) (NW) / Link Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Rohini Court, Delhi.



**R & I Branch :-**

1. Receipt of record, letters, communications and correspondence from the office of District & Sessions Judge, Delhi; High Court; Supreme Court and Government Agencies and passing on the same to concerned Branches.
2. All the letters are entered with the title of subject in the main register and sent to the concerned branches/ Courts on the same day.



3. To collect, on being called upon to do so by the authorities, the judicial record from Supreme Court/ High Court and pass on the same to concerned court/ record room as per directions.
4. Deliver the dak dispatched.
5. Maintaining record of receipts and dispatch.

**FILING SECTION**  
**ROHINI DISTRICT COURT, DELHI**

functioning for both districts North & North-West

District & Sessions Judge  
North-West District, Rohini Court, Delhi

Following Officers/ Officials assist the District Judge marking of daily new cases to Officers.

Administrative Officer (Judicial)

Branch Incharge

Judicial Assistant

JJAs

**FILING OF FRESH CASES IN RESPECT OF CENTRAL DISTRICT :-**

1. Receiving of files for District Judge such as Civil Suits, Probate Cases, Regular Civil Appeals, Misc. Civil Appeals, Public Premises Act, Appeals u/s 347D DMC Act & 256 NDMC Act, Criminal Revision, Criminal Appeal, Execution of Arbitration Awards.
2. Checking the Jurisdictions (pecuniary and territorial jurisdiction) of all the cases received.

3. Checking the value of Suit, Court Fee, Vakalatnama, Affidavit, Paging and Signature of the applicant on the petition and also report regarding connected cases, pending in the court, if any.
4. Checking the Caveat in all the files received and if any Caveat found, it be attached with the file and making endorsement in the Ist page of Plaint regarding attaching of Caveat.
5. After Checking of files stamp of filing at the last page of plaint is put.
6. Give centralised filing number to each file after making entry in the computer category wise.
7. Receive caveats and make entry in the manual register and give number to each caveat.
8. Entry of all files received in Manual/Allocation Register and prepare the files for allocation district wise for marking the files from the District Judge.
9. After marking of files, allocate the files in computer and transfer data to the concerned courts through computer server.

### **FILING OF BAIL APPLICATIONS :-**

1. The Bail Applications are now disposed off by Additional Sessions Judges according to the Police Stations allocated to them. The Bail Applications are received and thoroughly checked in respect of Court Fee, Jurisdiction and enclosed documents by Dealing Clerks deputed at Filing Center.

2. Computerized Cause List is then prepared after sorting of these bail applications Police Station wise. Thereafter, these bail applications are sent to the concerned courts and copies of the same are also sent to Prosecution Branch by Dealing Clerks deputed at Filing Counter. A copy of the computerized Cause List so prepared is displayed in front of Bail Section.
3. Bail Orders received from the concerned Sessions Judges and prepared copies of those bail orders are attested by Branch Incharge or official on duty for issuing the same to the litigants/lawyers and Prosecution Branch, and to the court of concerned MM also for Superintendent Central Jail.
4. Kharja of all these bail applications is made daily on the Cause-list of Bail applications and thereafter the disposed off bail applications sent to Bail Clerk for consignment to the Record room after making necessary entries in Computer and Monthly Bail Report is prepared and sent to the Central District, Delhi.
5. Attestation of Copies of Judgments/Orders passed by the Judicial Officers in which copies are being sent to the lower courts/courts concerned.

**BAIL SECTION**  
**NORTH-WEST DISTRICT**  
**ROHINI DISTRICT COURTS, DELHI**

Following Officers/ Officials assist the District Judge marking of daily new cases to Officers.

Administrative Officer (Judicial)

Sr. Judl. Asstt.

JJA

The Bail Section shall primarily deal with the following issues/subjects :-

1. To receive the Bail Applications from the Courts and right from Kharjas to consignment to Record Room.
2. Monthly Statement regarding Disposal, Institution and Disposal of Bail Applications details to be dispatched to Headquarter for onward transmission to the Hon'ble High Court of Delhi.
3. To deal with the queries regarding institution, disposal & pendency of the Bail Applications by the Hon'ble High Court of Delhi and Headquarter.
4. Attestation of judgments and Order of Sentences received from the Sessions Courts.
5. Ancillary RTI matters.

