

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH DISTRICT: ROHINI COURTS: DELHI**

No. 13140...../Transparency/N/RC/Delhi/2024

Dated: 29.11.2024

To

The Chairman
Website Committee
Tis Hazari Courts, Delhi

Sub.: Updation of Information on website in compliance of provisions u/s 4(1) (b) of Right to Information Act, 2005

Ref: Office of the Ld. Principal District & Sessions Judge (HQ) Letter No. 42307-42327/IT Cell/2024 dated 12.11.2024 on the above subject

Respected Sir,

Please find enclosed herewith the updated information regarding the details of nature of work of all the branches of North District, Rohini Courts, Delhi (in original) as per section 4(1)(b) of Right to Information Act, 2005. The soft copy of updated information has sent on official e-mail itcell-ddc@delhi.gov.in also.

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


(JAGMOHAN SINGH)

ASJ-03/ Nodal Officer,

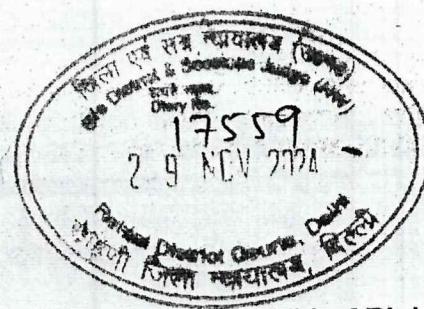
OIC/Transparency Officer, RTI Branch,
North District, Rohini Courts, Delhi

Encl: as above

Date:- 21.11.2024

To

Ld. OIC/Nodal Officer-cum-Transparency Officer,
RTI Cell, North District,
Rohini Courts, Delhi.



Sub:- Updation of Information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act, 2005.

Sir,

In reference to letter No. 34406-34427/Transparency/N/RC/Delhi/2024 dated 16.11.2024, please find below the work profile of the staff posted in Purchase Cell, North District, Rohini Courts, Delhi for your kind perusal and necessary:-

Particulars of the Organization	1	Purchase Cell, North District, Rohini Courts provides all the requisitioned articles such stationery, consumable & non-consumable to the Offices/Branches/Section functioning under the establishment of Office of Ld. Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
Function & Duties	2	One committee namely Purchase Committee has been framed as mandated under General Financial Rules, 1963 and subsequent amendments made in the Year-2005 & 2017, which empowers Purchase Committee to make procurement as per the rules and delegation of powers to the Head of the Department.
Procedure of procurement	3	After the decision of the Purchase Committee (duly approved by the Ld. Principal District & Sessions Judge-North), Office make procurement from Government e-Marketplace, Public Portal created by the Government of India. Office also make procurement below amount Rs. 25,000/- from Local Market for the articles which are not available on GeM Portal or the items which are urgently required.
Norms/Rules set for discharge of its functions	4.	As mentioned above, General Financial Rules, 2017 is to be mandatorily followed for making procurement of day-to-day articles concerning the amount of the articles not exceeding as mentioned in Delegation of Powers to Head of the Department by the Finance Department, Government of NCT of Delhi. Office also prepares the bills of the procured articles to enable the Accounts Branch to makes payments through the concerned Pay & Account Office, Delhi Government. Requirement of budget/sanction for day-to-day procurement is also dealt with by this Office.
Rules, guidelines & manuals held by the Office for discharge of its functions	5.	General Financial Rules, 2017, Delegation of Powers to Head of the Department & all the Minutes enabling the Office to make procurement of articles for office use.
	6.	Same as above, mentioned at Point-5
Particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formulation of its policy or implementation thereof	7.	This Office makes purchase from Government e-Marketplace which is a Public Portal.

Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	8.	Minutes of the Meetings are available with the Office and also on the Government e-Marketplace Portal. Each time, when order is placed for any particular article, pdf of Minutes are uploaded on the GeM Portal for reference.																														
Directory of its Officers & employees	9.	<table border="1" data-bbox="649 526 1416 827"> <thead> <tr> <th colspan="3">Purchase Committee</th> </tr> </thead> <tbody> <tr> <td>i)</td><td>Sh. Amit Kumar, Ld. District Judge, Comm. Court-02</td><td>Chairman</td> </tr> <tr> <td>ii)</td><td>Ms. Shivali Bansal, Ld. District Judge-02</td><td>Member</td> </tr> <tr> <td>iii)</td><td>Sh. Ajay Singh Parihar, Ld. ACJ/CCJ/ARC</td><td>Member</td> </tr> <tr> <td>iv)</td><td>Sh. Bajinder Singh, Accounts Officer</td><td>Member</td> </tr> </tbody> </table> <table border="1" data-bbox="649 881 1416 1177"> <thead> <tr> <th colspan="3">Purchase Cell</th> </tr> </thead> <tbody> <tr> <td>i)</td><td>Officer In-charge</td><td>Chairman of Purchase Committee</td> </tr> <tr> <td>ii)</td><td>Link Officer In-charge</td><td>ACJ/CCJ/ARC</td> </tr> <tr> <td>iii)</td><td>Sh. Hira Singh Latwal</td><td>Sr. JA/Branch In-charge</td> </tr> <tr> <td>iv)</td><td>Sh. Ravi Kumar</td><td>Judicial Assistant</td> </tr> </tbody> </table> <p>Note:- The Officials mentioned in Purchase Cell table are posted in different branches/offices. They just deal with the work of Purchase Cell in addition to the work already assigned to them.</p>	Purchase Committee			i)	Sh. Amit Kumar, Ld. District Judge, Comm. Court-02	Chairman	ii)	Ms. Shivali Bansal, Ld. District Judge-02	Member	iii)	Sh. Ajay Singh Parihar, Ld. ACJ/CCJ/ARC	Member	iv)	Sh. Bajinder Singh, Accounts Officer	Member	Purchase Cell			i)	Officer In-charge	Chairman of Purchase Committee	ii)	Link Officer In-charge	ACJ/CCJ/ARC	iii)	Sh. Hira Singh Latwal	Sr. JA/Branch In-charge	iv)	Sh. Ravi Kumar	Judicial Assistant
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Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	10.	This information does not pertain to this Office.																														
Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	11.	This information does not pertain to this Office.																														
Manner of execution of subsidy programmes, including the amounts allocate and the detail of beneficiaries of such programmes.	12.	There is no subsidy programme.																														
Particulars of recipients of concessions, permits or authorisations granted by it.	13.	No body is being given any concession.																														
Details in respect of the information, available to or held by it, reduced in an electronic form; 6	14.	Information is provided above at Point No. 8.																														

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or ready room, if maintained for public use.	15.	This information does not pertain to this Office.
The Names, designations and other particulars of the Public Information Officers	16.	This information does not pertain to this Office.
Such other information as may be prescribed, and thereafter update these publications every year	17.	This information does not pertain to this Office.

Submitted please

Yours sincerely

[Signature]
21/11/2024
(Branch In-charge)
Purchase Cell, North District
Rohini Courts, Delhi.

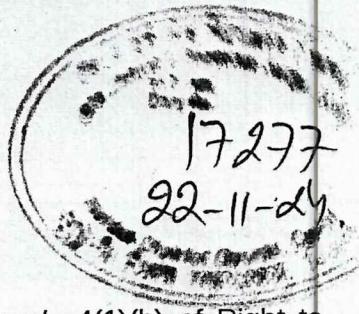
Forwarded
UJ

Purchase Cell (North)
Room No. 401 4th Floor
Rohini Court, Delhi

1904

To,

Officer In-Charge/Nodal Officer-cum-Transparency Officer,
RTI Branch,
North District,
Rohini Courts, Delhi.



Sub: Updation of Information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act, 2005.

Respected Sir,

Please refer to your office circular no 34406-34427/Transparency/N/RC/Delhi/2024 Dated 16.11.2024, on the above noted subject. In this regard, please find enclosed herewith the details of nature of work carried out by Judicial Branch, North District, Rohini Courts, Delhi, alongwith the names, designation and contact number of the Officer/Official posted in this branch, for your kind perusal.

