

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

No. 4419 /R.O./N-E/KKD/Delhi/2017

Dated 28/6/17

To,

The Chairman,
Website Committee,
Tis Hazari Courts, Delhi.

Sub : Regarding Updation of the Information on website u/s 4 of Right to Information Act, 2005.

Sir,

Please find enclosed herewith the updated information regarding the details of nature of work of all the branches of North-East District, Karkardooma Courts, Delhi u/s 4 of Right to Information Act, 2005.

You are hereby requested to update the information on the website of Delhi District Courts www.delhidistrictcourts.nic.in so that the updated information can be made accessible to the general public.

Sd/-

(SANJAY BANSAL)

Transparency Officer/Spl. Judge (NDPS)
North East District
Karkardooma Courts, Delhi.

Encl : As above. *- 27 Pages*

No. _____ /R.O./N-E/KKD/Delhi/2017

Dated _____

✓ Copy to :- The Chairman, Website Committee, Karkardooma Courts, Delhi with the request to update the information on Karkardooma website.

Sd/-

Transparency Officer/Spl. Judge (NDPS)
North East District
Karkardooma Courts, Delhi.

Encl : As above. *- 27 Pages*

RIGHT TO INFORMATION BRANCH

**NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI.**

DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICERS	ADDRESS AND CONTACT NUMBER
APPELLATE AUTHORITY	SH. ANAND SWAROOP AGGARWAL	ROOM NO. 63, 4 th FLOOR, NORTH EAST DISTRICT, KARKARDOOMA COURTS, DELHI. TEL: 011-22308163
PUBLIC INFORMATION OFFICER	SH. H. K. SEHGAL, ADMINISTRATIVE OFFICER (JUDICIAL)	POTA CABIN, THIRD FLOOR, NORTH-EAST DISTRICT KARKARDOOMA COURTS, DELHI. TEL: 011-22101439
LINK PUBLIC INFORMATION OFFICER	MS. RENU SHARMA ADMINISTRATIVE OFFICER (JUDICIAL)	POTA CABIN, THIRD FLOOR, NORTH-EAST DISTRICT KARKARDOOMA COURTS, DELHI. TEL: 011-22101430

Ms. Ambika Dabral, Judicial Assistant is working under the supervision of Public Information Officer in Branch , North-East District, Karkardooma Courts, Delhi.

Ms. Upasna Chawla, Junior Judicial Assistant is looking after the work of RTI appeals.

WORKING STRUCTURE OF RTI BRANCH & RTI APPEAL

- The work of RTI Branch is urgent and time bound. The applications under Act are being received regularly which have to be registered. Requisite fees is checked and postal order enclosed with RTI applications is to be realized from the post office. After examining the application the same is sent to the concerned Court/Branch and the query-wise information is called.
- Once the information is received, the same is compiled and the information is sent to the applicant after getting it attested from PIO. RTI applications are also transferred to other departments if the information sought pertains to other department. This branch also prepares the quarterly statement and Yearly Statement and sends the same to Central Information Commission. All the applications are disposed of by the Public Information Officer within stipulated time and all such data is transmitted to the website of GNCT, Delhi.

- Appeals are also being received by this branch which are urgent and time bound. On receipt of appeal, the same has to be put up before Sh. Anand Swaroop Aggarwal, Ld. Appellate Authority who then orders for issuance of notices to the parties. The staff then assists the Public Information Officer while appearing in the court for proceedings in the appeal. Once the order in the appeal is passed, the same has to be sent to the appellant after making necessary entries in all the relevant registers.
- Sometimes applicants are not satisfied with the information provided by the PIO or with the order passed by the Appellate Authority and then they file appeal in the CIC for which this branch receives notices to appear before the CIC. All the matters and correspondence related to that has to be handled by this branch.

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31/05/17

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

No. 3973 /Admn/N-E/KKD/Delhi/2017

Date 31/05/17

Administrative Officer
North-East District, Sessions Judge,
North-East District,
Karkardooma Courts, Delhi.

Ref: No.3834-38/R.O./N-E/KKD/Delhi/2017 dated 29.05.2017

Subject:

With reference to the ibid circular, the requisite information regarding Administration Branch is as under:

**Name and designation of Officers and Officials posted in Administration Branch,
North-East District, Karkardooma Courts, Delhi.**

Name of the Officer	Designation	Contact No.
Sh. Amit Kumar Senja	Administrative Officer (Judl.)	011-22101439

S. No.	Name of the Official	Designation	Contact No.
	Sh. Amit Kumar Sharma	Jr. Judicial Assistant	011-22101439
	Sh. Amit Kumar Bhadri	Jr. Judicial Assistant	011-22101439

Structure of work of Administration Branch, North-East District, Karkardooma Courts, Delhi:

Placing the request letters of the officers/officials before Ld. District & Sessions Judge, North-east for intra-district transfers and issuance of transfer orders of the officials after approval of the Competent Authority.

Forwarding of the request letters of officials for inter-district transfers to the Ld. District & Sessions Judge (HQs) after approval/endorsement of the Ld. Competent Authority i.e. Ld. District & Sessions Judge (North-East).