**COPYING AGENCY**  
**ROHINI DISTRICT COURT, DELHI**

Functioning for both Districts North & North-West

**Sh. Pawan Kr. Jain, Spl. Judge (CBI) / Officer Incharge**

**Sh. Prashant Kumar, Addl. District Judge / Link Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Copying Agency, Rohini Court, Delhi.

Administrative Officer (Judl)

Branch Incharge

Senior Judl. Assistant

JA/Enquiry-cum-Delivery  
Clerk/Examiner

JJA/File Fetcher/Copyist

The Copying Agency is providing all the certified copies related to Judicial Case File.

**The work structure of the Copying Agency is as under :-**

1. Applicant applies the Certified Copy application in prescribed proforma along with copy of the same.
2. The Receipt Clerk at Facilitation Centre puts C.A. Number on the application and gives the receipt against his received C.A. Application.

3. The Receipt Clerk then sends the C.A. Application to the concerned Copying Agency.
4. The Branch-In-Charge then according to the court / branch, where the record is lying, marks the C.A. Application to the concerned File Fetcher (a person who brings the file/record from the court/branch.)
5. The File Fetcher then hands over the C.A. Application to the Ahlmad for making available to the concerned file/record.
6. According to the demand of the applicant, as mentioned in his/her C.A. Application, the Ahlmad sends the file/records to the Copying Agency through File Fetcher.
7. The Branch-In-Charge marks the file/record to the Copyist (a person who prepares the certified copies) for preparation of Certified copies.
8. The Copyist then checks and co-relates file as to whether the copies of items sought for by the applicant is in the file or not. Copyist also checks whether the applicant is the party to the case or not and if the applicant is not found to be the party or not related to the case, he is not allowed to have the copies of exhibited documents.

9. After copying the pages, beside putting other stamps, Copyist puts a large sized stamp (on which details viz. Name of the copyist, C.A. No., Number of copied pages etc. are mentioned) on the back of the first page/heading and fills up the relevant details in the columns of the stamp and also mentions whether the C.A. Is applied in URGENT or ORDINARY mode (It may be noted that the Process Fee of Rs. 25/- is charged in URGENT mode and Rs. 10/- is charged in ORDINARY mode and Rs. 5/- is charged for per copied page). After completing all above, Copyist gives the prepared copies along with the relevant file to the Examiner (a person who examines and tallies the copy from the original record).
  
10. After having examined the copies, so prepared by the Copyist, the Examiner signs each page of the copy and after that the same is sent to the Facilitation Centre for its delivery.
  
11. The certified copies are then delivered to the applicant on presenting the receipt issued to him and if the copying fee is not covered under his earlier deposited fee, the recovery is charged from him accordingly.
  
12. The Receipt Clerk, after closing (at 3:30 PM) of counters meant for C.As. at Facilitation Centre and deposits the entire cash, lying with him, to Cashier, Rohini Court, Delhi.



**RECORD ROOM (N-W/North)**  
**ROHINI DISTRICT COURTS, DELHI**

Functioning for both Districts North & North-West

**Sh. Rakesh Kumar Sharma, ADJ (NW) / Officer Incharge**

**Sh. Manish Khurana, ACMM (North) / Link Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Record Room, Rohini Court, Delhi.

Administrative Officer (Judl)

Branch Incharge

Senior Judl. Assistant

Judicial Assistant

JJA

**The Record Room** would be, henceforth, split into **three separate branches :-**

1. **Record Room (Criminal):-** Criminal Cases decided by Magisterial Court are consigned with this branch.
2. **Record Room (Civil):-** Civil Cases decided by the Civil Judges, ARCs are consigned with this branch.
3. **Record Room (Sessions):-** Criminal Cases decided by the Sessions Courts and the Civil Suits, MACT Cases etc. decided by ADJs/MACTs are consigned with this branch.

