

# **ROHINI DISTRICT COURTS : DELHI**

THERE ARE 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 / ASJ (Electricity)

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.  
Ph. No. 011-27554439**

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

### **NORTH-WEST DISTRICT**

<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)**

<b>S.NO</b>	<b>NAME OF THE JUDICIAL OFFICER</b>	<b>DESIGNATION</b>	<b>ROOM NO.</b>
1	SH. DINESH BHATT	SPECIAL JUDGE (PC ACT) CENTRAL BUREAU OF INVESTIGATION -1 (SPL. JUDGE, (PC ACT) (CBI-I))	315 THIRD FLOOR
2	SH. ASHUTOSH KUMAR	SPECIAL JUDGE (PC Act) CENTRAL BUREAU OF INVESTIGATION -2 (SPL. JUDGE, CBI-3)	406 FOURTH FLOOR
3	SH. PARAMJEET SINGH	SPECIAL JUDGE (PC ACT) CENTRAL BUREAU OF INVESTIGATION -3 (SPL. JUDGE, CBI-2)	308 THIRD FLOOR
4	SH. PAWAN KUMAR MATTO	SPECIAL JUDGE NDPS (NARCOTICS DRUGS & PSYCHOTROPIC SUBSTANCE ACT), NORTH-WEST DISTRICT (SPL. JUDGE,NDPS)	318 THIRD FLOOR
5	SH. RAJNEESH KUMAR GUPTA	ADDITIONAL SESSIONS JUDGE (ELECTRICITY) (ASJ)	205 SECOND FLOOR

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

<b>S.NO</b>	<b>NAME OF THE JUDICIAL OFFICER</b>	<b>DESIGNATION</b>	<b>ROOM NO.</b>
6	MS. PREETI AGRAWAL GUPTA	ADDITIONAL SESSIONS JUDGE-1, NORTH-WEST DISTRICT (ASJ-1, N-W DISTRICT)	210 SECOND FLOOR
7	SH. DEEPAK GARG	ADDITIONAL SESSIONS JUDGE-2, NORTH-WEST	409 FOURTH

		DISTRICT (ASJ-2, N-W DISTRICT)	FLOOR
8	SH. MANU RAI SETHI	ADDITIONAL SESSIONS JUDGE-3, NORTH-WEST DISTRICT (ASJ-3 N-W DISTRICT)	304 THIRD FLOOR
9	SH. SUNIL KUMAR AGGARWAL	ADDITIONAL SESSIONS JUDGE-4, NORTH-WEST DISTRICT (ASJ-4, N-W DISTRICT)	203 SECOND FLOOR
10	Vacant Court	ADDITIONAL SESSIONS JUDGE, FAST TRACK COURT (ASJ, FTC)	302 THIRD FLOOR
11	MS. ANJU BAJAJ CHANDNA	ADDITIONAL SESSIONS JUDGE, SPL. FAST TRACK COURT (ASJ, SPL. FTC)	201 SECOND FLOOR

**ADDITIONAL DISTRICT JUDGES (NORTH-WEST DISTRICT)  
CIVIL COURTS**

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

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

16	SH. AMIT BANSAL	PRESIDING OFFICER, MOTOR ACCIDENT CLAIM TRIBUNAL (N/W DISTRICT, ROHINI & PO ZONAL VENDING COMMITTEE (MUNCIPAL CORPORATION OF DELHI) (PO, MACT)	19 GROUND FLOOR
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**CIVIL JUDGES / RENT CONTROLLERS  
COURTS OF RC, SCJ, JSCC, ACJ, CCJ AND ARC**

17	SH. SHARAD GUPTA	SENIOR CIVIL JUDGE-CUM-RENT CONTROLLER, NORTH-WEST DISTT. (SCJ/RC, N/W DISTT.)	410 FOURTH FLOOR
18	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
19	MS. VANDANA	JUDGE SMALL CAUSE COURT-CUM-ADDITIONAL SENIOR CIVIL JUDGE-CUM-GUARDIAN JUDGE, NORTH-WEST DISTRICT (JSCC/ASCJ/GJ)	217 SECOND FLOOR
20	MS. SONAM GUPTA	CIVIL JUDGE (CJ)	111 FIRST FLOOR

### **FAMILY COURTS**

21	SH. A.K. MENDIRATTA	PRINCIPAL FAMILY JUDGE	4 GROUND FLOOR
22	SH. MAHESH CHANDER GUPTA	JUDGE, FAMILY COURT - 03	7 GROUND FLOOR

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

23	MS. KIRAN GUPTA	CHIEF METROPOLITAN MAGISTRATES, NORTH-WEST DISTRICT (CMM N/W DISTT.)	108 GROUND FLOOR
24	SH. DEVENDER NAIN	ADDITIONAL CHIEF METROPOLITAN MAGISTRATES, NORTH-WEST DISTRICT (ACMM N/W DISTT.) (Also assigned work of PS Begumpur hitherto)	101 FIRST FLOOR

		looked after by Mr. S.K. Sethi as MM-3, NW, Rohini)	
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### **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.)	18 GROUND FLOOR

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

27	MS. SHAMA GUPTA	METROPOLITAN MAGISTRATE -1, NORTH- WEST DISTT. (MM-4, N/W DISTT.)	102 FIRST FLOOR
28	SH. DEEPAK KUMAR-I	METROPOLITAN MAGISTRATE -2, NORTH- WEST DISTT. (MM-2, N/W DISTT.)	113 FIRST FLOOR
29	SH. RAVINDER SINGH	METROPOLITAN MAGISTRATE -3, NORTH- WEST DISTT. (MM-3, N/W DISTT.)	107 FIRST FLOOR
30	SH. VIPLAV DABAS	METROPOLITAN MAGISTRATE- 4, NORTH- WEST DISTT. (MM-4, N/W DISTT.)	112 FIRST FLOOR
31	SH. SHIRISH AGGARWAL	METROPOLITAN MAGISTRATE- 5, NORTH- WEST DISTT. (MM-5, N/W DISTT.)	218 SECOND FLOOR
32	MS. PRIYANKA RAJPOOT	METROPOLITAN MAGISTRATE (NI ACT), NORTH-WEST DISTT. (MM, N/W DISTT.)	118 FIRST FLOOR

### **METROPOLITAN MAGISTRATES**

## **TRAFFIC/CHALLAN COURTS**

33	Vacant Court	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)	405 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

### **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 Accounts	Group-A (Gaz.)	15,600-39,100/-	6600/-
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/-
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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/-

## ANNEXURE A

## STATEMENT FOR THE MONTH OF MARCH 17


MAJOR HEAD	SANCTION BUDGET	EXPENDITURE INCURRED DURING FY 2017-18
2014 - Admn. Of Justice		
B.1 (1) -00.105- Civil & Sessions Court		
B.1(1)(1)(1) - 99-00-01- Salaries	500767855	483252271
B.1(1)(1)(2) - Wages	0	0
B.1(1)(1)(3) - 99-00-03-O.T.A.	3000	0
B.1(1)(1)(4) - 99-00-11-Travel Exp.	200000	80241
B.1(1)(1)(5) - 99-00-13- Office Exp.	47000000	45750343
B.1(1)(1)(6) - 99-00-50-Other Charges	1600000	1619992
B.1(1)(1)(7) -99-00-06- Medical Treatment	3900000	3869182
<b>Total</b>	<b>553470855</b>	<b>534572029</b>
97-00-42-Computerization of District & Sessions Court	440000	433730
2014 - Admn. Of Justice		
B.1 (2) -00.108- Criminal Court		
B.1 (2) -99-Judl. Mag. Courts		
B.1(2)(1)(1)-99-00-01- Salaries	11269000	7991979
B.1(2)(1)(2) - Wages	0	
B.1(2)(1)(3) -99-00-11- Travel Exp.	50000	40772
B.1(2)(1)(4) -99-00-13- Office Exp.	38700000	31573135
B.1(2)(1)(5) - R.R.T.	0	
B.1(2)(1)(6) -99-00-50- Other Charges	1600000	1639418
B.1(2)(1)(7) -99-00-03- O.T.A.	0	
B.1(2)(1)(8) -99-00-06- Medical Treatment	3700000	3586059
<b>Total</b>	<b>55319000</b>	<b>44831363</b>
"2056" - Lock Up Charges		
Other Charges	1500000	1499969
<b>G. Total</b>	<b>610729855</b>	<b>581337091</b>

A.A.O. (N/W)  
4/17

Appendix 'B'

**Statement for the month of June 17**

MAJOR HEAD	SANCTION BUDGET	EXPENDITURE INCURRED UPTO JUNE 17
2014 - Admn. Of Justice		
B.1 (1) -00.105- Civil & Sessions Court		
B.1(1)(1)(1) - 99-00-01- Salaries	575497855	123661175
B.1(1)(1)(2) - Wages	0	
B.1(1)(1)(3) - 99-00-03-O.T.A.	0	
B.1(1)(1)(4) - 99-00-11-Travel Exp.	200000	18479
B.1(1)(1)(5) - 99-00-13- Office Exp.	78426000	15895995
B.1(1)(1)(6) - 99-00-50-Other Charges	1700000	491415
B.1(1)(1)(7) -99-00-06- Medical Treatment	4000000	897827
<b>Total</b>	<b>659823855</b>	<b>140964891</b>
97-00-42-Computerization of District & Sessions Court	1100000	0
2014 - Admn. Of Justice		
B.1 (2) -00.108- Criminal Court		
B.1 (2) -99-Judl. Mag. Courts		
B.1(2)(1)(1)-99-00-01- Salaries	12232000	1649714
B.1(2)(1)(2) - Wages	0	
B.1(2)(1)(3) -99-00-11- Travel Exp.	50000	0
B.1(2)(1)(4) -99-00-13- Office Exp.	43995000	1652652
B.1(2)(1)(5) - R.R.T.	0	
B.1(2)(1)(6) -99-00-50- Other Charges	1700000	477700
B.1(2)(1)(7) -99-00-03- O.T.A.	0	
B.1(2)(1)(8) -99-00-06- Medical Treatment	4000000	3900
<b>Total</b>	<b>63077000</b>	<b>3783966</b>
"2056" - Lock Up Charges		
Other Charges	1700000	445560
<b>G. Total</b>	<b>724600855</b>	<b>145194417</b>

  
**A.A.O.** (N/...)  
 4/8/17

ANNEXURE 'C'