Forwarding of various applications and letters of staff, to the office of Ld. District & Sessions Judge (HQs), Delhi, after endorsement of the Ld. District & Sessions Judge (North-East).

Circulation of circulars/notifications/advertisements of posts vacant in other departments on deputation basis received through the office of Ld. District & Sessions Judge (HQs), Delhi.

Staff in Mega Lok Adalat in North-East District

Complaints of the officials before Ld. District & Sessions Judge (North-East).

Getting the approval of Ld. Competent Authority i.e. Ld. District & Sessions Judge (North-East), to appear before the Inquiry Officer in Departmental Enquiry against the delinquent officials.

To provide substitute Personal Assistants and Orderlies in courts as and when requirements are received.

To send replies of applications whereby information has been sought under RTI Act.

2005

This is for your kind information please.

Yours sincerely


(Harish Kumar Sehgal)

Administration Branch.

O/o The District & Sessions Judge (N-E)

Karkardooma Courts.

Delhi

GENERAL BRANCH NORTH-EAST DISTRICT
KARKARDOOMA COURTS, DELHI.

NAME	H.K. SEHGAL
DESIGNATION	ADMINISTRATIVE OFFICER
CONTACT NO	011-22101439

JR. JUDICIAL ASSISTANT : UPASNA CHAWLA

CONTACT NO : 011-22101480

WORKING STRUCTURE OF GENERAL BRANCH.

- This branch is entrusted with various functions including receiving of various **Dak/Orders from Hon'ble High Court of Delhi and Supreme Court of India.** Once the dak is received from Supreme Court and High Court, it is checked that to which court the letter pertains to (Successor court/abolished courts) and then the same is placed before Ld. Officer Incharge (General Branch) , for getting it marked to the concerned court. Most of the times urgent **bail orders/parole orders** are also **confirmed telephonically** from High Court and Supreme Court and same has to be sent to concerned court on urgent basis after making proper report.
- Apart from this, various **Judgments** received from Hon'ble High Court of Delhi and letter received from Jail Authorities are also **circulated** to all the court of North-East district by this branch.
- This branch also receives Judicial files from different courts of North-East district. This branch ensures that proper indexing has been done on it and after making endorsement and necessary entries on the relevant registers the same are sent through R & I branch to Hon'ble High court of Delhi. Judicial files are also sent to the Ld. District & Sessions Judge, Delhi. If file is to be sent to other District Courts, as per the direction of Hon'ble Supreme Court of India, necessary endorsement is also made on the file by this branch.
- This branch also receives various letter regarding providing of **Police Aid.** All the correspondence related to that is being done by this branch including sending the letter to DCP through the concerned Naib Court. Once the **sanction letter** is received from the office of **DCP** the same is sent to the concerned court.

- General Branch also receive the requisitions for **preparation of rubber stamps** which we provide after getting it prepared from authorized vendor for which prior approval of Ld. Officer Incharge (General Branch) and Ld. District & Sessions Judge, North- East District, is obtained. The letter for the preparation of the rubber stamps is sent to the vendor with all the requisitions. Once the rubber stamps received from the vendors, letter to the concerned court or branches is sent for the collection of the same. After Distribution of rubber stamps necessary receiving is taken from the concerned official and all the relevant record and registers is maintained. Formal **Sanction Order** is also obtained from Ld DDO for clearance of the bill. The work related to surrender of rubber stamps is also handled by General Branch.
- We also prepare **Annual Budget** for purchase of items which comes under Branch such as rubber stamps, emergency requirement of stationery items, file covers. Yearly **Audit** of this branch is also done by the office of Accountant General (Audit).
- All the correspondence related to **Building Maintenance Committee/Infrastructure/Security, Environment Committee, Horticulture, Chamber allotment and Tihar Jail authority** also done by the General Branch.
- In addition to this, Misc. complaints made by the public, advocate, etc. are also being handled by this branch.
- Complaints related to **photocopier machines** and **Fax machines** are handled by this branch. Work related to installation of the above said machines are also done by this branch.
- Quarterly statement in the matter " Manjit Singh Vs. State" is also sent to Hon'ble High Court after receiving from the courts and compiling the same.
- Monthly statement in the matter "Rajesh Tyagi & Ors vs Jaibir Singh & Ors" is also sent to Hon'ble High Court after receiving from MACT Tribunals and compiling the same.

VIGILANCE BRANCH, NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI

The Vigilance Branch North-East District, Karkardooma Courts, Delhi consists of following officers/Officials:-

S.No	Name of Officer/Official	Designation	Contact No.
1	Sh. Anand Swaroop Aggarwal, PO-MACT/ADJ	Officer in-charge	011-22308163
2	Sh. H. K. Sehgal	Administrative Officer(J)	011-22101439
3	Sh. Suraj	Junior Judicial Assistant	011-22101439

Nature of work:-

The North-East District started its functioning since 2009 to handle the Vigilance matters concerning North-East District to ensure probity and integrity in public administration. The work of the Vigilance Branch is of a responsible and confidential nature. The Vigilance Branch deals with the complaints instituted against both the gazetted and non gazetted staff working at North-East District, Karkardooma Courts, Delhi and the complaint received from the public as well as from the Judicial Officers /A.O.(J)/Other Staff. The Vigilance Committee makes its recommendation in respect of Non-gazetted staff to the Ld. District & Sessions Judge (HQ), Tis Hazari, Delhi. So far as the gazetted staff is concerned, the recommendation of the Vigilance Committee is processed by Ld. District & Sessions Judge, and then the same is forwarded to the Hon'ble High Court of Delhi.

