

ROHINI DISTRICT COURTS : DELHI

THERE ARE TWO DISTRICTS PRESENTLY FUNCTIONING IN ROHINI COURT COMPLEX i.e. NORTH DISTRICT & NORTH-WEST DISTRICT

NORTH DISTRICT

Sh. Dilbag Singh Punia : District & Sessions Judge (North)

Sh. Neeraj Gaur : Transparency Officer / ADJ-01

Ms. Savita Kumari : Record Officer/ Administrative Officer (Judl.)

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

**COURTS
(North District)**

**BRANCHES
(North District)**

Contact Address:

MS. Vinod Bala
Administrative Officer (Judl.) /
Public Information Officer
Right to Information Act
Room No. 407 (Administration Branch),
North District,
Rohini Court Complex,
Delhi.

**NAME OF THE HEAD OF DEPARTMENT/JUDICIAL
OFFICER & DESIGNATION**

NORTH DISTRICT

NAME OF THE JUDICIAL OFFICER	DESIGNATION	ROOM NO.
SH. DILBAG SINGH PUNIA	DISTRICT & SESSIONS JUDGE, NORTH DISTRICT	404 FOURTH FLOOR

**ADDITIONAL SESSIONS JUDGES (NORTH DISTRICT)
CRIMINAL COURTS**

S.NO	NAME OF THE JUDICIAL OFFICER	DESIGNATION	ROOM NO.
1	SH. RAMESH KUMAR-1	ADDITIONAL SESSIONS JUDGE-5, NORTH DISTRICT	208 SECOND FLOOR
2	SH. JITENDER KR. MISHRA	ADDITIONAL SESSIONS JUDGE, (Spl JUDGE NDPS), NORTH DISTRICT	207 SECOND FLOOR
3	MS. BIMLA KUMARI	ADDITIONAL SESSIONS JUDGE, (Spl Fast Trach Court) NORTH DISTRICT	204 SECOND FLOOR
4	SH. VIRENDER KUMAR BANSAL	ADDITIONAL SESSIONS JUDGE-3, (PILOT COURT) NORTH DISTRICT	305 THIRD FLOOR
5	MS. SEEMA MAINI	ADDITIONAL SESSIONS JUDGE-1, (POCSO COURT) NORTH DISTRICT	307 THIRD FLOOR
6	MS. SUKHVINDER KAUR	ADDITIONAL SESSIONS JUDGE-4, NORTH DISTRICT	206 SECOND FLOOR
7	SH. SANJEEV AGGARWAL	ADDITIONAL SESSIONS JUDGE-2, NORTH DISTRICT	202 SECOND FLOOR

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

1	SH. NEERAJ GAUR	ADDITIONAL DISTRICT JUDGE-1 / LAC, NORTH DISTRICT	312 THIRD FLOOR
2	SH. DEEPAK WASON	ADDITIONAL DISTRICT JUDGE-2, NORTH DISTRICT	314 THIRD FLOOR
3	MS. KIRAN GUPTA	ADDITIONAL DISTRICT JUDGE-03	301 THIRD FLOOR

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

1	SH. S. S. MALHOTRA	PRESIDING OFFICER, MOTOR ACCIDENT CLAIM TRIBUNAL-1, NORTH DISTRICT	12 GROUND FLOOR
2	SH. VIDYA PRAKASH	PRESIDING OFFICER, MOTOR ACCIDENT CLAIM TRIBUNAL-2, NORTH DISTRICT	13 GROUND FLOOR

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

1	MS. VANDANA	SENIOR CIVIL JUDGE-CUM-RENT CONTROLLER, NORTH DISTRICT	214 SECOND FLOOR
2	SH. SUNIL KUMAR	JUDGE SMALL CAUSE COURT- CUM-ADDITIONAL SENIOR CIVIL JUDGE-CUM-GUARDIAN JUDGE, NORTH DISTRICT	111 FIRST FLOOR
3	SH. SATVIR SINGH LAMBA	ADMINISTRATIVE CIVIL JUDGE- CUM-COMMERCIAL CIVIL JUDGE- CUM-ADDITIONAL RENT CONTROLLER, NORTH DISTRICT	215 SECOND FLOOR
4	SH. HARJEET SINGH JASPAL	CIVIL JUDGE	109 FIRST FLOOR