The tasks of these branches include the following :-

1. To receive the files of the decided cases;
2. To give Goshwara (consignment) Number;
3. Keep the files in the custody of the mauza Clerk;
4. Send the decided files in compliance on requisition from the courts, (including High Court/Supreme Court), under intimation to Judicial-II branch;
5. Receive, upon return, the record of decided cases by courts (including High Court/Supreme Court) and action thereon as per directions.
6. Maintain proper record of dispatch to, and handling over of file in, the court requisitioning for certified copies, and receipt (on return) of the files.
7. To manage space allocated and to periodically assess the requirement of space and compactors and to take requisite steps in case of any such requirement.
8. To prepare lists of decided case files mature for weeding out as per Delhi High Court Rules & Orders.
9. To weed out the decided case files under the order and supervision of the Officer In-charge.
10. Ancillary RTI Matters.

11. Digitization of Records.

12. Maintenance of e-records in coordination with Computer Branch.

**RTI BRANCH**  
**ROHINI DISTRICT COURTS, DELHI**

**Sh. Manoj Jain, ASJ (FTC) / First Appellate Authority**

**Sh. Vipin Kumar Rai, ASJ (Spl. FTC) / Link First Appellate Authority**

**Sh. Rajneesh Kr. Gupta, Spl. Judge (CBI) / Transparency Officer / Officer Incharge RTI Branch**

**Sh. Pankaj Gupta, ASJ / Link Officer Incharge RTI Branch**

Ms. Usha Khatter, Administrative Officer (Judicial) / Public Information Officer

Ms. Vinod Bala, Administrative Officer (Judicial) / 1<sup>st</sup> Link Public Information Officer

Ms. Nisha Khanna, Administrative Officer (Judicial) / 2<sup>nd</sup> Link Public Information Officer

Sh. Naresh Bhardwaj, Sr. Judl. Assistant, Facilitation Centre / Record Officer

Ms. Neeru Aneja, Sr. Judl. Assistant, Admn. Branch/ Link Record Officer

One Junior Judicial Assistant are working under the Supervision of **Public Information Officer &** one Junior Judicial Assistant, assist the Record Officer to maintained the record in the RTI Cell, Rohini District Court, Delhi.

This Branch deals with the applications under the Right to information Act and register them :-

1. To receive applications under the Right to Information Act and register them.
2. Process the application and seek/obtain the comments/information sought in the application, from the concerned branch, court of official.

3. Prepare the reply.
4. Communicate expeditiously, in time, the information sought or appropriate reply to the applicant, or take necessary action in accordance with law/rules.
5. To receive appeals and register them.
6. Assist the Appellate Authority on appeals being filed.
7. Compliance with directions of Appellate Authority.
8. Assist Transparency Officer.

**Note to RTI applicants:- Please pay requisite fee of Rs. 10/- (Rupees Ten only) for RTI application in the mode of Cash after getting endorsement of PIO with the cashier at Room No. 18A or by way of Demand Draft/Bankers Cheque issued in the name of "*District & Sessions Judge (North-West), Rohini Courts, Delhi or by way of Indian Postal Order (not to be crossed)*".**

**OFFICE OF CMM/ EVENING CELL (N/W)**  
**ROHINI DISTRICT COURTS, DELHI**

**Ms. Sugandha Aggarwal, CMM (NW) / Officer Incharge**

**Sh. Devender Nain, ACMM (NW) / Link Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Office of CMM, Rohini Court, Delhi.

Administrative Officer (Judicial)

Branch Incharge

Senior Judl. Assistant

Judicial Assistant

JJA

Office of Chief Metropolitan Magistrate (CMM) shall discharge responsibility including with regard to the following issues/subjects :-

1. Receiving from the Filing Section the criminal complaints on day-to-day basis and placing them before the CMM, as per jurisdiction, for assignment to the Magisterial courts.

2. Obtaining from the Magisterial courts of the District periodical statements about the Pendency disposal etc., as also as and when special requisition in this regard is received from the superior authorities.
3. Issuance of Duty Roaster for provision of Duty Magistrate for dealing with urgent matters after regular working hours for each day as also on holidays (including Sundays) and to send the same to all the concerned including High Court and Office of the District & Sessions (NW), Delhi.
4. Supervising the working of the Evening Courts including allocation of duties in that regard.
5. Supervising the working of the Video conferencing Room, with aid and assistance of the Computer Branch.
6. Roaster of duty of Metropolitan Magistrates (issuance, circulation and forwarding therewith to Hon'ble High Court/Sessions).