From time to time, various list of officials are received for Vigilance Clearance from the Office of Ld. District & Sessions Judge (HQ). After checking of record, Vigilance Clearance Report is prepared and is sent to (HQ) after approval of OIC (Vigilance), and District Judge, North-East. Meetings of the Vigilance Committee are arranged as and when required.

Handwritten: 15/12/17 Filing/NE/KKD/Delhi

To,

The Ld. Transparency Officer,
North- East District,
Karkardooma Courts Delhi.

SUB:- DETAIL OF NATURE OF WORK

R /SIR,

As per your Circular No. 3834-
38/RO/NE/KKD/Delhi/2017. Detail of nature of work is given
below:-

1. District & Session Judge for filing of Criminal Revisions ,
Criminal Appeals, Civil Suits, Rent Appeals, Executions ,
Misc. Applications and Sessions Committal cases .
2. Senior Civil Judge for filing Civil Suits, Rent cases,
Execution cases , Misc. Application and Civil Appeals
cases.
3. Filing of Police Challans Pertaining to North-East .
4. Filing of Caveats Pertaining to North-East

Thanking You,

Yours Faithfully

Handwritten signature: Jaggi

(NEERU JAGGI)
SR. Judicial Asistant
Employee no-13603
Filing Section/KKD Delhi.

Handwritten signature: How
06/12/17
Transparency Officer (Judicial) (Linte)
District & Sessions Judge
North East District, KKD Courts, Delhi

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06/11/17
M E Baid / P D Baid

DT 06/11/17

To

LA, Temporary Office,
North East Dist
KRD, Baid

Sub: Details of nature of work.

As per your circular no 3037, 32/R/O/NE/KRD/2017
dt 29.5.17, Details of nature of work is
given below :-

- 1. Filing of 301 Application
- 2. Filing of cancellation of 1301
- 3. Make entries in computer.
- 4. To give 09th copy to applicants.
- 5. Make Register of Daily Disposed applications
- 6. Entries in Computer, Filing
- 7. Commitment
- 8. Inspection
- 9. Issue Summon etc. etc.

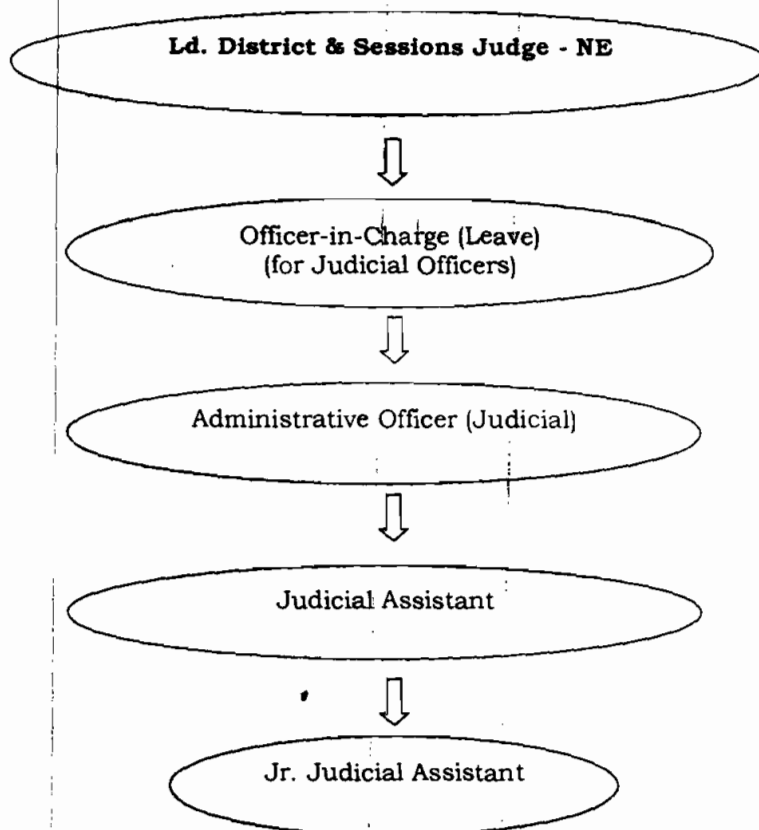
Thanking you,

Your Faithfully

(ANITA THAKUR)
Sr. JUDGE (AMT)
Bo. I, NE, KRD, Baid
13407

06/11/17
M E Baid
KRD, Baid
Sessions Judge
North East Dist
KRD Courts, Delhi

**STRUCTURE OF THE JUDICIAL BRANCH,
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI**



The work carried out in Judicial Branch is of urgent nature and perform its task in a time bound manner. This branch deals with compilation of various data informations. It maintains data regarding institution, disposal and pendency of cases, prepares statements on monthly basis, Court-wise and Category-wise institution, disposal and pendency etc.