FAMILY COURTS

1	MS. SWARANKANTA SHARMA	PRINCIPAL JUDGE, FAMILY COURT	8 GROUND FLOOR
2	MS. PINKI	JUDGE, FAMILY COURT	3 GROUND FLOOR

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

1	SH. GAGANDEEP SINGH	CHIEF METROPOLITAN MAGISTRATE, DISTRICT NORTH	115 FIRST FLOOR
2	SH. BHUPINDER SINGH	ADDITIONAL CHIEF METROPOLITAN MAGISTRATE, DISTRICT NORTH	117 FIRST FLOOR

MAHILA COURT

1	MS. RICHA MANCHANDA	MM / MAHILA COURT-01, NORTH DISTRICT	103 FIRST FLOOR
2	MS RIYA GUHA	MM / MAHILA COURT-02, NORTH DISTRICT	104 FIRST FLOOR

METROPOLITAN MAGISTRATES (COURTS OF MMs)
CHALLANS OF TRAFFIC CIRCLES ARE ALSO ASSIGN TO BELOW MENTIONED
JUDGES FOR DISPOSAL AS PER LAW

1	SH. VIKRAM	MM-1, NORTH DISTRICT	116 FIRST FLOOR
2	MS. NEHA GUPTA SINGH	MM-2, NORTH DISTRICT	319 THIRD FLOOR
3	SH. SACHIN GUPTA	MM-3, NORTH DISTRICT	213 SECOND FLOOR
4	MS. KADAMBARI AWASTHI	MM-4, NORTH DISTRICT	110 FIRST FLOOR
5	SH. JITENDER PRATAP SINGH	MM-5, NORTH DISTRICT	114 FIRST FLOOR
6	MS. SADHIKA JALAN	MM-6, NORTH DISTRICT	320 THIRD FLOOR

MEDIATION CENTRE

(Functioning for both the District i.e. North & North-West)

1	SH. MANMOHAN SHARMA	JUDGE MEDIATION, DISTRICT	INCHARGE NORTH-WEST	408 FOURTH FLOOR
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DELHI LEGAL SERVICE AUTHORITY (North)

1	SH. DHIRENDER RANA	SECRETARY, SERVICE (DLSA)	DELHI LEGAL AUTHORITY	405 FOURTH FLOOR
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JUDICIAL PAY SCALES

DELHI HIGHER JUDICIAL SERVICE

S.NO.	NAME OF THE POST	PAY STRUCTURE
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

S.NO.	NAME OF THE POST	PAY STRUCTURE
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

S. NO.	NAME OF THE POST	GROUP	PAY BAND	GRADE PAY
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/-
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/-	4600/-
19	Judicial Assistant	Group-B (Non-Gaz.)	9300-34800/-	4600/-
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/-	2800/-
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/-

Assignment of Branches among the Administrative Officer (Judicial)

SI. NO	NAME OF THE OFFICIAL	NAME OF THE BRANCHES	LINK OFFICER
1.	Ms. Vinod Bala Administrative Officer (Judicial) Room No. 407, Administration Branch, 4th Floor, Rohini Court Complex, Delhi Contact No. : 27555791	1. Administration Branch 2. Admin. Branch-III 3. P S Office of Ld. D & SJ (North) 4. PIO (RTI) 5. Purchase Cell 6. D.D.O.	Ms. Savita Kumari A. O. (Judl.)
2	Ms. Savita Kumari Administrative Officer (Judicial) Room No. 407, Administration Branch, 4th Floor, Rohini Court Complex, Delhi Contact No. : 27555791	1. Judicial Branch 2. Vigilance Branch 3. Cash Branch 4. Bail Section 5. Record Officer 6. Link D.D.O.	Ms. Vinod Bala A.O. (Judl.)

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

**STRUCTURE OF
BRANCHES**

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

District Judge's Secretariat	Administration Branch	Administration Branch-III
Judicial Branch	Accounts Branch	Cash Branch
Fine & Audit	Purchase Cell	Vigilance Branch
R & I Branch	Filing Branch	Bail Section
RTI Branch	CMM Office	Nazarat Branch

**DISTRICT & SESSIONS JUDGE'S SECRETARIAT
NORTH DISTRICT,
ROHINI DISTRICT COURT, DELHI**

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

1. General correspondence required by various Committees as well as courts with outside agencies/departments.
2. Such correspondence on particular requests be dealt with at the level of District Judge.
3. Issuance of Meeting Notices as per the direction of District & Sessions Judge.
4. Correspondence of District & Sessions Judge (North) with the Hon'ble High Court of Delhi, Other Court Complexes and with other agencies/departments.
5. Keeping record of meetings attended by District & Sessions Judge at this court complex and other various places.
6. Any other work that may be assigned.