**OFFICE OF ACJ & NAZARAT BRANCH**

**ROHINI DISTRICT COURTS, DELHI**

**Sh. Bhupinder Singh, Administrative Civil Judge / Officer Incharge**

**Sh. Rajesh Malik, JSCC-cum-ASCJ-cum-GJ/ Link Officer Incharge**

Following officials assist the Administrative Civil Judge in Administrative Matters related to Group-D Officials.

Branch Incharge

Senior Judl. Assistant

Jr. Judl. Asstt.

Office of Administrative Civil Judge (ACJ) shall be responsible for the following issues/subjects :-

1. This Office shall deal with the officials of the rank of Process Servers, Bailiffs and Nazirs only.
2. Allocation of duties, transfers/postings of such staff as mentioned above, after obtaining prior approval of the District Judge (North-West).



3. Overall supervision over working of the Nazarat Branch.
4. Assignment of duties to the Bailiffs, are-wise, with approval of the District Judge (North-West).
5. Assignment of duties to the Bailiffs, are-wise, with approval of the District Judge (North-West).
6. Periodical constant review of the work, conduct and performance of Process Servers/Bailiffs.
7. Assignment of specific duties vis-a-vis warrants/orders issued by the Civil Courts for execution.
8. Inquiries into complaints against Process Servers, Nazir & Bailiffs etc.

**CARE TAKING BRANCH**  
**ROHINI DISTRICT COURTS, DELHI**

Functioning for both districts North & North-West

**Sh. Bhupinder Singh, Administrative Civil Judge / Officer Incharge**

**Sh. Naveen Gupta, JSCC-cum-ASCJ-cum-GJ/ Link Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Care Taking Branch, Rohini Court, Delhi.

Administrative Officer (Judicial)

Branch Incharge-cum-Care Taker

JJA-cum-Assistant Care Taker

Peons/Farash/Safai  
karamcharis/Chowkidars

The Care Taking Branch deals with a variety of subjects besides those pertaining to certain other Units/Sections/Cells including Building Maintenance Cell, Space Allotment, Lawyers' Chambers Allotment Cell, Security Cell, Telephone Exchange, Housekeeping (Cleanliness/Sanitation etc.) Cell, Environment (Horticulture Cell), Hospitality and Protocol Branch.

1. Security of the court complex and government property lying/attached therein.
2. Opening of the court complex in the morning well in time for cleaning etc.

3. Closing of the court complex and locking it up for proper safety at the end of each working day.
4. To Maintaining inventory of all kinds of furniture/furnishing in the court complex and ensuring safety thereof.
5. Regular liaison with the private agency engaged for providing security to the court complex and police department, to ensure safety and security of the court complex, under guidance of and regular reporting to Officer In-charge (Security) and the District Judge.
6. Regular contact with the officers of PWD and other agencies engaged in ongoing projects and pending works (civil/electrical etc.) in the court complex, under guidance of and regular reporting to Officer In-charge (General Branch), (BMC), Administrative Civil Judge and the District Judge.
7. Follow up on complaints of disrepair requiring action from PWD (Civil/Electrical) staff in Courts Complex.
8. Regular supervision over the staff deputed at the Entry Gates.
9. Maintaining Notice Boards.
10. Maintaining Signages.
11. Supervision on working of the Medical Unit & De-stress Room.
12. General complaints from public at large.

**BUILDING MAINTENANCE :-**

1. To deal with the correspondence relating to ongoing projects and all pending works (civil, electrical etc.) of the Rohini Court Complex, North-West, Rohini.

2. Process of recommendations for grant of administrative approval and expenditure sanctions for various works, as received from different Committees and or PWD authorities.
3. Maintaining records of minutes of BMCC of Hon'ble High Court, BMC of the District, making over extracts thereof for compliance to concerned quarters as also follow-up action thereupon.

**SPACE ALLOTMENT :-**

1. To propose space allotment to the Sub-committee on Space Allotment.
2. Follow-up action on recommendations of the Sub-committee on space allotment upon approval by the District Judge.
3. Allotment of court rooms/space for administrative branches.