The following Officers/Officials are poted in **Judicial Branch, O/o Ld. District & Sessions Judge, North-East District, Karkardooma Courts, Delhi :-**

Sl. No.	Name of Officer/Official	Designation	Contact Number
1.	Ms. Renu Sharma	Administrative Officer (Judicial)	011-22101429 011-22101430
2.	Ms. Ambika Dabral	Judicial Assistant	011-22101429 011-22101430
3.	Ms. Sarita Negi	Jr. Judicial Assistant	011-22101429 011-22101430

JUDICIAL BRANCH works as under :-

Compilation, Preparation and Sending of the various statements, as stated below to the Hon'ble High Court of Delhi, New Delhi and to the Office of District & Sessions Judge (HQ), Tis Hazari Courts, Delhi :-

1. Preparation and sending monthly disposal and pendency statements of Delhi Higher Judicial Service & Delhi Judicial Service Officers to the Hon'ble High Court of Delhi, New Delhi.
2. Preparation and sending Quarterly statements of the work done by the Judicial Officers of DHJS & DJS in soft form, to the Hon'ble High Court of Delhi, New Delhi.
3. Reply to the Parliament/Rajya Sabha Questions and correspondence in this regard to Judicial Officers and Hon'ble High Court of Delhi, New Delhi.
4. Correspondence regarding Training Programme conducted from time-to-time by Delhi Judicial Academy, Delhi, National Judicial Academy, Bhopal and Hon'ble High Court of Delhi, New Delhi.
5. Correspondence regarding Courses/Seminars related to Judicial Officers conducted from time-to-time by Hon'ble High Court of Delhi, New Delhi and Hon'ble Supreme Court of India, New Delhi.
6. Compilation of Monthly and Yearly statements regarding Casual Leave/Special Sick Leave/Compensatory Leave/Short Leave of the Judicial Officers and sending the same to the Hon'ble High Court of Delhi, New Delhi.
7. Sending e-mail on daily basis regarding leave intimation of the Judicial Officers to the e-mail id of Office of District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
8. Half-yearly statement pertaining to mentally-ill undertrials (Compliance report in view of case titled "Illegal detention of Machal Lalung), after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
9. Quarterly statement pertaining to undertrials prisoners lodged in various jails, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
10. Quarterly statement of Protection of Women from Domestic Violence, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
11. Progress report on Speedy Trial of Gang Rape Cases pending in the Courts of Sessions, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
12. Preparation and sending monthly information in respect of cases involving offences relating to women, juveniles and under the Prevention of Corruption Act, 1988, after collecting information from all the concerned courts of North-East District, Karkardooma Courts, Delhi.
13. Collecting and providing information in reply to the Right to Information Act applications, concerned with Judicial Branch (N-E).
14. Preparation and sending yearly data regarding institution, disposal and pendency of cases alongwith age-wise pendency position, after collecting information from all the courts of North-East District, Karkardooma Courts, Delhi.

Besides the above mentioned work, the Judicial Branch has to carry out the following work also :-

1. Appointment of Inspecting Judges and thereafter sending the inspection report of the courts of DJS conducted by the Officers of DHJS to the Hon'ble High Court of Delhi, New Delhi.
2. Correspondence regarding appearance before Inspecting Committee of Hon'ble High Court of Delhi, New Delhi by DHJS & DJS Officers.
3. Transfer of cases of DHJS & DJS, as per direction of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (HQ), Delhi.
4. Powers/Bail Powers/Notifications pertaining to the Judicial Officers received from the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (HQ), Delhi.
5. Detention of Judicial Officers during Vacations, as per directions of the Hon'ble High Court of Delhi, New Delhi and Ld. District & Sessions Judge (HQ), Delhi.
6. Circulation of amendments of High Court Rules & Orders to the Judicial Officers.
7. Circulation of list of Holidays and Calendars, received from Hon'ble High Court of Delhi, New Delhi.
8. Constitution of Committees & authorization of Officer-in-Charge of Branches.
9. Complaints against Judicial Officers and maintenance of records regarding complaints.
10. Maintenance of records of Casual Leave, Sick leave, Short Leave, Station Leave and Compensatory Leave pertaining to all the Judicial Officers on daily basis.
11. Sanctioning and issuing of Notifications regarding Earned Leave, Commuted Leave, Paternity Leave, Child Care Leave etc. pertaining to all the Judicial Officers of DHJS & DJS.
12. Circulation of order of Transfers/Postings of DHJS/DJS & Special MMs, received from the Hon'ble High Court of Delhi, New Delhi.
13. Personal Correspondence of the Judicial Officer with the Hon'ble High Court of Delhi, New Delhi.
14. Forwarding of transactions of movable and immovable property of Judicial Officers for the Hon'ble High Court of Delhi, New Delhi.
15. Correspondence regarding returns of assets and liabilities of Judicial Officers to the Hon'ble High Court of Delhi, New Delhi.
16. Circulation of Orders of Hon'ble High Court of Delhi, New Delhi on Seniority & Promotion of Judicial Officers and Orders of Hon'ble High Court of Delhi, New Delhi on Departmental Examination of the Judicial Officers.