**SANCTIONED BUDGET FOR THE F.Y 2017-18**

MAJOR HEAD	SANCTION BUDGET
2014 - Admn. Of Justice	
B.1 (1) -00.105- Civil & Sessions Court	
B.1(1)(1)(1) - 99-00-01- Salaries	575497855
B.1(1)(1)(2) - Wages	0
B.1(1)(1)(3) - 99-00-03-O.T.A.	0
B.1(1)(1)(4) - 99-00-11-Travel Exp.	200000
B.1(1)(1)(5) - 99-00-13- Office Exp.	78426000
B.1(1)(1)(6) - 99-00-50-Other Charges	1700000
B.1(1)(1)(7) -99-00-06- Medical Treatment	4000000
Total	<b>659823855</b>
97-00-42-Computerization of District & Sessions Court	1100000
2014 - Admn. Of Justice	
B.1 (2) -00.108- Criminal Court	
B.1 (2) -99-Judl. Mag. Courts	
B.1(2)(1)(1)-99-00-01- Salaries	12232000
B.1(2)(1)(2) - Wages	0
B.1(2)(1)(3) -99-00-11- Travel Exp.	50000
B.1(2)(1)(4) -99-00-13- Office Exp.	43995000
B.1(2)(1)(5) - R.R.T.	0
B.1(2)(1)(6) -99-00-50- Other Charges	1700000
B.1(2)(1)(7) -99-00-03- O.T.A.	0
B.1(2)(1)(8) -99-00-06- Medical Treatment	4000000
Total	<b>63077000</b>
"2056" - Lock Up Charges	
Other Charges	1700000
<b>G. Total</b>	<b>724600855</b>

A.A.O. 01/12  
*[Signature]*

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE  
NORTH WEST DISTRICT: ROHINI COURTS: DELHI**

**LIST OF JUDICIAL OFFICERS WHO HAVE DRAWN  
SALARY FROM NORTH WEST DISTRICT, ROHINI**

Sl. No.	PIN No.	<u>PAY MATRIX LEVEL</u>	NAME OF THE OFFICER(S./Sh./Ms./Dr.) (IN ALPHABETICAL ORDER)	Designation	Gross Salary
1	65742161	13 A	AMIT BANSAL	D.H.J.S.	173682
2	52069573	14	ANJU BAJAJ CHANDNA	D.H.J.S.	213514
3	59921156	10	APOORV SARVARIA	D.J.S.	103650
4	51211932	13 A	ASHUTOSH KUMAR	D.H.J.S.	164010
5	86675048	12	BHUPINDER SINGH	D.J.S.	167178
6	78006417	13 A	DEEPAK GARG	D.H.J.S.	238250
7	19958779	10	DEEPAK KUMAR	D.J.S.	80458
8	21081331	12	DEVENDER NAIN	D.J.S.	153354
9	71656834	14	DINESH BHATT	D.H.J.S.	195938
10	91015409	14	DR. SAHABUDDIN	D.H.J.S.	207482
11	90364775	12	KIRAN GUPTA	D.J.S.	172042
12	21428817	14	MAN MOHAN SHARMA	D.H.J.S.	253994
13	10963578	13 A	MANISH GUPTA	D.H.J.S.	212394
14	17651505	15	MANOJ JAIN	D.H.J.S.	260778
15	79777114	15	MANU RAI SETHI	D.H.J.S.	260778
16	76445607	14	PARAMJIT SINGH	D.H.J.S.	239786
17	16834864	13 A	PAWAN KUMAR MATTO	D.H.J.S.	194690
18	97158607	13 A	PREETI AGGARWAL GUPTA	D.H.J.S.	231466
19	46380308	10	PRIYANKA RAJPOOT	D.J.S.	98026
20	15701700	14	RAJNEESH KR. GUPTA	D.H.J.S.	213514

24	63986489	11	SAUMYA CHAUHAN	D.J.S.	124394
25	21270272	10	SHAMA GUPTA	D.J.S.	126570
26	70689919	12	SHARAD GUPTA	D.J.S.	140746
27	14872109	10	SHIRISH AGGARWAL	D.J.S.	126570
28	31734749	10	SONAM GUPTA	D.J.S.	98026
29	34311644	13 A	SUNIL CHAUDHARY	D.H.J.S.	173682
30	55844536	14	SUNIL KR . AGGARWAL	D.H.J.S.	261418
31	32271706	11	SUSHEEL BALA DAGAR	D.J.S.	110930
32	31282234	12	VANDANA	D.J.S.	167178
33	45528084	11	VIPLAV DABASS	D.J.S.	135530

**LIST OF A.O.(J)/A.A.O. WHO ARE DRAWING SALARY FOR THE MONTH  
OF JULY 17 FROM THE N/W DISTRICT**

<b>S.NO.</b>	<b>E.CODE</b>	<b>PAY MATRIX LEVEL</b>	<b>NAME</b>	<b>DESIG.</b>	<b>GROSS PAY</b>	<b>REMARKS</b>
1	37564128	12	USHA KHATTAR	A.O.(J)	143040	
2	54394620	12	RAMESH KUMAR SETHIA	A.O.(J)	143040	
3	89370995	8	RAM CHARAN DHIWAR	A.A.O.	90784	
4	66218634	12	VINOD BALA	A.O.(J)	143040	

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**LIST OF JAS/JA WHO ARE DRAWING SALARY FOR THE MONTH OF JULY 17  
FROM THE N/W DISTRICT**

<b>S.NO.</b>	<b>E.CODE</b>	<b>PAY MATRIX LEVEL</b>	<b>NAME</b>	<b>DESIG.</b>	<b>GROSS PAY</b>	<b>REMARKS</b>
1	44275037	10	SHEELA VERMA	S.J.A.	98496	
2	51716707	7	RAKESH KUMARII SO RAGHUBIR SINGH	S.J.A.	85792	
3	17941597	10	DURGESH NANDANI	S.J.A.	98496	
4	17150211	11	BINOD KUMAR CHAUHAN	S.J.A.	107968	
5	96374232	8	ASHOK KUMARII SO KARTAR SINGH	J.A.	85792	
6	59839005	10	NEELAM SHARMA	S.J.A.	98496	
7	60539941	11	ANITA SHARMA	S.J.A.	107964	
8	61400871	11	KANWAR SINGH SEHRAWAT	S.J.A.	115456	
9	59498397	10	INDU ARORA	S.J.A.	98496	
10	50393418	10	RAJ KUMAR ARORA	S.J.A.	98496	
11	46638368	11	SURINDER KUMAR GUPTA	S.J.A.	111040	
12	75873696	11	SURESH CHAND SHARMA	S.J.A.	111040	
13	95167850	10	SATBIR CHAHAL	S.J.A.	95808	
14	40952847	10	NIRMALA	S.J.A.	93248	
15	38373560	11	UMA VATS	S.J.A.	91624	
16	47971662	11	URMIL SHAMBHARWAL	S.J.A.	111040	
17	90792003	11	GIANENDER SINGH KHATRI	S.J.A.	111040	
18	61494813	8	BIMAL KR PANWAR	S.J.A.	90784	
19	95807535	10	SANJAY KUMAR	S.J.A.	95808	
20	69619820	11	SURESH KUMAR SACHDEVA HND	S.J.A.	118528	
21	38621251	8	MANJU CHHABRA	S.J.A.	90784	
22	29255889	10	NARESH KUMAR BHARDWAJ	S.J.A.	98496	
23	74079378	7	MONIKA RAWAL	J.A.	74400	
24	94183876	8	RAJNI MALHOTRA	IOCL	88224	
25	68655646	11	SATWANT KAUR	S.J.A.	114112	
26	88057437	10	NEERU ANEJA	S.J.A.	98496	
27	91152186	10	RAJESH KUMAR KAUSHIK	S.J.A.	98496	
28	43252450	7	KIRAN BHATIA Wo Sh. Sandeep Bhatia	J.A.	85792	
29	97890523	8	PREM CHAND LODWAL	S.J.A.	90784	
30	97254136	8	MOHAN BAHADUR SO GIAN SINGH	S.J.A.	90784	
31	93159219	10	ABHA SHARMA	S.J.A.	101184	
32	56513575	10	JOGINDER SG. YADAV	S.J.A.	101184	
33	50462866	10	SUNIL DUTT	S.J.A.	101184	
34	61845587	7	SEEMA GUPTA	S.J.A.	76576	VRS ON 10/07/2017 (F/N)
35	48455361	7	RAJ KR. So HAWALDAR MEHTO	J.A.	56264	
36	27191902	8	MOHAN CHANDRA So Sh. Devi Dutt	S.J.A.	90784	
37	31019721	7	RENU SINHA WO RANJAN KUMAR	J.A.	74400	
38	17270975	7	BIJENDER KUMAR SO INDER SINGH	J.A.	70304	
39	49184407	7	SUSHIL KUMAR PAL	J.A.	85792	
40	34015914	7	SUNIL GUPTA So R.K. GUPTA	J.A.	70304	
41	79253923	7	BABITA RANI HOODA	J.A.	74400	
42	89752550	7	RICHA KUMAR	J.A.	74400	
43	17420905	10	ANIL KUMAR SHARMA	S.J.A.	93248	
44	60565471	8	JAGRITI SAINI WO ASHOK KR SAINI	S.J.A.	90784	
45	72814036	8	KAMLESH KUMARI DABAS	S.J.A.	90784	
46	13363098	7	PINKI KAPOOR WO SH. VIKAS KAPOOR	J.A.	74400	
47	47683019	7	MAMTA BALODI WO MOHAN CHANDER	J.A.	68384	
48	88005145	7	JITENDER KUMAR SO J P SINGH	J.A.	74400	
49	73135107	10	VIJAY KUMAR TANEJA	S.J.A.	93284	
50	53857287	7	PARKASH CHANDER SEWAL	J.A.	85792	
51	18128412	7	SANJAY PAL SINGH	J.A.	81056	
52	25868018	10	RAJNI GROVER	S.J.A.	101184	
53	74536663	8	TWINKLE GOSWAMI	S.J.A.	90784	
54	89416282	10	JAGDISH SINGH BHAKUNI	S.J.A.	95808	
55	18146550	7	JYOTI CHHABRA	J.A.	74400	
56	70085757	11	R.K.CHHABRA	S.J.A.	82160	