**FACILITATION CENTRE & BIO METRIC CELL**  
**ROHINI DISTRICT COURTS, DELHI**

Functioning for both Districts North & North-West

**Sh. Kanwal Jeet Arora, Addl. Sessions Judge (NW)/ Officer Incharge**

**Sh. Vidya Prakash, Addl. Sessions Judge (North) / Link Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Facilitation Centre, Rohini Court, Delhi.

Administrative Officer (J)

Senior Judl. Assistant

JJAs

**The Facilitation Centre** provides information and deals with the General Enquiry to litigants/general public/members of Bar. Receives official dak and maintains record of all type of correspondence related to facilitation Centre.

**SECURITY :-**

1. Monitoring the use of CCTV system by security agency/police.
2. Supervision over performance of agency engaged for security and police personnel deputed for the purpose.
3. All other matters pertaining to CCTV system at District Court Complex, North-West, Rohini, Delhi.

## **TELEPHONES :-**

1. Functioning of local telephone exchange.
2. Preparation and distribution of telephone directory.
3. Sanction of new telephone lines, EPBAX/FAX/Lease circuit line, PRI line, Data line to judicial officers and installation at residence/offices/court complex.
4. Shifting of telephone connections of judicial officers.

## **HOUSE KEEPING :-**

1. Renewal/floating of tenders for outsourcing of housekeeping services, under guidance of Housekeeping Committee.
2. Supervision over performance of agency engaged for housekeeping.

## **ENVIRONMENT (HORTICULTURE) :-**

1. To take follow-up action on recommendation of the Environment (Horticulture) Committee, as approved by the District Judge.
2. To supervise the maintenance of nursery, gardens, flowerbeds, trees/plantations in the Court Complex.
3. To coordinate with the concerned departments in PWD, Jal Board etc. for maintenance of greenery in the Court Complex.
4. To oversee the maintenance of greenery on the periphery of the Court Complex, as falling within the jurisdiction of MCD, coordinating efforts with that agency.

## **HOSPITALITY & PROTOCOL :-**

1. To cater to needs of and make all arrangements for arrangements for officials functions, meetings, seminars, conferences etc.
2. To look after requirements of protocol at the time of visits of high dignitaries.

**LIBRARY BRANCH**  
**ROHINI DISTRICT COURTS, DELHI**

Functioning for both Districts North & North-West

**Sh. M.R. Sethi, Spl. Judge NDPS (North) / Officer Incharge**

**Ms. Nivedita Anil Sharma, Spl. NDPS (NW) / Link Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Library Branch, Rohini Court, Delhi.

Administrative Officer (Judicial)

Branch Incharge

Asstt. Librarian-cum-  
Information Officer

Jr. Judl. Assistant

Library Branch shall be responsible for the following issues/subjects :-

1. To maintain the stock of all the books of the Library Branch, entries of books and law journals in the Library software e-Granthalya.
2. To handle the charge of the Library's accessories like Computer, CD's Softwares.
3. Issue and Return of Books and journals on permanent basis and to prepare reminder of books issued.

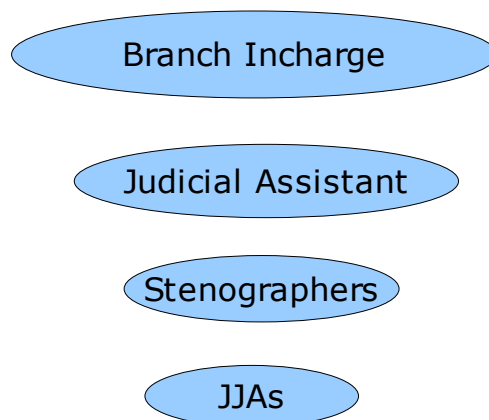


4. Newspapers cutting, checking of Newspapers and Magazines of both the Districts i.e. (North & North-West).
5. To handle and deal with the binding work of books/journals of all the courts/residential camp office of both the Districts (North & North-West).
6. To handle and take care of supply to the permanent Court Library as well as Residential Library of the Judicial Officers posted at Rohini Court Complex.
7. Monthly distribution of law journal to the Judicial Officers posted at Rohini Court Complex.
8. To maintain Newspapers stock and processing of bills accordingly.
9. To bring books from Tis Hazari Library to Rohini Courts Library and Vice-versa.
10. To ascertain the requirement of books/journals etc. periodically and to take necessary steps for a additional requirement.