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01/01/17

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,
NORTH EAST DISTRICT: KARKARDOOMA COURTS, DELHI.**

4022 /C.B./N.E./KKD/2017

Dt. 01/06/2017

Sh. Sanjay Bansal,
Transparency Officer
North East District,
Karkardooma Courts, Delhi.

Ref.: Circular No.3834-38/R.O./N-E/KKD/Delhi/2017/Dated 29.05.2017

Dear Sir,

This is with refence to Circular No.3834-38/R.O./N-E/KKD/Delhi/2017/Dated 29.05.2017, received with direction to provide the details of nature of work of the branch and other relevant information maintained by the branch (as per the provisions of Section 4 of RTI act 2005). In this connection, I am directed to forward herewith the requisite information, which is as under:

Collection of fine from various courts i.e Crminal Courts and deposit the same with accredited bank.

Issuing the Fine Receipts against amount deposited in cash branch

Payment made to witnesses as per the vouchers received form court concerned.

RTI & Misc fee receiving and issuing TR5 and deposit the same with accredited bank.


Submitting various bills (i.e Salary, G.P.F, Contigent etc) prepared by Accounts Branch.to Pay and Accounts Office, Govt of NCT, Delhi.

Payments of Delhi Jal Board, BSES and MTNL. as per the bills received from Accounts Branch.

Disbursement of Cheques to concerned persons.

Thanking you

Yours faithfully


01/6/17
(Renu Sharma)

Administrative Officer (Judicial)
Cash Branch, North East District,
Karkardooma Courts, Delhi.

LEAVE SECTION, NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI

The Leave Section, North-East District, Karkardooma Courts, Delhi consists of following officers/Officials:-

S.N	Name of Officer/Official	Designation	Contact No.
1	Sh. G. N. Panday, PO-MACT/ADJ	Officer in-charge	011-22308169
2	Ms. Renu Sharma	Administrative Officer(J)	011-22101429
3	Sh. Suraj	Junior Judicial Assistant	011-22101429
4	Ms. Meenakshi Mangain	Junior Judicial Assistant	011-22101429

Nature of work:-

1. Maintaining Monthly Attendance Record and intimations of the official posted in North-East District.
2. Preparing Memos and Show cause notices to the erring officials.
3. Maintaining Casual Leave records, Earned Leave, Medical Leave, Child Care Leave, Paternity Leave, Extraordinary Leave, Special Casual leave etc.
4. Sanctioning of Casual Leave, Earned Leave, Medical Leave, Child Care Leave, Paternity Leave, Extraordinary Leave, Special Casual leave etc and preparing the notes and approval of notes, issue the sanctioned order regarding leave of the officials.
5. Circulating the circular and orders regarding leave and leave rules as when required.

RECEIVE & ISSUE (R & I) BRANCH NORTH-EAST DISTRICT

KARKARDOOMA COURTS , DELHI.

NAME	RENU SHARMA
DESIGNATION	ADMINISTRATIVE OFFICER
CONTACT NO	011-22101429

JR. JUDICIAL ASSISTANT : MR. RAMESH KUMAR AND MS. SANGEETA

CONTACT NO : 011-22101429-430

WORKING STRUCTURE OF R& I BRANCH.

- The R&I branch deals with all the correspondence and letters of Hon'ble High Court of Delhi and Hon'ble Supreme Court of India, marked to any Judicial officer posted in North-East District are received at R& I Branch. Files are also received back from the Hon'ble High Court and the same has to be sent back to the concerned courts and Record room (Session/Civil/Criminal/MACT).
- All kind of leaves such as Casual leave, Medical leave , Earned leave, Child Care Leave and Paternity leave of Judicial Officers & staff members and send them to the concerned branches.
- All the correspondence done by the office of Hon'ble High Court, all district courts , CMM Courts, office of ACJs etc. addressed to District Judge, North-East Delhi is received by the branch and handed over to the concerned officials.
- This branch also receive all types of circulars , orders marked to Ld. District & Sessions Judge, North-East District and then send to the concerned dealing branch. All types of letters/circulars/Sanction orders/correspondence done by Accounts Branch is received and then dispatched to the concerned officers/officials/authorities. All the other branches such a Judicial Branch, Administration Branch, General Branch, Leave Section, Vigilance Branch etc. also sent all letters through their Branch.

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31/5/2017

To,

Dated : 31.05.17

The Transparency officer,
North-East District,
Karkardooma Courts, Delhi.

Sub : Nature of work of Nazarat Branch.

Respected Sir,

In compliance of your officer circular No.3834-38/R.O/NE/KKD/Delhi/2017
Dated 29.05.17, the requisite information is furnished as under:-

1. To receive processes issued by various Courts.
2. To mark the processes to the process server of concerned beat..
3. To make entry of the processes in the computer.
4. To mark entry of the returned processes.
5. To return the processes to the concerned Court.
6. To receive various warrants issued by Courts.
7. Mark/appointment of warrants to the bailiffs.
8. To enter the returned warrants in the Computer.
9. To return the warrants to the concerned Court.