57	48042312	7	ANJU BHATIA Wo Sh. Surender Bhatia	J.A.	78752	
58	30287880	10	ANJU RANI	S.J.A.	93248	
59	69871169	10	MEENA BHATIA	S.J.A.	93248	
60	39798280	7	ASHUTOSH MISHRA	J.A.	74400	
61	2850801	7	RAJNI D KUMAR	J.A.	72352	
62	46548718	10	SANJEEV GUPTA	S.J.A.	101184	
63	91284295	7	ASHOK KUMAR	J.A.	81056	
64	61905931	7	POOJA SHARMA wo Sh. Deepak	J.A.	85792	
65	84943457	7	MANISHA CHAUHAN	J.A.	70304	
66	39485459	7	RAJESH SAINI	J.A.	74400	
67	53864905	10	SANGEETA ARORA	S.J.A.	93248	
68	24020512	7	MAM RAJ VASHIST	J.A.	70304	
69	65379671	7	KAMAL KISHORE	J.A.	68384	
70	72256683	10	ASHOK KUMAR MITTAL	S.J.A.	95808	
71	83292959	7	RAKESH KUMAR SO LACHHMAN RAM	J.A.	74400	
72	89716534	10	MANJU RANI	S.J.A.	101184	
73	49881765	7	DHARAM SINGH SO MAHANDO RAM	J.A.	59488	
74	14510864	7	ARUN KUMAR SO TARA CHAND	J.A.	74400	
75	99140319	7	DEEPAK NAYYAR	J.A.	74400	
76	35961943	10	SUDESH RANI VERMA	S.J.A.	101184	
77	89926738	7	AARTI MALIK WO DEEPAK MALIK	J.A.	74400	
78	93892127	7	ASHOK KUMAR SO SURAJ BHAN	J.A.	72352	
79	47147023	10	KANCHAN MANCHANDA	S.J.A.	101184	
80	70756191	7	GOPAL CHAND SO MATA DEEN	J.A.	70304	
81	78494852	7	MAMTA Wo PRATAP SINGH	J.A.	68384	
82	69079473	7	RAJESH KUMAR JANGIRA	J.A.	85792	
83	42645916	10	ALKA RANI DHAMIJA	S.J.A.	101184	
84	36489882	7	MANISH KUMAR	J.A.	68384	
85	12350553	10	LAXMAN DASS SINGHAL	S.J.A.	93248	
86	96229618	7	PAWAN KUMAR	J.A.	74400	
87	25271376	8	HARISH CHAND SHEKHAR ANAND	J.A.	85792	
88	44338197	7	SUNIL KR. So RAMPHAL SG.	J.A.	74048	
89	90164124	10	SURESH KUMAR HND	S.J.A.	100736	
90	36696804		HEMLATA SHARMA	S.J.A.		PAY STOP

## LIST OF P.A. &amp; P.S

SrNo.	Empcode	Empname	Designations	Billcode	LEVEL	Grosspay
1	51824076	RAJNI DUTTA	SR. P. A.	7	10	79398
2	88747516	AMIT KATARIA	SR. P. A.	7	10	95958
3	12442038	ASHOK KUMAR SO SH. OM PARKASH	P. A.	7	7	83510
4	25422658	ATUL KUMAR	P. A.	7	7	85942
5	92297452	RAM JANMA PRASAD	SR. P. A.	7	10	98646
6	42720841	HITESH KUMAR	P. A.	7	7	85942
7	99721506	KISHAN KR SO GOVIND SAHAI	P. A.	7	7	83510
8	51751780	NARSINGH DASS SHARMA	SR. P. A.	7	11	117312
9	98519662	RAJESH KAPOOR	SR. P. A.	7	10	104150
10	78848544	KANTA THAPA	P. A.	7	7	70558
11	47951911	MONIKA GUPTA	P. A.	7	7	85942
12	13964900	BHAGESHWARI RAWAT	SR. P. A.	7	8	90934
13	21940395	JYOTI BHAKRI WO AMIT BHAKRI	P. A.	7	7	85942
14	33937111	SUMANT DUBEY	SR. P. A.	7	8	90934
15	67105495	DEV RAJ	SR. P. A.	7	10	98646
16	12440091	ASHOK KUMAR SO SH. VED PRAKASH	P. A.	7	7	70558
17	27662405	DHARMENDER KUMAR	P. A.	7	7	85942
18	40516296	MALTI PUNIA	SR. P. A.	7	10	101334
19	61600412	DINESH KUMAR GOEL	P. A.	7	7	85942
20	87114984	ANJULA KUMARI	SR. P. A.	7	10	101334
21	70498130	ANJALI CHADHA	P. A.	7	7	85942
22	29433473	RAKHI DABAS	SR. P. A.	7	8	90934
23	69593030	HANS RAJ	P. A.	7	7	85942
24	65108821	SURENDER KUMAR SETHI	SR. P. A.	7	11	114262
25	25427250	ANITA VOHRA	P. A.	7	7	85942
26	25190304	JITENDER PARTAP ARYA	SR. P. A.	7	10	101334
27	34720799	NIDHI PURI	SR. P. A.	7	10	98646
28	10831318	SIMMY BIJOY	P. A.	7	7	83510
29	73135589	HARI OM BHARDWAJ	SR. P. A.	7	8	76694
30	23926925	CHANDAN SINGH CHAUHAN	SR. P. A.	7	10	98646
31	29134476	MANJEET SINGH	P. A.	7	7	85942
32	95877482	RAMAN GUPTA	SR. P. A.	7	11	120790
33	32202494	NAVEEN KR. CHAUHAN	P. A.	7	7	85942

34	3987282	DINESH KUMAR SO SHREE NIWAS	P. A.	8	7	64822
35	34810921	RENU SHARMA DO MAHESH CHANDER SHARMA	P. A.	8	7	76726
36	11284681	SONU KUMAR SO BISNU SINGH YADAV	P. A.	8	7	76726
37	13090950	AJAY ROHILLA SO RAM NARAIN ROHILLA	P. A.	8	7	64822
38	75134865	GUNJAN NAGPAL	P. A.	8	7	78902
39	28548322	POONAM SHARMA DO HETRAM SHARMA	P. A.	8	7	64822
40	77932259	SHRUTI DAWAR DO ASHOK KUMAR	P. A.	8	7	78902
41	52029244	AASHISH YADAV SO LT. SH. NATHU SINGH YADAV	P. A.	8	7	64822
42	89179121	SANDEEP KUMAR	P. A.	8	7	78902
43	58108803	VARUN GUPTA	P. A.	8	7	78752
44	64560015	VIKRAM SINGH So Sh. Vijendra Singh	P. A.	8	7	81206
45	58251625	JAI PRAKASH SO KHAZAN SINGH	P. A.	8	7	61366
46	25475289	RUMANIKA KATYAL	P. A.	8	7	76726
47	52411019	PREETI NEGI DO SH MATWAR SINGH NEGI	P. A.	8	7	64822
48	32847115	HEMA DO RAM KANWAR AALAWAT	P. A.	8	7	64822
49	33492562	RITU DO JAGMOHAN	P. A.	8	7	76726
50	31075569	RENU KUMARI	P. A.	8	7	78902
51	91807600	DEEPTI KUMARI DO NARAYAN RAM	P. A.	8	7	64822
52	45657173	PREETI MUDGIL DO DAYA SHANKAR	P. A.	8	7	76726
53	92630593	RAJ KUMAR	P. A.	8	7	64822
54	72175423	VIKAS RANA	P. A.	8	7	78902
55	84099307	DIVESH KUMAR	P. A.	8	7	83510
56	25524727	SANJEEV KUMAR SO MAAN SINGH	P. A.	8	7	74550
57	86019570	RICHA ARORA	P. A.	8	7	74550
58	16895031	BABITA RAWAT	P. A.	8	7	83510
59	23858925	PRERNA DO JOGINDER KUMAR	P. A.	8	7	64822
60	19502846	ATISH KUMAR SINHA SO ARVIND KUMAR SINHA	P. A.	8	7	76726

61	49226357	KARISHMA JUNEJA DO LALIT KUMAR JUNEJA	P. A.	8	7	64822
62	95994651	ARCHANA Wo SH. AMIT TANWAR	P. A.	8	7	81206
63	36777474	YOGESH JOSHI SO NAVIN CHANDRA JOSHI	P. A.	8	7	76726
64	32409035	SWEETY DO HIRA LAL	P. A.	8	7	64822
65	31539742	RAHUL RAWEL SO SHRI SUDUTT KUMAR	P. A.	8	7	76726
66	33585945	AKANSHA DO AJAB SINGH	P. A.	8	7	64822
67	46607491	SAPNA SETHI DO JAGDISH KUMAR SETHI	P. A.	8	7	76726
68	34079987	MAMTA KASHYAP	P. A.	8	7	53398
69	16800209	HARI OM SO SUKH PAL	P. A.	8	7	64822
70	36694685	SUSHIL KUMAR MADHUKAR SO BADRI PRASAD	P. A.	8	7	68534
71	71617867	DEEPSHIKHA WO RAJESH	P. A.	8	7	76726
72	75533120	SANGEETA MITTAL DO ARUN KUMAR	P. A.	8	7	76726
73	58462946	VEENA DEWAN	PRIVATE SECRETARY	33	11	124246
74	95442009	GOVIND SADHWANI	PRIVATE SECRETARY	33	12	143190
75	77473580	RAM KISHAN	P. A.	34	7	64822

## LIST OF JJA's

SrNo.	Empcode	Empname	Designations	Billcode	Level	Grosspay
1	56923454	RAMESH CHANDER SO S.M.SHARMA	JJA	12	5	60192
2	64794965	KAMAL KISHORE SO R.S.VERMA	JJA	12	5	60192
3	59731717	AJAY KR DUBEY	JJA	12	6	66464
4	57183049	MAMTA KHAROTIA DO D.C.KHAROTIA	JJA	12	6	68384
5	99928293	ANIL KR TRIPATHI	JJA	12	6	64672
6	23472258	SUNIL So CHANDER BHAN	JJA	12	6	66464
7	75178558	MANJU NANDA WO TARUN NANDA	JJA	12	6	66464
8	55425575	ASHWANI KR So Sh. Sompal Singh	JJA	12	6	68384
9	12655494	VIJENDER SG.KATARIA SO BALDEV KATARIA	JJA	12	6	68384
10	54082732	SARYU PRASAD SO PYARE LAL	JJA	12	6	54704
11	87212488	MEENAKSHI BHARDWAJ WO MANOJ KR.	JJA	12	6	66464
12	50729435	SUNIL KR. So UDAY SINGH	JJA	12	6	68384
13	74035353	Gyanender Singh Rohilla SO Ganga Swaroop Rohilla	JJA	12	6	68384
14	32363116	PAWAN KUMAR SO B.S. SHARMA	JJA	12	5	58528
15	79294242	TRILOCHAN KUMAR So Sh. Govind Ram	JJA	12	6	56264
16	89911932	DINESH KUMAR So Sh. Jai Singh	JJA	12	6	68384
17	38488927	SEEMA Wo SUNIL KR.	JJA	12	6	68384
18	46691090	SANJAY NAGAR So Sh. M. C. Nagar	JJA	12	6	66464
19	90286256	PRAVEEN KUMAR SO MUNNI RAM	JJA	12	6	66464
20	91578925	SONU DUTT BHARDWAJ SO Hem Chandra	JJA	12	5	58528
21	53298481	ANIL YADAV So DAL CHAND YADAV	JJA	12	6	68384
22	28575118	RAJ KUMAR SO RAJINDER KUMAR	JJA	12	5	67232
23	69876464	JYOTI ARORA WO MANISH ARORA	JJA	12	6	68384
24	53954405	RANBIR SINGH SO HAWA SINGH	JJA	12	5	37960
25	69733336	SHIVAM KUMAR So Sh. M. P. Verma	JJA	12	6	70208
26	93730036	RAJESH KANOJIA SO M L KANOJIA	JJA	12	6	54704
27	19001337	VIJAY KR. So RAJINDER SG.	JJA	12	6	66464
28	56038020	PRAMOD SHARMA SO SH. RAJINDER SHARMA	JJA	12	5	56992
29	65270017	RAVINDER KR. So NARAIN SG.	JJA	12		66464
30	16046224	HARI MOHAN SHARMA SO D.R.SHARMA	JJA	12	6	66464