Thanking You,

Yours faithfully,

21/11/2024

Branch In-Charge (Judicial Branch)
North District, Rohini Courts:Delhi.

forwarded
[initials]

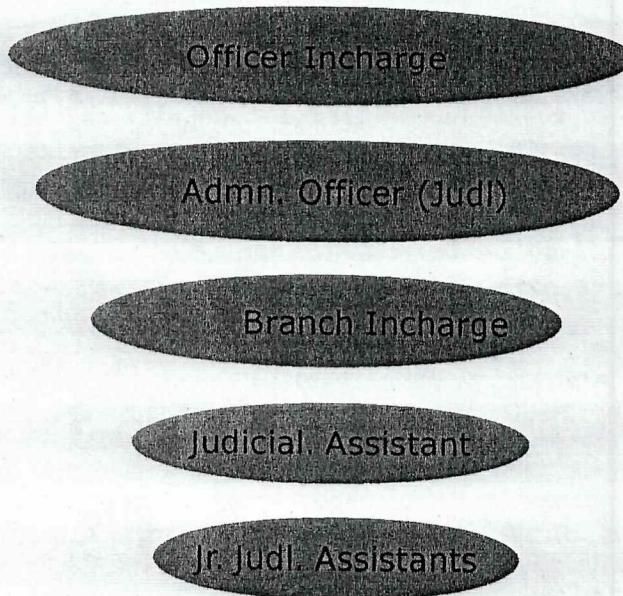
OIC JUDICIAL
(NORTH) ROHINI COURT DELHI

**JUDICIAL BRANCH
ROHINI DISTRICT COURTS, DELHI**

**Sh. Umed Singh Grewal, DJ (Commercial)-02/Officer Incharge,
Judicial Branch & Leave Sanctioning Authority of Judicial Officer.**

**Sh. Amit Kumar,DJ (Commercial)-1/Link Officer Incharge,
Judicial Branch & LinkLeave Sanctioning Authority of Judicial
Officer.**

Following officers / officials assist the Ld. Principal District & Sessions Judge (North) in the Administrative Matters governing the service of 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.
18. Circulation of list of holiday(s), Calenders.
19. Circulation of amendments of high Court rules & orders to Judicial Officers.
20. Circulation of Judgments of Supreme Court & High Court to Judicial Officers.

OFFICE OF THE Ld. PRINCIPAL DISTRICT & SESSIONS JUDGE (NW) & (NORTH)
ROHINI COURTS, DELHI

NO. 17466 /CA/NW & N/2024

DATED 28/11/2024

To,

The Officer In-Charge,
RTI-Cell, North District,
Rohini Court, Delhi

SUB :- Updation of Information on website in compliance of provisions u/s 4(1) of Right to
Information Act,2005

Ref:- No.34406-34427/Transparency/N/RC/Delhi/2024 dated 16/11/2024

Respected Sir,

With reference to the above, the details of the functioning of the Branch alongwith the details of
Officers/employees of Copying Agency (N/W & North) are as under :-

S.NO.	DESIGNATION	WORK ASSIGNED
01.	Ld. DISTRICT JUDGE -04	OFFICER INCHARGE (N/W & N)

S.NO.	DESIGNATION	WORK ASSIGNED
01.	01 BRANCH INCHARGE	Supervision of work, marking the files for copyists, and other miscellaneous work for smooth functioning of the Copying branch(N/W & N).
02.	01 SJA & 01 JA	Examined and signed the copies, prepared by the Copyist,
03.	03 JA & 01 JJA	File Fetchers deliver the applied CA applications to the Ahlmads/Asstt. Ahlmads/Naib Nazirs/ of Ld. Courts and branches are assigned to them & collect the chittha/file of the requisite record from court.
04.	02 JA & 01 JJA	Two Windows Clerks for CA applied counters and one for CA delivery counter
05.	03 JJA	Copyist prepared the Certified copies of marked files
06.	01 JJA (Visually Impaired)	For stamping on prepared copies
07.	03 orderly	For stamping on prepared copies as well as others misc. work

Thanking you,

Forwarded Please

Officer Incharge
Copying Agency
Rohini Courts, De'

Yours sincerely,

(Branch In-Charge)
Copying Agency(NW & N)
Rohini Courts, Delhi.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)
ROHINI COURTS : DELHI

No. 1696-1697 /CTB/RC/2024

Dated 27/11/2024

To,

- (1) Ld. Officer-in-Charge,
Transparency Officer, RTI Branch,
North-West District, Rohini Courts,
Delhi.
- (2) Ld. Officer-in-Charge,
Transparency Officer, RTI Branch,
North District, Rohini Courts,
Delhi.