Yours faithfully

Sanjeev Kumar Gaur

(Saneev Kr. Gaur) 31/5/17

Incharge/Nazarat Branch
District North-East
Karkardooma Courts, Delhi

forwarded

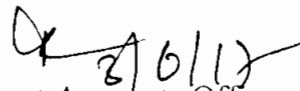
[Signature]
31/5/17
Karkardooma Courts, Delhi

Annexure 'A'

Name of the Section /Branch : Accounts Branch, North-East District, KKD Courts, Delhi

S.No.	Particulars/Seats	Brief description of the nature of work
1.	Pay/Salary Bill	Preparation of pay bills, Pay Arrears, Tution Fees, OTA, Hon. Bills, Evening Court Bills, DA Arrear, Bonus Bill in online package, Submitting the CD's of all the pay bill & other bills & updation in PAO, maintain PBR, Bill register and Budget register. RTI-Disposal of RTI pertains to respective Seats.
2.	Service Book	Maintenance of Leave account, pay fixation on promotion and as per various orders time to time and its updation in Service Book, currency of penalty, Addition/deletion the name of family members. Preparation of increment List and updation of its Entry, SDM verification in case of dependency and disposal of all other Misc. work pertain to Seats. RTI-Disposal of RTI pertains to respective Seats.
3.	Contingency /Office Expenses	Preparation of Reimbursement in respect of water, Electricity, News Paper, Telephone, Petrol and Allowances i.e. Camp Office, Technical Devices, Brief Case/Office Bags, Home Orderly, Robe Dress. To all the Judicial Officers, Payment of All Office Bills Electricity, Telephone & Water, Child witnesses, Computer and purchase of other article bills etc. & maintenance budget, bill and other relevant registers, prepare data for tax filing return of office, form 16 A provided to parties concerned.
4.	Pension	Pension Seat- Pension cases including all beneficial work (Pension DCRG, & CVP, Leave Encashment and UTEGIS), Death Cases & VRS cases, Revision of Pension due to various reason/orders arise time to time and preparation of pensioners cards, correspondence to PAO concerned and disposal of other Misc. works. RTI-Disposal of RTI pertains to Seats & others Misc. RTI Pertains to Accounts Branch.
5.	Budget	Preparation of R.E and B.E, distribution of budget to other as per their requirement, preparation of reconciliation with PAO every month, preparation of Monthly Statement, Quarterly Statement Final Excess & Saving (twice once in year).
6.	GPF/CPF	GPF/CPF Seat- GPF Advance. GPF withdrawal, Completion of GPF/CPF Pass Book, Making Entry of GPF Advance & Withdrawal in PBR, Final Payment to Pensioners & Maintain the PRAN Cards of the Officers/Official as well as amendments.
7.	Leave Travel Concession/Home Town Concession & Travel Allowance	LTC/HT & T.A- LTC Advance and final bills and T.A bills of Judicial Officers in respect of training held

8-10	Judicial Officers Leave Encashment & LTC Leave Encashment	Judicial Officers Leave Encashment & LTC Leave Encashment -Preparing Bills in respect of Judges Leave encashment & LTC LE and updations of its entry in Service Book and maintain its registers.
10	Short terms & Long term Advances	Short terms & Long term Advances- Obtaining sanction from Short and long term advances from Finance Department and preparing Bills . RTI-Disposal of RTI pertains to respective Seats
11.	Medical	Preparation of Medical Bills reimbursement preparation and issuance of Medical cards, Medical Advance and final claim, addition and deletion names of the beneficiaries and their family members. Maintain Budget, bill and all the relevant register. RTI-Disposal of RTI pertains to respective Seats.
12.	General Work	Accounts Branch also functioning by complying the order which are passed on legal side within stipulated time as per order, as and when order received.



Assistant Accounts Officer
 O/o the District & Sessions Judge
 North East District, Karkardooma Courts
 Delhi.



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SHE
ETB/TE

DISTRICT LEGAL SERVICES AUTHORITY (North EAST)
Court Room No. 35, Ground Floor KARKARDODMA COURT COMPLEX, DELHI



To

Sh. Sanjay Bansal,
Transparency Officer,
North East District,
Karkardooma Courts, Delhi

Subject : Details of nature of work of the branch of DLSA, North East, Karkardooma Courts.

Sir,

In reference to your circular No. 3834-38/R.O./NE/KKD/Delhi/2017 dated 29/05/2017, the details of work and other relevant information maintained by the Office of the Delhi Legal Services Authority, North East, which can be sent to the Website Committee of District Courts www.delhicourts.nic.in is as under:

1. Legal Aid beneficiary record
2. Victim (Rape/Sexual Assault) Compensation record
3. Traced Missing Children record
4. Monthly Rosters of:
 - * Front Office Advocates duty
 - * Remand Advocate duty
 - * Jail Advocates duty
5. Disposal Record of National Lok Adalats

Thanking You

Yours Sincerely

(Neetu N. Bhatnagar)
Superintendent/DLSA/North East
Karkardooma Courts/Delhi

Forwarded:

(Arvind Bansal)
Secretary/DLSA/North East
Karkardooma Courts/Delhi

OFFICE OF CONTROLLING OFFICER/ASJ/POOL CAR SECTION/
KARKARDOOMA COURTS/DELHI

No. _____/Pool Car/KKD/Delhi

Dated: 05.06.2017

To,

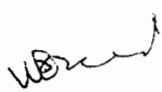
The Administrative Officer(Judl),
North-East District, Karkardooma Courts, Delhi.