31	61558240	SHELLY SHARMA WO MANOJ KR.SHARMA	JJA	12	6	66464
32	93473826	KANWALJEET SINGH SO MADHA SG	JJA	12	6	66464
33	72728827	KARTIK NAYAK SO SURENDRA NAYAK	JJA	12	5	47008
34	47771827	RAJESH KR. SO MUNSHI SG.	JJA	12	5	50960
35	76523370	ANITA GARG Wo Sh. Rajesh Garg	JJA	12	6	66464
36	20590847	MONIKA MITTAL	JJA	12	6	66464
37	33324500	SANGEFTA YADAV WO NARENDER KUMAR	JJA	12	6	66464
38	89009224	Manoj Kumar Sharma	JJA	12	5	58528
39	28471279	SUKHDEV SINGH So Sh. I. Singh	JJA	12	6	66464
40	19890313	LEELA DHAR BHAGAT SO LATE Sh. T.R.BHAGAT	JJA	12	5	48256
41	39655602	NARESH KR SO SHADI LAL	JJA	12	6	66464
42	48285073	NISHI ARORA Wo Sh. Anoop Kr. Arora	JJA	12	6	66464
43	21969615	RAVI SHANKER DUBEY SO RAJA RAM DUBEY	JJA	12	6	68384
44	68175026	BINNY WO SHRI DEEPAK GUPTA	JJA	13	5	52512
45	85967385	DEEPIKA DO SHRI OM PRAKASH VATS	JJA	13	5	52512
46	79679085	ANAMIKA WO VIKAS	JJA	13	5	53920
47	52527748	SUMAN KALRA WO VIPUL KALRA	JJA	13	5	51104
48	40983864	YOGITA BALA LOHIA DO SH RAMKISHAN	JJA	13	5	52512
49	85720192	GAURAV SO PURUSHOTTAM	JJA	13	5	52512
50	41509835	SHIVANI BHATNAGAR DO G S L BHATNAGAR	JJA	13	5	52512
51	12321907	NEHA KAUSHIK WO SHRI ROMIT KAUSHIK	JJA	13	5	51104
52	17353646	CHAMAN PRABHA DO SH. JAI BHAGWAN	JJA	13	5	49696
53	58596321	SANDEEP SO HEMCHANDRA	JJA	13	5	53920
54	25734122	PANKAJ AHUJA SO KASHMIRI LAL	JJA	13	5	58528
55	51399885	SONIYA WO ASHISH BHARDWAJ	JJA	13	5	52512
56	38680571	YOGESH SAINI So Sh. Ajab Singh Saini	JJA	13	5	55456
57	48670174	NARENDER SHARMA SO LATE HORI LAL SHARMA	JJA	13	5	50960
58	62247537	SARANJIT KAUR	JJA	13	6	66464
59	40784555	SANDEEP CHAND SO PREM CHAND	JJA	13	6	66464
60	20308968	NEETA WO HARISH RANA	JJA	13	5	53920
61	75906263	SUMIT THAKRAN SO OM PARKASH	JJA	13	5	51104
62	45625588	PUNIT KUMAR SO SH. RAMESHWAR	JJA	13	5	41120
63	90570656	VIPIN SO SHRINIWAS	JJA	13	5	53920
64	94016243	KARAMVEER	JJA	13	5	52512

65	4 35060	KANWAR LAL SO SALUK DASS	JJA	13	5	53920
66	12493569	RAJKUMAR SO LAXMAN PRASAD	JJA	13	5	53920
67	82497507	AMIT SO RAJENDER SINGH	JJA	13	5	55456
68	86689736	PARMJIT SO INDER SINGH	JJA	13	5	52512
69	83939672	NAVEEN KR. SO BHAGAT SG	JJA	13	5	60192
70	12306801	DEEPAK MAHANDRA SO SH. MAHENDER KUMAR	JJA	13	5	53920
71	88414927	SHAIENDRA KUMAR SO SIDESHWAR GRAIN	JJA	13	6	66464
72	24987325	RAVINDER KR. SO DALIP SINGH	JJA	13	5	58528
73	49509255	YOGESH MATHUR SO KRISHAN KUMAR	JJA	13	5	52512
74	88685251	RAMESH KR. JHA SO GHANSHYAM JHA	JJA	13	6	54704
75	35809904	MANISH DABAS	JJA	13	5	49696
76	92135022	VIKAS RATHORE	JJA	13	5	56992
77	97119881	DINESH KUMAR SO OM PRAKASH	JJA	13	5	53920
78	94870430	POOJA DO NAFE SINGH	JJA	13	5	52512
79	10143868	AMIT BHARDWAJ SO SATISH BHARDWAJ	JJA	13	5	52512
80	65861412	RAKESH KR. So ROHTASH KUMAR	JJA	13	6	64672
81	88943993	NAVEEN KUMAR SO SRI BHAGWAN	JJA	13	6	64672
82	99582192	SHARVAN KUMAR SO PARBHAT	JJA	13	5	52512
83	47851693	AAKASH BHARDWAJ SO HARISH CHAND SHARMA	JJA	13	5	52512
84	80567899	JAIDEEP KRISHAN SO JAI KISHAN	JJA	13	5	58528
85	31473824	SOMVEER SO SATPAL	JJA	13	5	52512
86	79788948	SUNITA RANI DO KUNDAN LAL	JJA	13	5	49696
87	72161690	POONAM YADAV	JJA	13	5	53920
88	80171705	SURENDER SINGH SO RAJENDER SINGH	JJA	13	5	52512
89	87764631	DEVILAL SO HUKUM SINGH	JJA	13	5	52512
90	38488594	ANURAG BHARDWAJ SO OM PARKASH BHARDWAJ	JJA	13	5	52512
91	90177895	SANDEEP KUMAR DABAS SO NARESH DABAS	JJA	13	5	52512
92	88114590	YOGENDER KR. VATS So S.P. SHARMA	JJA	13	5	58528
93	19774640	EKTA GANDHI WO MANISH GANDHI	JJA	13	5	52512
94	49281288	VARTIKA RAI PRADHAN WO AMIT PRADHAN	JJA	13	5	52512
95	84625288	REKHA DO LT SHRI NIWAS	JJA	13	5	51104
96	49755229	MANISH SO RAM NATH	JJA	13	6	66464
97	89502332	RAJESH KUMAR YADAV SO RAM DAWAR YDV.	JJA	13	6	66464
98	73753334	JAIPAL SINGH NANDAL SO DIWAN SINGH	JJA	13	5	61492
99	14952468	TARUN BHARDWAJ SO KARAN	JJA	13	5	49696

100	03280	BAJINDER SINGH SO SHER SG	JJA	13	6	66464
101	89974648	VIVEK KUMAR SO SHRI BHAGWAN	JJA	13	5	52512
102	53126648	RAMAN KUMAR SO KEHAR SINGH	JJA	13	6	66464
103	22716347	ANIL KUMAR SO BRAHAM DUTT	JJA	13	5	53920
104	78999306	SANDEEP	JJA	13	5	53920
105	60058876	RAVI YADAV SO RAKESH YADAV	JJA	13	5	52512
106	42687662	RUPESH RANA SO DAYANAND RANA	JJA	13	5	55456
107	52764689	ARUN KUMAR So Sh. Jagdish Singh	JJA	13	5	56992
108	68681771	VIPIN KUMAR SO RAM CHANDER	JJA	13	5	53920
109	91427590	MEENAKSHI DO INDER SINGH RUHIL	JJA	13	5	53920
110	63966871	KUSUM WO PANKAJ SAROHA	JJA	13	5	52512
111	58014046	SUMAN WO SHRI DHANESH YADAV	JJA	13	5	53920
112	14580971	SUMIT SO SURAJ MAL	JJA	13	5	52512
113	34902932	POOJA WO VISHNU BANSAL	JJA	13	5	53920
114	64295071	VIKRAM SO VIJAYPAL	JJA	13	5	58528
115	94359566	BHAWNA GUPTA WO SACHIN KUMAR	JJA	13	5	52512
116	11118261	VICKY SO RAJENDER RATHI	JJA	13	5	49696
117	35984463	JYOTI HASTI WO SH. ATUL HASTI	JJA	13	6	66464
118	50514504	SHIWANI WADHWA WO KAPIL WADHWA	JJA	13	5	53920
119	35600563	MOHIT KUMAR SO RAVINDER KUMAR	JJA	13	5	53920
120	44263095	VANDANA SHARMA	JJA	13	5	56992
121	52752968	PREETI WO VIJAY VATS	JJA	13	5	52512
122	97954842	SAPNA DO RATTAN SINGH	JJA	13	5	53920
123	45303846	JAIVIR SINGH SO SARDA RAM	JJA	13	5	70701
124	65731443	SANDEEP KUMAR SO T.P. YADAV	JJA	13	6	53248
125	49447065	AMAN MANN	JJA	13	5	52512
126	56570717	SUDHIR DABAS SO BALJEET SINGH DABAS	JJA	13	5	53920
127	64504219	PRADEEP MANN SO SHRI KARAN SINGH	JJA	13	5	52512
128	10941922	ANITA Do Sh. Prem Chand	JJA	13	5	55456
129	56401266	SAURABH SHUKLA	JJA	13	5	56992
130	57733503	PINKI WO JASBIR SINGH	JJA	13	5	52512
131	66082131	AMIT CHHIKARA	JJA	13	5	53920
132	74851576	ANUJ KUMAR SO CHANDER PAL	JJA	13	5	52512
133	13895699	VICKY BHARDWAJ SO RAJENDER BHARDWAJ	JJA	13	5	52512
134	64276253	REENA DO DHARAMPAL	JJA	13	5	52512