Sub:- Updation of Information on website in compliance of provisions u/s 4(1)(b) of Right to
Information Act, 2005.

Ref:- Office of the Ld. Principal District & Sessions Judge (HQ)'s Letter No. 42307-42327/IT
Cell/2024 dated 12.11.2024 on the above subject.

Respected Sir,

Pursuant to the directions contained in the letter referred above, wherein it has been directed to furnish the information / details pertaining to this branch under provisions u/s 4(1)(b) of RTI Act, 2005, in this regard particulars of organization, function and duties and other related details are as under :-

Functioning of the Care Taking Branch, Rohini Court Complex.

The Care Taking Branch of the Rohini Court Complex serves as a critical operational unit for both the North-West and North Districts, Rohini Courts, Delhi. This branch plays a crucial role in maintaining an efficient working environment for staff and visitors alike. The Care Taking Branch is entrusted with a wide range of responsibilities that are essential for the smooth functioning of the court complex. These responsibilities include:

1. **Maintenance and Upkeep:**
 - Ensuring the cleanliness and hygiene of the entire Rohini Court Complex, including Courtrooms, Offices, Corridors, and common areas of Lawyers Chamber Block.
 - Overseeing the inventory and restoration of stock / office supplies.
2. **Safety and Security:**
 - Conducting regular inspections to identify potential safety hazards and risks.
 - Implementing measures to mitigate risks and prevent accidents, such as fire safety drills and emergency evacuation procedures.
 - Monitoring the complex for security breaches and unauthorized access.

3. Committee Management:

The Care Taking Branch actively participates in various committees that oversee the overall upkeep and maintenance of the complex. Description and works of some major committees is as under.

- **Building Maintenance Committee:** Responsible for planning and executing major repair and renovation projects.
- **Watch & Ward Committee:** Overseeing security operations and ensuring the safety of personnel and property.
- **Housekeeping Committee:** Monitoring cleaning and sanitation standards and addressing hygiene concerns.
- **Condemnation Board :-** To dispose condemned articles, raddi etc. through auction.

4. Stake Holders Management: Coordinating with Public Works Department, Delhi Police, MCD and vendors for services such as cleaning, pest control, maintenance & security etc.

The Care Taking Branch of the Rohini Court Complex is an essential part of the court's operations. By effectively executing its duties, the branch contributes significantly to the overall efficiency, safety, and well-being of the entire complex under the kind-control of following Ld. Judicial Officers and Incharge.

Ld. Officer-in-Charge :-

Shri Sunil Kumar Chaudhary, Ld. District Judge-04, North-West District, Rohini Courts, Delhi.

Ld. Link Officer-in-Charge:-

Ms. Mansi Malik, Ld. Administrative Civil Judge (N/W), Rohini Courts, Delhi.

Incharge, Care Taking Branch :- Shri Prem Chand Lodwal, Sr. Judicial Assistant.

Physical Structure of the Branch

Sl. No.	Description	Nos. of Officials.
1	Sr. JA / Branch Incharge	1
2	Judicial Assistant	2
3	Junior Judicial Assistant	3
4	Chowkidars	17
5	Safai Karmchaari	16
6	Farash	8

Submitted for your information and kind perusal.

Yours faithfully,

Prem Chand Lodwal
Prem Chand Lodwal
Incharge, Care Taking Branch,
Rohini Courts, Delhi

Forwarded
Ld. Officer-in-Charge
प्रभारी अधिकारी
Care Taking Branch (N/W & W)
देश रेख शाखा (उत्तर पश्चिम एवं उत्तर)
Rohini Courts, Delhi
सिल्ली

Dated- 25.11.2024

To,

OIC/Transparency Officer,
RTI Branch, North District,
Rohini Courts, Delhi

17380

20 NOV 2024

Subject- Information on website in compliance of provisions u/s (1) (b) of Right to Information Act, 2005.