**ADMINISTRATION BRANCH
ROHINI DISTRICT COURTS, DELHI**

District & Sessions Judge
North 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

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

ADMINISTRATION BRANCH – III

This Branch shall deal with officials of the rank of Peons and Dak Peons. All the Process Servers, Bailiffs and Nazirs would continue to be under the control of Office of the Administration Branch-III.

Sh. S. S. Malhotra, PO, MACT-1/Officer Incharge, Administration Branch & Administration Branch-III

Sh. Deepak Wason, ADJ-01/Link Officer Incharge, Administration Branch & Administration Branch-III

Ms. Sukhvinder Kaur, ASJ-04/Leave Sanctioing Authority, Administration Branch.

Ms. Kiran Gupta, ADJ-03/Link Leave Sanctioning Authority, Administrative Branch.

Sh. S. S. Malhotra, PO-MACT-1/Leave Sanctioning Authority, Administration Branch-III

Ms. Kiran Gupta, ADJ-03/Link Leave Sanctioning Authority, Administration Branch-III

STRUCTURE OF BRANCH

District & Sessions Judge, North District

Officer Incharge

Administrative Officer (Judl)

Branch Incharge

Sr. Judicial Assistant

JJAs

WORKING STRUCTURE OF ADMINISTRATION

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. General circulars/orders concerning each category of staff.
6. Postings/Transfers; joining reports; charge reports; temporary deployment etc.
7. Monitoring of daily attendance/absence in correlation with Biometric Attendance.
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 duty etc.

9. Compliance with Conduct Rules, 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.).
10. Ancillary RTI matters.
11. Correspondence/noting drafting etc. on all of the above.
16. Any other task that may be assigned by the OIC or the District & Sessions Judge, North District.

WORKING STRUCTURE OF ADMINISTRATION BRANCH-III

1. Maintaining (and keeping updated) lists of all employees of Group -C (Peons-cum-Orderlies) 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 leave applications of the employees Peon-cum-Orderlies cadre.
4. General circulars/orders concerning each of the staff.
5. Postings/Transfers, joining reports, temporary deployment etc.
6. Monitoring of daily attendance/absence in correlation with Biometric Attendance.
7. 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.
8. Compliance with Conduct Rules, 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.).
9. Ancillary RTI matters.
10. Correspondence/noting drafting etc. on all of the above.
11. Any other task that may be assigned by the OIC or the District & Sessions Judge, North District.

JUDICIAL BRANCH
ROHINI DISTRICT COURTS, DELHI

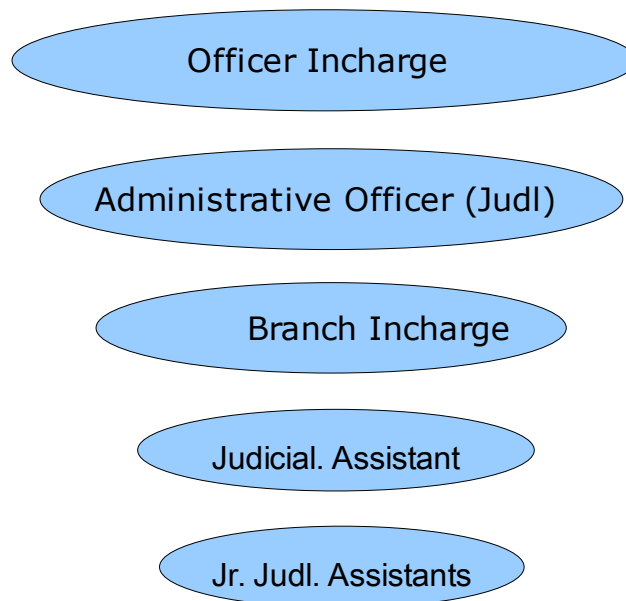
Sh. Vidya Prakash, PO-MACT-02 / Officer Incharge.

Ms. Kiran Gupta, ADJ-03/Link Officer Incharge.