135	6 30352	VIJAY SO JAGVINDER DABAS	JJA	13	5	52512
136	27183271	PANKAJ SINGHAL SO RAMESH CHAND	JJA	13	5	55456
137	27525612	NEERAJ MANN SO RAJ KUMAR MANN	JJA	13	5	52512
138	34797714	PARUL RANI ROHILLA WO ASHOK KR	JJA	13	6	66464
139	49347206	AMIT KUMAR SO VIRENDER SINGH	JJA	13	5	52512
140	80769264	PARVEEN KUMAR SO RATTAN LAL	JJA	13	6	64672
141	86600322	VIKASH SO VIJENDER SINGH	JJA	13	5	49696
142	51382424	RAJESH SO HUKAM CHAND	JJA	13	5	52512
143	79505659	RENUKA AHUJA	JJA	13	5	53920
144	12742134	SAVANT KHATRI SO RAJ SINGH	JJA	13	5	52512
145	48181282	MUKESH WO VIKASH	JJA	13	5	53920
146	44634072	KRISHNA SAINI	JJA	13	5	53920
147	24685646	SUMIT DABAS SO SATPAL SINGH DABAS	JJA	13	5	52512
148	80674721	JAGVINDER MANN SO JAI SINGH	JJA	13	5	52512
149	68103615	LALIT SAINI SO RAJENDER SAINI	JJA	13	5	53920
150	57968733	DEEPAK SINGH SO R.D. SG	JJA	13	5	49608
151	23000618	RENU DO SEWA DASS	JJA	13	5	49696
152	77924019	MANINDFR KUMAR GAUTAM SO TULA RAM	JJA	13	5	53920
153	80880715	SUGANDHA Malhotra WO Puneet Malhotra	JJA	13	5	52512
154	84289223	VISHNU BANSAL SO NARENDER KUMAR BANSAL	JJA	13	5	52512
155	40155770	RAJESH CHHIKARA SO DHARAMPAL	JJA	13	5	52512
156	99370313	SONAL JOSE DO A.D.JOSE	JJA	13	5	52512
157	55212532	RAVI KUMAR TRIPATHI	JJA	13	5	53920
158	70315987	SUBHASH KUMAR SO TARA CHAND	JJA	13	5	51104
159	48273293	MANISH DRALL	JJA	13	5	53920
160	44520089	PRADEEP SEHRAWAT SO NARAIN SEHRAWAT	JJA	13	5	52512
161	18245604	HAROON SO RAJENDRA	JJA	13	6	66464
162	28418251	PRASHANT SO GAJE SINGH	JJA	13	5	53920
163	49211251	NEERAJ THAKRAN SO RAJENDER SINGH	JJA	13	5	52512
164	30326793	SEEMA MEHTA WO INDER JEET MEHTA	JJA	13	6	66464
165	68404366	MEENA DEVI WO GURUNAMSINGH	JJA	13	5	53920
166	82906796	SEWA RAM so BABU RAM	JJA	13	6	66464
167	66076772	AMIT BANSAL SO V. K. BANSAL	JJA	13	5	55456

168	8...67031	RAKESH KUMAR SO BALE RAM	JJA	13	5	52512
169	40463258	SH. VIKAS BHARDWAJ SO SH. SATBIR SINGH BHARDWAJ	JJA	13	5	49696

**LIST OF DRIVERS WHO ARE DRAWING SALARY FOR THE MONTH OF JULY 17  
FROM THE N/W DISTRICT**

<b>S.NO.</b>	<b>E.CODE</b>	<b>PAY MATRIX LEVEL</b>	<b>NAME</b>	<b>DESIG.</b>	<b>GROSS PAY</b>	<b>REMARKS</b>
1	36528103	5	DEVENDER KR. BALYAN	DRIVER	57232	
2	92471227	4	SAT NARAIN	DRIVER	53392	
3	72720775	4	HARI MOHON SO RATTAN SINGH	DRIVER	58000	
4	84020423	5	BALWAN SINGH BOBLA SO JAMNA DASS	DRIVER	63888	
5	60102913	5	SURINDER KR. SO SADA RAM	DRIVER	58768	
6	75666576	5	PRAVEEN KR SO S. SINGH	DRIVER	62096	
7	34306226	4	PARDEEP KR. SO DHARAMBIR	DRIVER	44128	
8	62436285	5	BRAHAMJEET SINGH SO CHARAN SINGH	DRIVER	62096	

**LIST OF BAILIFF/CHOWKIDAR/CIVIL NAZIR/NAIB  
AZIR/FARASH/PEON/ORDERLY/PROCESS SERVER WHO ARE  
DRAWING SALARY FOR THE MONTH OF JULY 17 FROM THE N/W  
DISTRICT**

S.NO.	E.CODE	PAY MATRIX LEVEL	NAME	DESIG.	GROSS PAY
1	95750463	5	ASHOK KR BHAGWAN DUTT	BAILIFF	62946
2	39677210	5	RAMESH KUMAR II JAI GOPAL	BAILIFF	62946
3	72443789	6	GIRISH KUMAR	BAILIFF	73442
4	82188104	3	BABU RAM so KHAJAN SINGH	Chowkidar	43742
5	66705605	3	ARVIND KR SO SHRI KRISHAN	Chowkidar	40286
6	97054424	3	NARENDER SO DALBIR SG	Chowkidar	42590
7	86048328	3	SANJAY KR SG SO PARASRAM SG	Chowkidar	42590
8	42276383	3	TARUN SO BALBIR SINGH	Chowkidar	35342
9	64355807	3	SAJJAN KR SO NAFE SINGH	Chowkidar	42590
10	46353502	4	MAJAR PAL SINGH	Chowkidar	46558
11	46018869	4	SACHIN MEHROL	Chowkidar	37526
12	57278649	3	RAJPAL SO ROHTASH KR	Chowkidar	42590
13	27888692	4	SURENDER KUMAR so UMED SINGH	Chowkidar	46558
14	67427371	3	SOURABH BHARDWAJ	Chowkidar	41438
15	44580401	4	SATBIR PRADHAN	Chowkidar	45278
16	61529811	3	VISHAL SO SURESH CHAND	Chowkidar	42590
17	58316293	4	RAM SINGH so BHAGAT SINGH	Chowkidar	46558
18	35630100	4	KULDEEP SINGH Raghubir	Chowkidar	45278
19	92012987	4	VIPIN	Chowkidar	44036
20	72299019	3	JEEVAN GUPTA	Chowkidar	34406
21	12084666	3	KARAN PRATAP SG SO SUKHBIR SG	Chowkidar	42590
22	80432233	4	ANAND SWAROOP	Chowkidar	46558
23	18058584	4	MOHAN SHYAM SO SHIV CHARAN	Chowkidar	51934
24	57881330	4	SATYAWAN	Chowkidar	50526
25	23796231	4	KISHOR CHAND	Chowkidar	41790
26	12997331	4	RAM KAWAL PARJAPATI	Chowkidar	49118
27	67423568	4	RAJESH KUMAR So SERO LAL	Chowkidar	41790
28	61276492	4	RAMESH So JAI NARAIN	Chowkidar	54878
29	72549500	4	AMAR SINGH	Chowkidar	54878
30	82455509	3	SAGAR CHAND SO KISHAN CHAND	Chowkidar	42590
31	77218818	3	SUNIL KUMAR	Chowkidar	42590
32	87881178	3	NARESH KUMAR SO RATTAN SINGH	Chowkidar	42590
33	38487564	3	SUMIT SO SATPAL	Chowkidar	42590
34	73163946	3	MANOJ CHIKARA SO DHARAMVIR CHIKARA	Chowkidar	42590
35	82540214	3	UPENDER SG SO MAHER SG	Chowkidar	42590
36	91649215	7	SUNIL KUMAR	CIVIL NAZIR	96032
37	60584616	7	DEVENDER KR. SHARMA	CIVIL NAZIR	90784
38	69632228	7	S.K.VERMA	CIVIL NAZIR	90784
39	24658181	3	JAI PARKASH	FRASH	33470
40	15314598	4	POONAM SHARMA	FRASH	45278
41	15527684	4	SUBHAS KUMAR Om Parkash	FRASH	46558
42	40227658	3	CHANDER KALA WO LATE SURENDER	FRASH	42590
43	63493236	3	RAKESH KUMAR RAM KISHAN	FRASH	43742
44	24446372	4	SANJAY KUMAR SURESH KUMAR	FRASH	50526
45	11658002	4	SHYAM LAL	FRASH	51934
46	21876816	5	NARENDER KUMAR so Pritam chand	FRASH	57182
47	90155681	4	RAJESH KUMAR BANSI LAL	FRASH	51934
48	39777600	6	MADAN LAL	NAIB NAZIR	74400
49	77385866	6	HARISH KUMAR	NAIB NAZIR	72352
50	83808437	6	BALWAN SINGH	NAIB NAZIR	72352
51	15972152	6	SATISH KR. GIRDHARI LAL	NAIB NAZIR	57824
52	74453981	6	SHYAM SINGH	NAIB NAZIR	72352
53	76185331	6	PARDEEP KUMAR so Lakmi chand	NAIB NAZIR	74400
54	30976328	4	SUNITA Wo RAJBEER	ORDERLY	46558
55	65985550	4	BARAHM PARKASH TARACHAND	PEON	53342
56	64919141	4	PRMOD KUMAR	PEON	53342
57	63006131	4	DHARAM SINGH BISOTI	PEON	53342
58	64456782	5	SUNIL KUMAR JAIN	PEON	57182
59	81052800	4	SUNIL KR OM PARKASH	PEON	53342
60	92210017	5	VIRENDER KUMAR	PEON	55646
61	55367349	4	OM PARKASH SAINI	PEON	54270
62	36000738	5	HEERA LAL GALAMI	PEON	55646
63	21996244	3	RAMBIR SINGH	PEON	42590
64	18782582	5	LAL MANI JOSHI	PEON	57182
65	21401008	4	SHUSHIL KUMAR SO TULSI	PEON	49118