Ref : Office of the Ld. Principal District & Sessions Judge (North) Letter No. 34406-
34427/Transperancy/N/RC/Delhi/2024 dated 16.11.2024 on the above subject.

Respected Sir,

NAME OF THE BRANCH :NAZARAT BRANCH, NORTH DISTRICT, ROHINI COURTS, DELHI

Officer Incharge:	Sh. Ajay Singh Parihar, Ld. ACJ
Link Officer Incharge :	Sh. Nitesh Kumar Sharma, Ld. SCJ/RC/GJ

Details of Staff:

Civil Nazir/Branch Incharge:	01
Civil Nazir:	02
Process Servers:	29
Bailiffs:	04

In reference to the subject cited above, the required details are as follow:

- Incharge:** To look after all administrative work of Nazarat Branch, North District, Rohini Courts, Delhi and work of all seats of Nazir/Civil Nazir/JA and JJA.
- Civil Nazir/Nazir:** As the notices/summons received from the courts and the same are marked to the Process Servers beat wise and delivery report is submitted by Process Servers forwarded the same to the concerned Courts and information thereon kept in record.
- Bailiffs:** When Warrants marked by Ld. ACJ to the Bailiff's he/they visit the spot and execute the same as per directions of concerned Courts and file their reports to the concerned Courts through Civil Nazir.
- Process Servers:** When Notices/Summons marked by the Civil Nazirs/Nazir's they visit the Spot and file their report as per law to the concerned Courts through Concerned Beats Civil Nazir's/Naib Nazir's.
- Peon's:** Civil Nazir's/Naib Nazir's enter the Warrant's/Notices /Summons /Memo's in the Dak Register after report submitted by the Bailiff's/Process Servers and the Dak Peon distribute the same to the concerned Courts and Branches.

Submitted Please.

yours Sincerely,


Branch Incharge,
Nazarat Branch,
North District,
Rohini Courts, Delhi
Nazarat Branch North Distt.
Rohini Courts Delhi
26/11/2024

To,

The Lt. Nodal Officer

OIC/Transparency Officer, RTI Branch,
North-District, Rohini Courts, Delhi

Ref. No. : 34406-34427/Transparency/N/RC/Delhi/2024 Dated 16.11.2024.

-17302

Subject : Right to Information Act, 2005.

Respected Sir,

In Compliance of PUC letter No. 34406- 34427/ Transparency/N/RC/Delhi/2024 Dated 16.11.2024 received from the Nodal Officer/OIC/Transparency Officer, RTI Branch, North District, Rohini Courts, Delhi received. In the letter, it is requested to furnish the information under the section 4(1)(b)(i) of RTI Act, 2005 i.e. particulars of its organization, functions and duties.

In this regards, it is submitted that details of nature of work and other relevant information maintained by the Cash Branch, North-District, Rohini Courts, Delhi has been prepared as under :-

THE PARTICULARS, FUNCTION AND DUTIES OF CASH BRANCH (NORTH DISTRICT)

1. **CASHIER SEAT :** Receiving of fine from all the Courts as well as Evening Courts of North-District, Rohini Courts, Delhi on daily basis. Making entry in the Fine Register/Cash Book on Daily basis and same be countersigned and verified by DDO. All types of TR-5 Amounts as well as RTI amounts received and fills the challans separately accordingly. Making payments of Road & Diet Money to all the witnesses against RDM vouchers. Preparation of Road & Diet Money bills accordingly. Making entry in Fine receipt book of all Courts Fine and same be countersigned and verified by DDO. Issuing the Fine Receipt books to all the Readers of North-District, Rohini Courts, Delhi and maintained the record of the same in the register. Preparation of reconciliation statement of Fine for audit purpose and verifies from PAO-VI. The Cash Branch is open on all days even on Sundays and all holidays. The officials i.e. Raju Dubey, Cashier and Nitin Sindhu, JJA complete their duties one by one in all holidays and Sunday. Only one official remain present on holiday.