Sh. Ramesh Kumar-1, ASJ-05 (Leave Sanctioning Authority for Judicial Officers)

Sh. Virender Kumar Bansal, ASJ-03(Pilot Court)/Link Leave sanctioning Authority for Judicial Officers.

Following officers / officials assist the District & Sessions Judge (North) in Administrative Matters related to Judicial Officers.



This Branch shall primarily deal with the service matters of Judicial officers (members of Delhi Judicial Services and Delhi Higher Judicial Services), 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 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. 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.
6. Earned Leave/ Maternity Leave/ Paternity Leave/ Extra Ordinary Leave/Half Pay Leave/sick leave for DHJS/ Without Pay Leave/ Child Care Leave/ Abortion Leave of DHJS & DJS Officers.
7. 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.
8. Maintaining record of attendance or absence from duty on account of leave, training, proceeding on other duty (e.g. TIP, evidence) etc.
9. Roaster of duty during vacation (judicial work, administrative responsibilities etc.)
10. 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).
11. 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.).
12. Personal correspondence of judicial officers as is required to be sent through official channels.
13. Annual confidential reports (submission of self-appraisal forms by the judicial officers; adding inputs by the District & Sessions Judge, vis-a-vis officers of Delhi Judicial Service while forwarding the self-appraisal forms; correspondence connected therewith etc.).
14. Inspection of the courts of officers of Delhi Judicial Services (appointment of Inspecting Judges (DHJS); reports of Inspecting Judges (DHJS); processing of reports of inspecting judges; forwarding of such reports and follow-up action thereon etc.
 - a) Inspection of courts by Hon'ble High Courts (correspondence

concerning).

b) Notification of powers under various statutes.

15. Ancillary RTI matters.

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

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

ACCOUNTS BRANCH, CASH BRANCH AND FINE & AUDIT BRANCH

Following Officers and Officials work under the supervision of Ms. Sukhvinder Kaur, ASJ-04 / Controlling Officer / Head of Office (Accounts)

Ms. Vinod Bala, A. O. (J)/Drawing & Disbursing Officer (DDO)

Ms. Savita Kumari, A. O. (J)/Link Drawing & Disbursing Officer (DDO)

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

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 (common for both the Districts)/Purchase Cell/Computer Branch 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 District.
 14. Preparation of various statements related to budget and expenditure of the District.

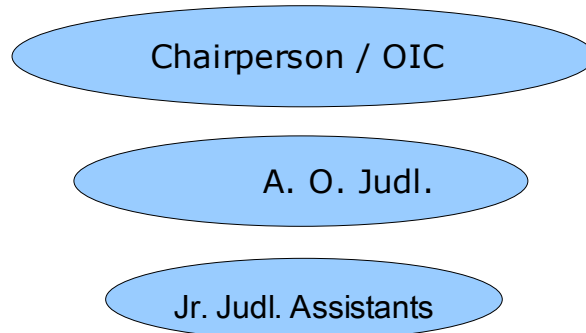
CASH BRANCH

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 Pay & Account Office-VI.
6. Encashment of departmental cheques from Pay & Account Office-VI.
7. Submission of bills and collection of cheques of ECS schedule thereof, from PAO-VI.
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 & 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 (Hqs.), Delhi.
5. Correspondence/noting drafting etc. on all of the above.

PURCHASE CELL
ROHINI DISTRICT COURTS, DELHI



The Purchase cell shall primarily deal with the following issues/subjects :-

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. Maintaining of all files related to purchase articles.
4. Issuance of Meeting Notices as per the direction of Chairperson.
5. Preparation of minutes of meeting of Purchase Committee.
6. Purchase from Kendriya Bhandar, R. K. Puram, Delhi and maintaining of pass book of the same.
7. Maintaining budget & estimate value against the proposed purchase items.
8. Maintaining FDR submitted in Tender procedure for purchasing needed articles.
9. Taking sanction orders from Controlling Officer/Head of Account and sending the same to the Pay & Account Office-VI.
10. Any other work that may be assigned by the District & Sessions Judge.