66	79051582	4	ARCHNA RAI	PEON	47838
67	76881804	3	RAHUL RUDRANSH SO JEEWAN LAL	PEON	42590
68	066111	3	MANJU PANDEY DO KESHAVANAND	PEON	42590
69	6623311	3	RAJINDER SINGH	PEON	42500
70	11107349	3	Balwant Singh	PEON	35342
71	53609939	3	TRILOK CHAND SO GAJANAND	PEON	42500
72	55579346	3	SUMAN DO RAJINDER PRASAD	PEON	42590
73	62086728	3	RAMESH KUMAR HAWA SINGH	PEON	43742
74	44855139	3	JITENDER KR SHARMA SO NARESH KR	PEON	42500
75	12641884	3	Ansu kumar	PEON	39172
76	19206044	3	PARDEEP Kr. SO OM PRAKASH	PEON	42500
77	16444640	4	PREVEEN KR SO RAJ SINGH	PEON	46468
78	82271918	3	MANOJ SHARMA SO SATYA PARKASH	PEON	42590
79	85651528	3	PARVEEN KUMAR	PEON	40286
80	39652501	3	PURNIMA SHARMA DO SATISH SHARMA	PEON	42590
81	67142982	4	SUNDEEP KR SO JAI KISHAN	P/S	50018
82	20955412	4	KAPIL KAMRA SO PRADEEP KR	P/S	50018
83	28262774	4	MANOJ SO PREM SINGH	P/S	45026
84	43321404	4	DEEPAK DABAS	P/S	50018
85	12874051	4	SATPAL SEJWAL SO BALBIR SG	P/S	50018
86	65479084	4	VIJAY KUMAR	P/S	49928
87	10425891	4	RAVISH	P/S	50018
88	58483020	4	SURESH KUMAR RAJ SINGH	P/S	50018
89	12454897	4	KAPTAN SG SO RANBIR	P/S	50018
90	94828824	4	SANDEEP SINGH SO RANDHIR SINGH	P/S	49928
91	47259273	4	SHIV ROOP MALHOTRA SO O.P. MALHOTRA	P/S	41546
92	30235024	4	MANENDRA RANA	P/S	49928
93	35766292	4	NARESH KUMAR so HAWA SINGH	P/S	51426
94	74880629	4	DHARMENDRA DABAS	P/S	49928
95	80776693	4	RAJESH SOLANKI SO RANDHIR SG	P/S	50018
96	29261752	4	RAKESH	P/S	50018
97	99197016	4	BHUPENDER MATHUR	P/S	49928
98	27256651	4	AJEET SINGH	P/S	41546
99	20049217	4	AMARJEET TYAGI SO SHIV RAJ	P/S	50018
100	60544442	4	PARVESH DABAS BALRAJ DABAS	P/S	49928
101	75658046	5	ARUN KUMAR DEV RAJ	P/S	62946
102	84626629	5	SUSHIL KUMAR HUKAM CHAND	P/S	61282
103	84848871	5	MUKESH KR KAUSHIK so ISHWAR SINGH	P/S	61282
104	25363923	4	RAJESH KUMAR	P/S	63842
105	13582283	5	PARDEEP SEHRAWAT so CHANDER SINGH	P/S	61282
106	73732220	5	DESH RAJ So PRAHLAD RAJ	P/S	61282
107	53629863	5	NAVNEET KUMAR	P/S	62946
108	92631054	5	AJAY KUMAR so NAVRANG SINGH	P/S	59618
109	79341996	5	RAJ KR JAIBHAGWAN	P/S	58082
110	80641623	5	SATBIR SINGH so UMED SINGH	P/S	61282
111	10304135	5	RAJ BEER so MANGE RAM	P/S	62946
112	38553144	5	KAILASH so BHOM SINGH	P/S	61282
113	51144925	5	SUNIL KR DABBAS	P/S	58082
114	75634754	5	SURENDER SINGH I LAXMAN	P/S	62946
115	51905256	5	NARENDER SINGH so MAHABIR SINGH	P/S	61282
116	39972988	5	PAWAN GULATI	P/S	61282
117	38241402	3	SARITA	S.K.	31806
118	64989667	3	KAILASH PANDIT BIDAN	S.K.	43742
119	54069885	3	SATISH KR SO RATTAN SG	S.K.	41348
120	86885339	4	SANJAY SO SURESH	S.K.	46558
121	46543729	4	DAYA KISHAN So BANARSI DASS	S.K.	50526
122	84321222	5	RAM MEHAR	S.K.	57182
123	24207886	5	RAJESH KUMAR OMI LAL	S.K.	57182
124	42610549	5	CHANDER KAMAL	S.K.	57182
125	87855982	4	RAJ KAMAL	S.K.	50526
126	12360869	4	AUTAN SINGH	S.K.	51934
127	27035589	4	SUNIL KUMAR so Inderjeet	S.K.	41790
128	33109692	5	RAJU SO TARA CHAND	S.K.	57182
129	99009621	3	SANJAY SO CHANNU RAM	S.K.	42622
130	97957685		VISHNU BHAGWAN	DAK PEON	EXPIRED ON 06/07/2017

**LIST OF PEONS/ORDERLIES WHO ARE DRAWING SALARY FOR THE MONTH  
OF JULY 17 FROM THE N/W DISTRICT**

S.NO.	E.CODE	PAY MATRIX LEVEL	NAME	DESIG.	GROSS PAY	REMARKS
1	32183687	6	RAVINDER NATH	ORDERLY	54894	
2	15508409	4	CHANDAN SINGH	ORDERLY	44078	
3	64684517	4	RAJINDER KUMAR RATHORE	ORDERLY	41790	
4	79290149	5	AJAY KUMAR SO KISAN LAL	ORDERLY	47198	
5	84844301	4	PRAMOD KUMAR YADAV	ORDERLY	46558	
6	23677758	4	LALIT KUMAR MAHAWER	ORDERLY	50526	
7	16630173	5	VINOD KUMAR SO SH. PHOOL CHAND	ORDERLY	55646	
8	56201592	5	NARESH KUMAR	ORDERLY	55646	
9	56643185	4	RAJ KUMAR SO SH. MADAN LAL	ORDERLY	51934	
10	40092507	4	RISHI PAL	ORDERLY	50526	
11	95308119	4	MEGH RAM KASLIWAL	DAK-PEON	50526	
12	27881734	4	SANJAY BHATTI	ORDERLY	47838	
13	15642563	6	BHOPAL SINGH	ORDERLY	59742	
14	33537456	4	RAJESH KUMAR SO SH. GAJRAJ	ORDERLY	50526	
15	28678420	4	MOHD.RAFIQ ANSARI	ORDERLY	49118	
16	93106712	4	Y.K.SHARMA	ORDERLY	53342	
17	84641875	4	AMAR NATH SO SH. BALWANT SINGH	ORDERLY	50526	
18	75007911	4	ATUL KUMAR SO SH. MOOL CHAND	ORDERLY	50526	
19	30802285	3	BHATERI DEVI WO LT SH BALJEET SINGH	ORDERLY	36190	
20	83927286	4	PRADEEP KR. SO BALJEET SINGH	ORDERLY	45188	
21	84958016	3	SUNIL KR. SO SH. RAM NIWAS	PEON	40286	
22	93054666	4	MUKESH KUMAR SO RAM KUMAR	PEON	45278	
23	50476492	4	PADAM SINGH SO KISHAN SWAROOP	ORDERLY	45278	
24	48903869	4	SUNIL KUMAR SO DAYA RAM	ORDERLY	37526	
25	29681679	3	MONIKA	ORDERLY	40286	
26	27668939	4	VIJENDER KR. SO UMED	ORDERLY	45278	
27	31670929	4	AMIT PRADHAN SO SH. RAMA SHANKAR	PEON	45278	
28	95010506	3	SH. RAKESH SO SH BHAGWAN DASS	PEON	39172	
29	48450201	3	ANAND SO SH RAJENDER SINGH	ORDERLY	41438	
30	43933693	3	SUNITA DO G.K. DUA	PEON	40196	
31	80435768	3	SANDEEP KUMAR SO SRI PARKASH	ORDERLY	40196	
32	30715279	4	ASHOK KR. SO SAMAY RAM	PEON	46558	
33	17743065	4	RAM PRASAD DARLAMI	ORDERLY	45278	
34	97344371	3	TARUN KUMAR	PEON	34406	
35	70288521	3	NAVEEN KUMAR	ORDERLY	40196	
36	35154244	3	VIKAS MALIK	ORDERLY	40196	
37	17021282	4	SURENDER SINGH NEGI	PEON	46558	
38	87647075	3	DEEPAK SO MUNSHI	ORDERLY	42590	
39	90730768	4	PUNAM DO INDERJEET	PEON	37526	
40	43038308	3	DEEPAK SO SATBIR SINGH	ORDERLY	40286	
41	65863777	3	AMARJEET SO SH. RAJBIR SINGH	ORDERLY	39172	
42	69045693	3	VINAY SO NARESH KR.	ORDERLY	40286	
43	82821379	3	RAJENDER SINGH	PEON	41438	
44	90410963	3	Aruna Kumari wo Sh. Sanjiv Kumar	PEON	33470	
45	35183668	3	ANKIT KUMAR RAI SO LAXMI RAI	ORDERLY	43742	
46	19677254	3	Yaman	ORDERLY	40286	
47	13607887	4	UNMUKT PARASHAR	ORDERLY	46558	
48	34907051	3	KAMALJEET MATHUR	ORDERLY	38238	
49	61249520	3	Shakuntla Devi	ORDERLY	33470	
50	30819408	4	LOKESH KR. SO LAKHMI	ORDERLY	45278	
51	26082149	3	ANUJ KUMAR	ORDERLY	41438	
52	10337502	3	Ms. Rajni	ORDERLY	40286	
53	28154440	3	PREETA SHARMA	ORDERLY	42590	
54	83587723	4	PANKAJ SHARMA	ORDERLY	44036	
55	18430306	3	RATTAN CHAUHAN	ORDERLY	41348	
56	19954659		ANAND BASOYA	PEON		PAY STOP

**BRANCHES ASSIGNED TO ADMINISTRATIVE OFFICER AND  
SUPERINTENDENTS**

I. NO	NAME OF THE OFFICIAL	NAME OF THE BRANCHES	LINK OFFICER
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 6. Nodal Officer-COTPA	<b>Ms. Nisha 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 Khatter</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. Manu Rai Sethi, ASJ/Officer Incharge (Administration Branch-I)**