2. **DEALING ASSISTANT SEAT:** Receive all the types of bills i.e. Pay Bills, Medicals Bills, Contingency Bills etc. from the Accounts Branch, North-District, Rohini Courts, Delhi on daily basis and submit it to the PAO-VI, Tis Hazari, Delhi on the same date. Passing all the bills on priority. Depositing all the fines along-with the SBI Challans to SBI Tis Hazari, Delhi on daily basis. Every Reconciliation of Fine Statement get verified from PAO-VI, Tis Hazari, Delhi. Submitting the Pensioner Files as well as GPF also on priority basis. Collection of payment cheque against Road & Diet Money bills on urgent basis. As and when Cashier is on leave, Dealing Assistant look after the Cashier's work.

Structure of Cash Branch (North District)

Principal District and Sessions Judge (North)

Head of Office

Controlling Officer

Accounts Officer/Drawing & Disbursing Officer

Cashier/JA - (One)

Dealing Assistant/JJA – (One)

Peon – (One)

Submitted please,

forwards please

Drawing & Disbursing Officer
O/o District & Sessions Judge
North District
Rohini Court, DELHI

Yours Sincerely,

Raju Dubey
(RAJU DUBEY)

Cashier/Judicial Assistant
Cash Branch, North Districts
Rohini Courts, Delhi

Dated 21/11/2024

To,

Ld Transparency Officer
North District, Rohini Courts,
Delhi

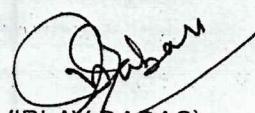
Sub: Updation of Information on website in compliance of provisions under section 4 (1)(b) of RTI Act, 2005

Sir,

With reference to your circular No. 34406-34427/Transparency/N/RC/Delhi/2024 dated 16.11.2024, it is to inform your goodself that the following type of work is dealt by the Litigation Branch, North District, Rohini Courts, Delhi:-

The Litigation branch deals with the litigation matters of North District, contested in Hon'ble High Court of Delhi. This branch deals with the advance notices pertaining to Writ Petition, LPA and Miscellaneous Petitions under Article 226 of Constitution of India. Further this branch also comply with the directions/orders/circulars received from Hon'ble High Court of Delhi as well as Litigation Branch, Headquarters. Further, Litigation branch, North District engages counsels from panel of Delhi Govt. Standing Counsel, penals of Senior Counsel and also prepares their bills as per rules.

This is for your kind information please.



(VIPLAV DABAS)

ASJ (Special Fast track Court)/
OIC/Litigation Branch
North District, Rohini Courts, Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH), ROHINI COURTS, DELHI

No. 17145/F2N(13)Admn./North/RC/2024

Dated : 21.11.2024

To

Ld. Officer In-Charge/Nodal-cum- Transparency Officer,
RTI Branch, (North), Rohini Courts, Delhi.

Sub: Updation of Information on website in compliance with the provision u/s 4(1) (b) of Right to Information Act, 2005.