Sub:- Regarding Nature of Work of Pool Car Section, East District, KKD Courts,
Delhi

Madam,

With reference to circular no. 3834-38/R.O/N-E/KKD/Delhi/2017 dated 29.05.17, the details of nature of work and other relevant information maintained by this branch/section are as follows :-

1. Upkeeping of daily attendance of drivers.
2. Upkeeping of Compensatory leaves record of Drivers.
3. Maintainance/ Service record & preparation of their bills of pool car vehicles .
4. Preparation of Petrol bills of pool car vehicles.
5. Upkeeping of Hired Taxi Bills.
6. Maintaining the record of utilised log books and coupon books of Pool Car Vehicles.
7. Condemnation proceedings of vehicles and spare parts.
8. Arragement of Pool Cars Vehicles for TIP duty, Pick and Drop from Railway Station/Airport to Judicial Officers, High Court / Supreme Court Meetings etc.
- 9 Budget & RTI pertaining to Pool Car Section.
- 10 Arragement of Vehicle for the Officers even not availing Pool Car Facility on demand.
- 11 Provide vehicles to the Officers who are availing pool car facility.


(UMED SINGH)
CONTROLLING OFFICER,
POOL CAR SECTION, EAST
DISTRICT, KKD COURTS
DELHI

CARETAKING BRANCH, NORTH-EAST DISTRICT, KARKARDOOMA
COURTS, DELHI.

ADMINISTRATIVE OFFICER: HARISH KUMAR SEGHAL : 22101439

One Caretaker and one Judicial Assistant under the supervision of Superintendent,
Caretaking Branch, North-East District, Karkardooma Courts, Delhi.

Caretaker : Sh. Rupesh Singh : 22101418
Judicial Asstt. : Sh. Anil Kumar : ___do___

NATURE OF DUTIES OF CARETAKING BRANCH, NORTH-EAST DISTRICT,
KARKARDOOMA COURTS, DELHI.

1. To supervise/maintain the work of cleanliness.
2. Dealing with the civil and Elect. Complaints related to PWD, KKD Courts,
Delhi.
3. Arrangement of regular meetings and functions.
4. Bringing the consumable/non-consumable articles from Tis Hazari Courts,
Delhi for further distribution at KKD Courts, Delhi.
5. Supervision of Chowkidars,
6. Attending the complaints of Judicial Officers personally on daily routine basis.
7. Correspondence work with different authorities.

OFFICE OF THE DISTRICT & SESSIONS JUDGE
EAST DISTRICT KARKARDOOMA COURTS, DELHI

No. 399 /Comp.Sec./KKD/2017

Dt. 03.06.2017

To,

Sh. Sanjay Bansal,
Transparency officer
North East District
KKD. Delhi.

Sub: The Nature of work of Branch

Rsir:

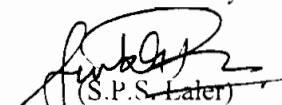
In compliance of circular 3834-38/R.O./N-E/KKD/Delhi/2017 dt. 29.05.2017, it is submitted that Computer Branch is common branch of all three Districts which is being supervised by Ld. OIC, Computers, East, KKD.

The nature of work of Computer Branch, KKD is as follows:

1. To give technical assistance to all the users in Karkardooma Court Complex.
2. Get daily back-up of all the Servers on regular basis.
3. Update the daily orders, Judgments, Case status etc, on the Website <https://ecourts.gov.in>.
4. Upload circulars, orders, letters and necessary information, as and when directed, on the Website <https://ecourts.gov.in>.
5. To get the report from NJDG regarding undated cases.
6. To update the data on NC-CIS Version 2.0 on regular basis.
7. To get the desire report from NCCIS Version 2.0 as and when asked.
8. To impart training to staff posted in Karkardooma Court regarding software and updation of software
9. To correspondence with quarter concerned
10. To attend/arrang various meetings regarding Hardware as well as Software.
11. To attend complaints in respect of computer installed in Courts and Branches and keep the complaint register.
12. To manage the stock register regarding computer articles.
13. To supervise the stationed engineers of AMC/ARC Companies.
14. To follow the directions issued by Nodal Officers/OIC (Computers)/Nodal Officer Website.
15. To have co-ordination with Computer Branch, headquarter and Computer Branch, KKD.
16. To maintain all record files pertains to Computer Branch/DPC, KKD.

Thanking you

Yours faithfully


(S.P.S. Later)
CMM(NE)/Nodal Officer,
Computer Branch
Karkardooma Courts, Delhi.