**Ms. Anju Bajaj Chandna, ASJ (Spl. FTC)/Link Officer Incharge (Administration Branch-I)**

**Ms. Anju Bajaj Chandna, ASJ (Spl. FTC)/Officer Incharge (Administration Branch-II)**

**Sh. Manu Rai Sethi, ASJ/Link Officer Incharge (Administration Branch-II)**

**Sh. Rajneesh Kr. Gupta, ASJ(Electricity)/Officer Incharge (Administration Branch-III)**

**Sh. Satish Kumar, ADJ/Link Officer Incharge (Administration Branch-III)**

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

**Sh. Manu Rai Sethi, ASJ/Leave Sanctioning Authority (Administration Branch-I)**

**Ms. Anju Bajaj Chandna, ASJ (Spl. FTC)/Link Leave Sanctioning Authority, (Administration Branch -I)**

**Ms. Anju Bajaj Chandna, ASJ (Spl. FTC)/Leave Sanctioning Authority, (Administration Branch -II)**

**Sh. Manu Rai Sethi, ASJ/Link Leave Sanctioning Authority, (Administration Branch-II)**

**Sh. Rajneesh Kr. Gupta, ASJ(Electricity)/Leave Sanctioning Authority, (Administration Branch-III)**

**Sh. Satish Kumar, ADJ/Link Leave Sanctioning Authority (Administration Branch-III)**

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

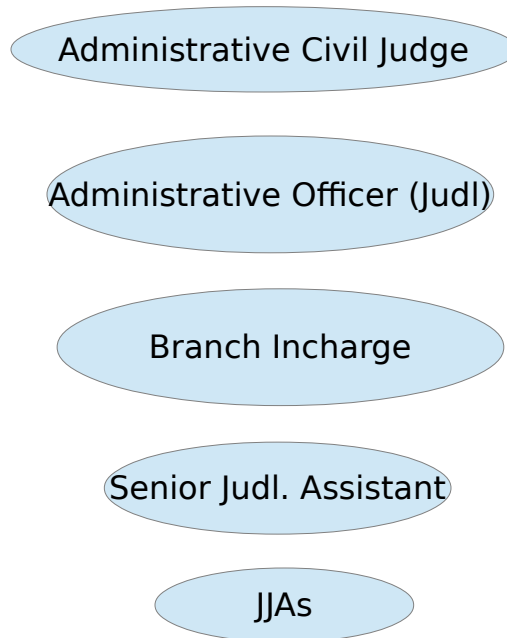
**Ms. Neeru Aneja, Branch Incharge Admn.-I**

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

**STRUCTURE OF BRANCH**

District & Sessions Judge, NW Distt.

Officer Incharge



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**

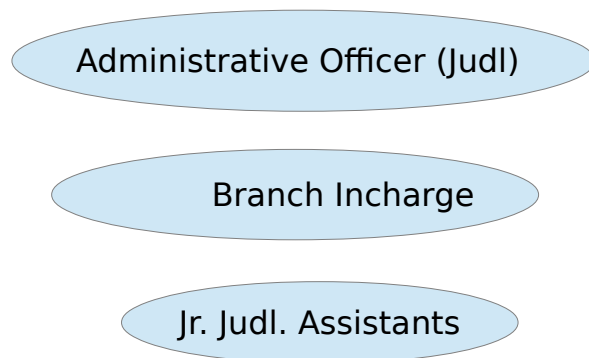
District & Sessions Judge  
North-West District, Rohini Court, Delhi

**Sh. M.R.Sethi, Ld. ASJ/Officer Incharge & (Leave Sanctioning Authority for Judicial Officers)**

**Sh. Rajneesh Kr. Gupta, ASJ(Electricity)/Link Officer Incharge & (Link 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. Paramjit Singh, Spl. Judge CBI (N/W) / Officer Incharge**

**Sh. M.R.Sethi, Ld. ASJ (N/W)/ Link Officer Incharge**

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

Administrative Officer (Judl)

Branch Incharge

Jr. Judl. Assistants

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/permissible, 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

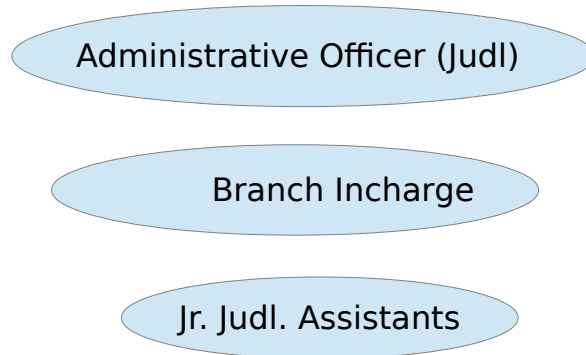


machine/duplicating machines and issuance thereof on indent.

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



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. Deepak Garg, Addl. Sessions Judge (N/W)/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. Pawan Kumar Matto, Spl. Judge (NDPS)/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.

**DIGITIZATION CELL (NORTH-WEST)**  
**ROHINI DISTRICT COURTS, DELHI**

(Functioning for both districts North & North-West

**Ms. Preeti Agrawal Gupta, Additional Sessions Judge-1**  
**(N/W)/Officer Incharge**

**Sh. Sunil Choudhary, Additional District Judge (N/W)/Link Officer**  
**Incharge**

Administrative Officer (Judl)

Branch Incharge

Jr. Judl. Assistants



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

**Sh. Ashutosh Kumar, Spl. Judge CBI-2 (NW)/Drawing & Disbursing Officer (DDO)/Officer Incharge**

**Sh. Manish Gupta, ADJ (NW)/Link Drawing & Disbursing Officer (DDO)/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**

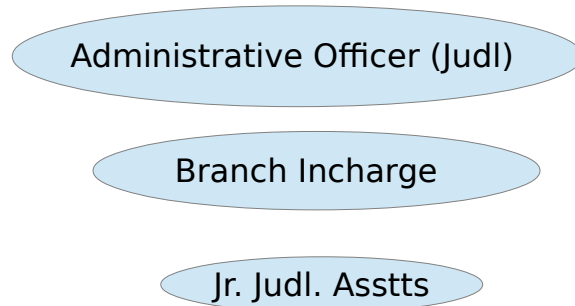
Functioning for both Districts North & North-West

**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.



### **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 / FILING SECTION**

**(North-West/North)**

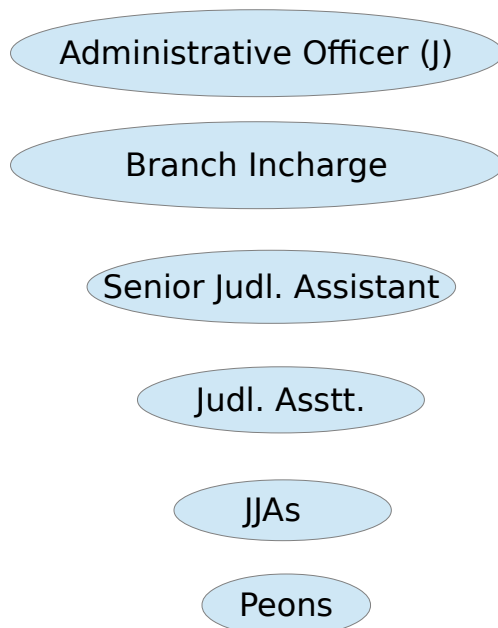
**ROHINI DISTRICT COURTS, DELHI**

**Functioning for both Districts North & North-West**

**Sh. Atul Kumar Garg, Additional District Judge (North) / Officer  
Incharge**

## **Sh. Dinesh Bhatt, 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 1st 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**

**Sh. Deepak Garg, Additional District Judge (N/W) / Officer Incharge**

**Ms. Preeti Agrawal Gupta, Additional Sessions Judge, (NW) / Link  
Officer Incharge**

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

**Ms. Anju Bajaj Chandna, Additional Sessions Judge (Spl. FTC) (N/W)/ Officer Incharge**

**Dr. Archana Sinha, Additional Sessions Judge-02 (North)/ 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**

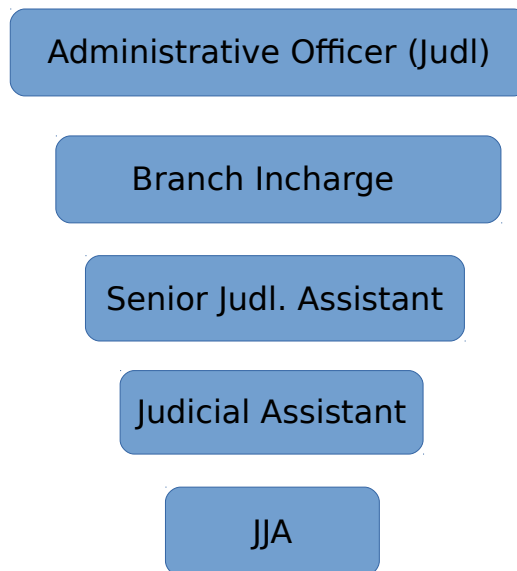
Functioning for both Districts North & North-West

**Sh. Amit Bansal, PO MACT (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.



**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 (NORTH-WEST)**  
**ROHINI DISTRICT COURTS, DELHI**

**Sh. Deepak Garg, Ld. ASJ / First Appellate Authority**

**Ms. Anju Bajaj Chandna, ASJ (Spl. FTC) / Link First Appellate Authority**

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

**Sh. Satish Kumar, ADJ / Link Officer Incharge**

**Sh. Rajneesh Kr. Gupta, ASJ (Electricity) (N/W)/ Transparency Officer Under RTI Act.**

**Ms. Vandana, JSCC/ASCJ (N/W)/ Link Transparency Officer Under RTI Act.**

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

Ms. Vinod Bala, Administrative Officer (Judicial) / 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, DISTRICT NORTH-WEST, ROHINI COURTS, DELHI or by way of Indian Postal Order (***NOT TO BE CROSSED***) drawn in favour of "DISTRICT & SESSIONS JUDGE, DISTRICT NORTH-WEST, ROHINI COURTS, DELHI".**

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

**Ms. Kiran Gupta, 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).

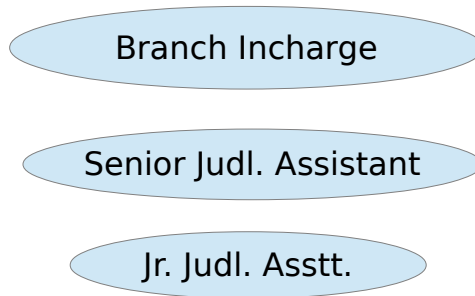
**OFFICE OF ACJ & NAZARAT BRANCH (North-west)**