**MEDIATION CENTRE**  
**ROHINI DISTRICT COURTS, DELHI**

**Sh. Manmohan Sharma, Addl. District Judge / Officer Incharge**

Following officials work under the Supervision of Officer Incharge, Care Taking Branch, Rohini Court, Delhi.



**Structure of the Branch**

The mediation Centre is situated on the 4<sup>th</sup> floor of the building and is fully air-conditioned. There is a reception hall for litigants and counsels who come to participate in mediation and adequate sitting arrangement is there for them.

There are One Branch Incharge, One UDC, Four Stenographers and three Junior Judicial Assistants in the Mediation Centre. Junior Judicial Assistants maintain the institution register, settlement register, register of cases which have not been settled, register of the cases not fit for mediation, Dak Register, Official Communication, receipts and transmission of the files. Junior Judicial Assistants maintains updates computer and advocate/mediators' remuneration in the mediation Centre. There are two Peons in the Mediation Centre.

## **COMPUTER BRANCH & VIDEO CONFERENCING**

### **ROHINI DISTRICT COURTS, DELHI**

Functioning both districts North & North-West

#### **The Structure of the Branch is as under :-**

**Sh. Kanwal Jeet Arora, Addl. Sessions Judge / Chairman / Officer Incharge**

(Head of the Computer Committee)

**Sh. Rakesh Kumar Sharma, Addl. District Judge / Link Officer Incharge**

**Sh. Sushil Anuj Tyagi, Metropolitan Magistrate / Nodal Officer**

(Member / Nodal Officer to look after day-to-day problems of computerization)

**Sh. Abilash Malhotra, Metropolitan Magistrate (North) / Nodal Officer**

(Member/ Nodal Officer for e-courts)

**Ms. Meenu Kaushik, Metropolitan Magistrate / Link Nodal Officer**

**Ms. Usha Khattar, Administrative Officer (Judicial)**

(Incharge of Computer Branch)

**Sh. Suresh Kumar Sachdeva/ Branch Incharge**

(Assist A.O. (Judicial))

#### **JUDICIAL ASSISTANT**

Manages and maintains the files relating to computers, printers, its peripherals, Pen Drives, CD/DVDs, Cartridges, Laptops, AMCs, Local Area Networking etc., and mobile phones provided to Courts and Judicial Officers.

#### **JUNIOR JUDICIAL ASSISTANT**

(Noting & Drafting of the files and maintain the backup on server, uploading the data to the website & any other technical assistance and facilities to the Judicial Officers and Officials posted in Rohini Court Complex.

This Branch shall be responsible for the follow up and compliance of all the decisions of the Central Computer Committee and supervision of the computerization in the North-West District, Rohini and shall attend the following issues/matters :-

1. Maintenance of Server Room and other miscellaneous work related to the Server Room and Data uploading (i.e. updation of daily order, judgements and cause list).
2. Installation of Biometric Attendance System, its maintenance thereafter and generation of reports to be made over to concerned OIC (Admn.).
3. LAN networking, digitization of old record project.
4. Maintain inventory of stock of hardware and software of computer related peripherals.
5. To process all the complaints and maintenance related to hardware/software of the computer system installed at the residential office of judicial officers if within the warranty/AMC period, as the case may be.
6. To look into the Complaints and maintenance regarding laptops and printers provided by E-Committee (Supreme Court), if already within warranty/AMC as the case may be.
7. To attend all the complaints and maintenance related to hardware/software of computer system and its peripherals installed at the District Court Complex, installation and maintenance and related complaints of broadband and lease line connection installed at District Courts and residential offices of judicial officers.
8. Assist & aid office of CMM in functioning of video conferencing room at Rohini Courts.
9. Updation/Maintenance of official website of Rohini Courts.
10. Scanning of data/files in co-ordination with Record Room & maintenance of records of backup.
11. Loading of important information.

12. Functioning of e-courts and also upcoming Vulnerable Witness Court Rooms.

13. Creation of vulnerable witness rooms.

14. Video Conferencing of various proceedings & maintenance / preservation of electronic records.

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