OFFICE OF THE CHIEF METROPOLITAN MAGISTRATE
NORTH-EAST DISTRICT: KARKARDOOMA COURTS:
DELHI

- † Receiving Dak such as intimations of being on or to be proceed on leave and leave applications along with joining (in case as required) of MMs/ACMM including communication pertaining to (TIP)/Training of MMs/ACMM & Misc Correspondence, onward transmitting the same to the branches concerned duly forwarded as well.
- † Receiving & sending the files from one to another court in case to be transferred on any account including remanded back files inter & intra District & Maintaining record thereof alongwith further transmission of the order/copy of Hon'ble High Courts and Hon'ble Supreme Court to the courts concerned.
- † Preparing and modifying monthly duty roster/Link roster and circulating same amongst the courts and branches as well.
- † Receiving, checking & allocating fresh files u/s 200/156(3) Cr. PC and 138 NI Act to the courts concerned PS wise and files U/s 12 of DV Act to the Mahila Court. Making data entry of the said fresh files in computer on server.
- † Getting service/execution of inter/intra district process such as notices/summons etc received from the state other than Delhi, done and sending report thereof to the court concerned.

:::

**RECORD ROOM, SESSIONS
(EAST, NORTH-EAST & SHAHDARA DISTRICT)**

Structure of the Branch

District & Sessions Judge, East District, KKD Courts, Delhi
(Head of the Department)

Officer-in-charge (Record Rooms), KKD Courts, Delhi.
(DHJS Officer deputed for day to day administration of the record rooms)

Administrative Officer, Record Rooms
(Officer deputed for supervision of the day to day affairs and to assist the Ld.
O.I.C, Record Rooms)

Branch Incharge (Sessions) / Senior Most Official
(Sh. U.S Choudhary, Sr. J.A)

Senior most officials deputed for the supervision of the day to day affairs of their respective branches under the supervision of A.O & Ld. O.I.C, Record Rooms.

Record Keepers / Mauza Clerks (02 Sr. J.A, 01 J.A, 04 J.J.A & 01 Orderly)

(For assisting weeding out the matured judicial records under the supervision of Judicial Officers deputed by H.O.D, Consignment of files & registers, Production of files before Hon'ble Courts etc.)

Note: 01 J.J.A is deputed to look after the entire work of digitization of all the districts i.e East District, North-East District & Shahdara District)

**RECORD ROOM, CIVIL
(EAST, N.EAST AND SHAHDARADISTRICT)**

Structure of the Branch

District & Sessions Judge, East District, KKD Court, Delhi
(Head of the Department)

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Officer-in-charge (Record Rooms), KKD Court, Delhi.
(DHJS Officer deputed for day to day administration of the record rooms)

↓

Administrative Officer, Record Rooms
(Officer deputed for supervision of the day to day affairs and to assist the Ld. O.I.C. RRs)

↓

Branch Incharge (Civil)
(Ms. Anita Rani, Sr.J.A)

↓

Senior most officials deputed for the supervision of the day to day affairs of their respective branches under the supervision of Administrative Officer & Ld. O.I.C., Record Rooms.

↓

Record Keepers/Mauza clerks/Misc. Clerk (3 LDC), Consignment Clerks/ROD Clerk/Data Entry Clerks (3 LDC).

(For assisting weeding out the matured judicial records under the supervision of Judicial Officers deputed by H.o.D., consignment of files & registers, production of files before the Hon'ble Courts etc.)

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Peon (No Posting)
(For lifting Basta, assisting Mauza Clerks and other officials of the Record Room)

**RECORD ROOM, CRIMINAL
(EAST & SHAHDARA DISTRICT)**

Structure of the Branch

District & Sessions Judge, East District, KKD Court, Delhi
(Head of the Department)

Officer-in-charge (Record Rooms), KKD Court, Delhi.
(DHJS Officer deputed for day to day administration of the record rooms)

Administrative Officer, Record Rooms
(Officer deputed for supervision of the day to day affairs and to assist the Ld. O.I.C. Rrs)

Branch Incharge (Criminal)
(Promila Mahajan, Sr. J. A.)

Senior most officials deputed for the supervision of the day to day affairs of their respective branches under the supervision of Administrative Officer & Ld. O.I.C., Record Rooms.

Record Keepers/Mauza clerks (4 J. A.)/ and (2 J.J.A)
(For assisting weeding out the matured judicial records under the supervision of Judicial Officers deputed by H.O.D., consignment of files & registers, production of files before Hon'ble Courts etc.)

There is no staff posted of North-East District.

OFFICE OF THE DISTRICT & SESSIONS JUDGE: EAST: KKD: DELHI

No. 930

Dated: _____

To,

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

**Ref.: Circular no. 3834-38/R.O./N-E/KKD/Delhi/2017 dated. 29.05.2017
& 4112-22/R.O./N-E/KKD/Delhi dated. 05.06.2017**

Respected Sir,

With reference to your office circular nos. as mentioned above, it is submitted that this branch deals with the preparation of certified copies of Judicial record, applied by the Advocates and Litigants.

It is also submitted that record of fresh applied CA applications and disposal of certified copies are maintained in Copying Agency, Karkardooma Courts, Delhi.

Thanking you,

Yours faithfully,


(INCHARGE)

Copying Agency, East,
Karkardooma Courts, Delhi.