## **ROHINI DISTRICT COURTS, DELHI**

**Sh. Bhupinder Singh, Administrative Civil Judge (N/W)/ Officer Incharge**

**Ms. Vandana, . Rajesh Malik, JSCC-cum-ASCJ-cum-GJ (N/W)/ Link Officer Incharge**

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



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. Praveen Kumar, Spl. Judge NDPS (North) / Officer Incharge**

**Sh. Deepak Garg, Additional Sessions Judge (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 :-

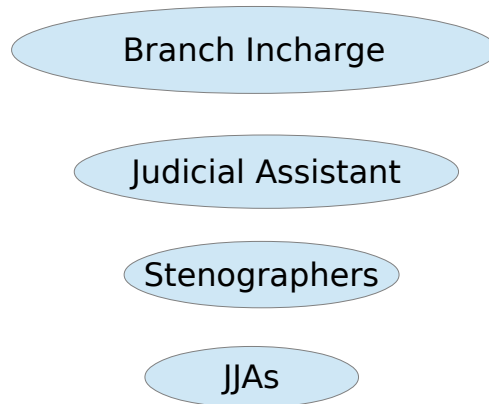
1. To maintain the stock of all the books of the Library Branch, entries of books and law journals in the Library software e-Granthalya.
2. To handle the charge of the Library's accessories like Computer, CD's Softwares.
3. Issue and Return of Books and journals on permanent basis and to prepare reminder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

## **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.

**DIGITIZATION CELL (NORTH-WEST)**  
**ROHINI DISTRICT COURTS, DELHI**



**Ms. Preeti AGRAWAL Gupta, Addl. Sessions Judge-1 (N/W)**  
**Manmohan Sharma, Addl. District Judge / Officer Incharge**

**Sh. Sunil Choudhary, Addl. District Judge (N/W)/ Link Officer Incharge**

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

Branch Incharge

Junior Judl. Asstt.

### **Structure of the Branch**

## **COMPUTER BRANCH & VIDEO CONFERENCING**

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

Functioning both districts North & North-West

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

**Sh. Paramjit Singh, Spl. Judge CBI (N/W)/Officer Incharge**  
(Head of the Computer Committee)

**Sh. Sunil Chaudhary, ADJ (N/W)/Link Officer Incharge**

**Sh. Sunil Kumar, Metropolitan Magistrate (North) / Nodal Officer**  
(Member / Nodal Officer to look after day-to-day problems of computerization)

**Ms. Usha Khatter, 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 proceeding & maintenance / preservation of electronic records.

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (NORTH-WEST) :****ROHINI : DELHI****List of Various Branches and their respective Ld. Officer Incharge**

<b>Sl. No</b>	<b>Name of Branches</b>	<b>Officers Incharge</b>	<b>Link Officers Incharge</b>
1	<b>Administration Branch-I (North-West)</b>	Sh. Manu Rai Sethi, ASJ (N-W), Rohini Court, Delhi	Ms. Anju Bajaj Chandna, ASJ(Spl. FTC) /(N-W), Rohini Court, Delhi
2	<b>Administration Branch-II (North-West)</b>	Ms. Anju Bajaj Chandna, ASJ(Spl. FTC) /(N-W), Rohini Court, Delhi	Sh. Manu Rai Sethi, ASJ (N-W), Rohini Court, Delhi
3	<b>Administration Branch-III (North-West)</b>	Sh. Rajneesh Kr Gupta, ASJ(Electricity)/ (NW), Rohini Court, Delhi	Sh. Satish Kumar, ADJ, N/W Rohini Court, Delhi.
4	<b>Judicial Branch (North-West) &amp; Leave Sanctioning Authority for Judicial Officers</b>	Sh. Manu Rai Sethi, ASJ (N-W), Rohini Court, Delhi	Sh. Rajneesh Kr. Gupta, ASJ(Electricity)/N-W, Rohini Court, Delhi
5	<b>General Branch - I (North-West/North)</b>	Sh. Paramjit Singh, Spl. Judge CBI (N-W), Rohini Court, Delhi	Sh. Manu Rai Sethi, ASJ (N-W), Rohini Court, Delhi
6	<b>General Branch - II (North-West)</b>	Sh. Sunil Kumar Aggarwal, ASJ (NW), Rohini Court, Delhi	Sh. Paramjit Singh, Spl. Judge CBI (NW), Rohini Court, Delhi
7	<b>Vigilance &amp; Litigation Branch (North-West)</b>	Sh. Rajneesh Kr. Gupta, ASJ(Electricity)/N-W, Rohini Court, Delhi	Sh. Pawan Kumar Matto, Spl. Judge(NDPS)/N-W, Rohini Court, Delhi
8	<b>Library Branch (North-West/North)</b>	Sh. Praveen Kumar, Spl. Judge NDPS (North), Rohini Court, Delhi	Sh. Deepak Garg, ASJ (N-W), Rohini Court, Delhi
9	<b>Accounts Branch (North-West)</b>	Ashutosh Kumar, Spl. Judge CBI-2/NW, Rohini, Delhi <b>(Drawing &amp; Disbursing Officer)</b>	Sh. Manish Gupta, ADJ (N-W), Rohini Court, Delhi <b>(Link DDO)</b>
10	<b>Cash Branch (North-West)</b>		
11	<b>Fine &amp; Audit Branch (N-W)</b>		
12	<b>Computer Branch &amp; Video Conferencing (North-West/North)</b>	Sh. Paramjit Singh, Spl. Judge CBI (N-W), Rohini Court, Delhi	Sh. Sunil Chaudhary, ADJ (N-W), Rohini Court, Delhi
13	<b>Bio-Metric Cell &amp; Facilitation Centre (North-West/North)</b>	Sh. Deepak Garg, ASJ (North-West), Rohini Court, Delhi	Sh. Vidya Prakash, PO-MACT (North), Rohini Court, Delhi
14	<b>Pool Car Section (North-</b>	Sh. Sunil Kumar Aggarwal, ASJ (NW), Rohini Court,	Sh. Manish Gupta, ADJ (N-W), Rohini Court, Delhi

	<b>West/North)</b>	Delhi	
15	<b>R &amp; I Branch &amp; Filing Section (North-West &amp; North)</b>	Sh. Atul Kr. Garg, ADJ (North), Rohini Court, Delhi	Sh. Dinesh Bhatt, Spl. Judge CBI (NW), Rohini Court, Delhi
16	<b>Bail Section (North-West)</b>	Sh. Deepak Garg, ASJ/ N-W, Rohini Courts, Delhi	Sh. Preeti Agrawal Gupta, ASJ(N-W) Rohini Courts, Delhi
17	<b>Copying Agency (North-West/North)</b>	Ms. Anju Bajaj Chandna, ASJ (Spl FTC)/N-W, Rohini Court, Delhi	Dr. Archana Sinha, ASJ-02 (North), Rohini Court, Delhi.
18	<b>Record Room (North-West/North)</b>	Sh. Dinesh Bhatt, Spl. Judge CBI (NW), Rohini Court, Delhi	Sh. Manish Khurana, ACMM, (North), Rohini Court, Delhi
19	<b>RTI Branch (North-West)</b>	Sh. Rajneesh Kr. Gupta, Spl. Judge CBI (NW)/ Transparency Officer (NW), Rohini Court, Delhi	Sh. Satish Kumar, ADJ, N/W Rohini Court, Delhi.
20	<b>First Appellate Authority (RTI)</b>	Sh. Deepak Garg, ASJ/ N-W, Rohini Courts, Delhi	Ms. Anju Bajaj Chandna, ASJ (Spl. FTC) NW, Rohini Court, Delhi
21	<b>Office of CMM/Evening Cell (North-West)</b>	Ms. Kiran Gupta, CMM (NW), Rohini Court, Delhi	Sh. Devender Nain, ACMM (NW), Rohini Court, Delhi
22	<b>Office of ACJ/Nazarat (North-West)/ Care Taking Branch</b>	Sh. Bhupinder Singh, ACJ (NW), Rohini Court, Delhi	Ms. Vandana, JSCC /ASCJ/GJ(NW), Rohini Court, Delhi
23	<b>Digitization Cell (North-West)</b>	Ms. Preeti Agrawal Gupta, ASJ-1, (N/W), Rohini Court, Delhi.	Sh. Sunil Choudhary, ADJ (N/W), Rohini Court, Delhi.
24	<b>District Nazir Branch (NW &amp; North)</b>	Sh. Atul Kr. Garg, ADJ (North), Rohini Court, Delhi	Sh. Satish Kumar, ADJ, N/W Rohini Court, Delhi.

<b>S. No.</b>	<b>Authorities</b>	<b>Name of the Officers</b>	<b>Name of the Link Officers</b>
1	<b>Transparency Officer under RTI Act (NW)</b>	Sh. Rajneesh Kr. Gupta, ASJ (Electricity) (N-W), Rohini Court, Delhi	Ms. Vandana, JSCC/ASCJ/ (NW), Rohini Court, Delhi
2	<b>Leave Sanctioning Authority Administration Branch-I</b>	Sh. Manu Rai Sethi, ASJ (N-W), Rohini Court, Delhi	Ms. Anju Bajaj Chandna, ASJ(Spl.FTC) (NW), Rohini Court, Delhi
3	<b>Leave Sanctioning Authority Administration Branch-II</b>	Ms. Anju Bajaj Chandna, ASJ(Spl.FTC) (NW), Rohini Court, Delhi	Sh. Manu Rai Sethi, ASJ (N-W), Rohini Court, Delhi
4	<b>Leave Sanctioning Authority</b>	Sh. Rajneesh Kr Gupta, ASJ(Electricity)/ (NW), Rohini	Sh. Satish Kumar, ADJ, N/W Rohini Court, Delhi.

	<b>Administration Branch-III</b>	Court, Delhi	
5	<b>Nodal Officer for Prevention of Smoking in Rohini Court Complex</b>	Sh. Ramesh Kumar Sethia , AO(J)/(NW), Rohini Court, Delhi	All Branch Incharges of both the Districts shall also act as Nodal Officer for respective branches.
6	<b>Public Information Officer(NW)</b>	Ms. Usha Khatter, AO(J)/(NW), Rohini	Ms. Vinod Bala, AO(J)/NW
7	<b>Nodal Officer to monitor the pending works (Civil &amp; Electrical) assigned to PWD authorities at Rohini Courts, Delhi.</b>	Sh. Suresh Chand Sharma, Sr. Judicial Assistant/ Branch Incharge, General Branch-I	Sh. Jagdish Bhakuni, Sr. Judicial Assistant/Branch Incharge, CTB

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