VIGILANCE BRANCH
ROHINI DISTRICT COURTS, DELHI

Sh. S. S. Malhotra, PO-MACT-01/Officer Incharge
Sh. Neeraj Gaur, ADJ-01/Link Officer Incharge

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

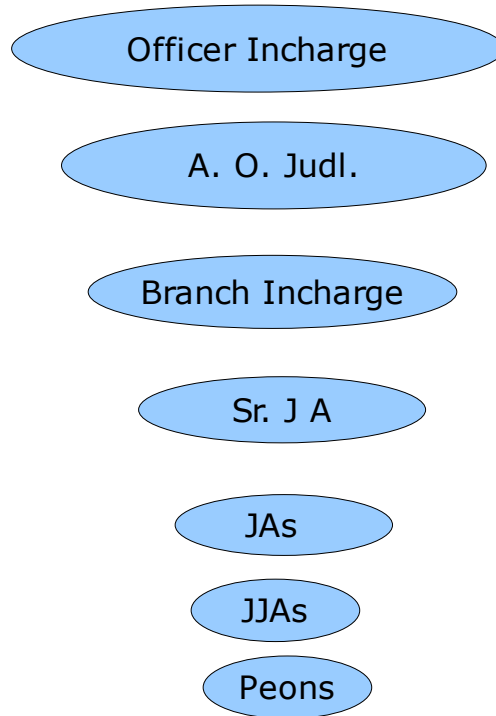
Administrative Officer (J)

Judicial Assistants

VIGILANCE BRANCH :-

1. Deal with the complaints of Group 'B' & 'C' staff.
2. Initiation 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.

RECEIPT & ISSUE BRANCH
ROHINI DISTRICT COURTS, DELHI
Functioning for both Districts North & North-West



1. Receipt of record, letters, communications and correspondence from the office of District & Sessions Judge (Hqs), other District Courts, 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

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

Administrative Officer (Judicial)

Branch Incharge

Judicial Assistant

JAs

JJAs

FILING OF FRESH CASES IN RESPECT OF NORTH 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 centralized 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 received and thoroughly checked in respect of Court Fee, Jurisdiction and enclosed documents by Dealing Clerks deputed at Filing Counter.
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 Central Hall.

BAIL SECTION
NORTH DISTRICT
ROHINI DISTRICT COURTS, DELHI

The following Officer and Officials assist for disposal of Bail Applications.

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. Make kharja of Bail Applications in the cause list and maintain pending Bail Applications in the cause list.
6. Make copies of bail orders and send the same to the court of CMM, ACMM and MMs for information and further orders. A copy of the same is also delivered to the Jail Superintendent, if directed to do so.
7. Issue Notices, Summons, Bailable Warrants, Non-Bailable Warrants and Production Warrants, if directed to do so.
8. Send Bail Applications to the Copying Agency against the CA forms.
9. Ancillary RTI matters.

RTI BRANCH
ROHINI DISTRICT COURTS, DELHI

Sh. Vidya Prakash, PO-MACT / First Appellate Authority
Sh. Neeraj Gaur, ADJ-01 / Link First Appellate Authority

Sh. Neeraj Gaur, ADJ-01 / Transparency Officer Under RTI Act.
Sh. Deepak Wason, ADJ-02 / Link Transparency Officer Under RTI Act.

Ms. Savita Kumari, Administrative Officer (Judicial) / Public Information Officer
Ms. Manju Bindra, Administrative Officer (Judicial) / Link Public Information Officer

Ms. Manju Bindra, Administrative Officer (Judl.) / Record Officer.

Ms. Savita Kumari, Administrative Officer (Judl.) / Link Record Officer.

One Junior Judicial Assistant is working under the Supervision of **Public Information Officer.**

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

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

OFFICE OF CMM/ EVENING CELL
ROHINI DISTRICT COURTS, DELHI

Sh. Gagandeep Singh, CMM (North) / Officer Incharge
Sh. Bhupinder Singh, ACMM (North) / Link Officer Incharge

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

JA

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 courts including High Court of Delhi and Office of the District & Sessions (North), Delhi.
4. Supervising the working of the Evening Courts including allocation of duties in that regard.
5. Roaster of duty of Metropolitan Magistrates (issuance, circulation and forwarding therewith to Hon'ble High Court/Sessions).

NAZARAT BRANCH
ROHINI DISTRICT COURTS, DELHI

Sh. S. S. Malhotra, PO-MACT / Officer Incharge.
Sh. Deepak Wason, ADJ / Link Officer Incharge.

Following officials assist the Administrative Civil Judge in Administrative Matters related to the officials of Nazarat Branch.

Branch Incharge

Senior Judl. Assistant

Jr. Judl. Asstt.

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