Respected Sir,

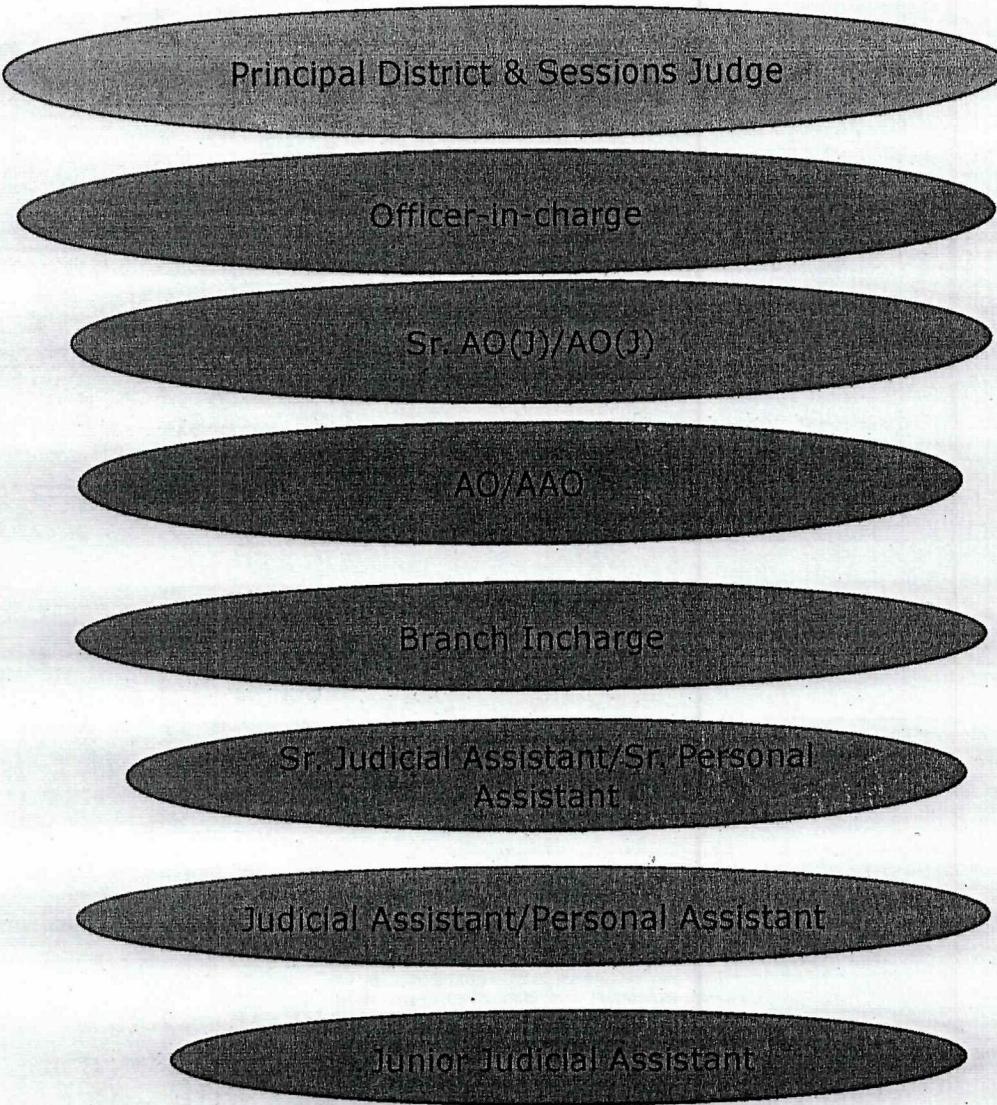
I am directed by Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi to refer to your letter No. 34406-34427/Transparency/N/RC/Delhi/2024 dated 16.11.2024 on the subject and to enclose herewith the requisite data/information related to Administration Branch-I, II & III (North) as per Section 4(1)(b)(i) of RTI Act 2005 as Annexure-'A'.

Thanking you,

Yours faithfully,

Branch In-Charge, Admn. Branch,
North District, Rohini Courts, Delhi.

STRUCTURE OF ADMINISTRATION BRANCH-I & II



Function and Duties of Administration Branch-I & II (North):-

Administration Branch I&II (North) are located in Porta Cabin 4C (4th Floor) and deals with the work related to the officials come under the domain of Administration Branch-I & II (i.e. Sr. AO (J), AO (J), Sr. PA, PA, Account Officer, AAO, Sr. JA, JA and JJA). The particulars of function & duties details of Administration Branch I & II (North) are as under:-

1. Maintaining (and keeping updated) lists of all officials comes under the domain of Administration Branch-I & II North District, Rohini Courts, Delhi.
2. Prepare transfer orders as per the directions of Ld. Principal District & Sessions Judge (North).
3. Prepare Circulars as per the directions of Ld. Principal District & Sessions Judge (North) and Ld. Officer-in-charge as well.
4. Re-Constitution of Committees and nomination of Officer-in-charges/Link Officer-in-charges, as per the directions of Ld. Principal District & Sessions Judge (North).
5. Temporary deployment of staff on day to day basis (i.e. SPA/PA & JAJJA).

Contd...P-2..

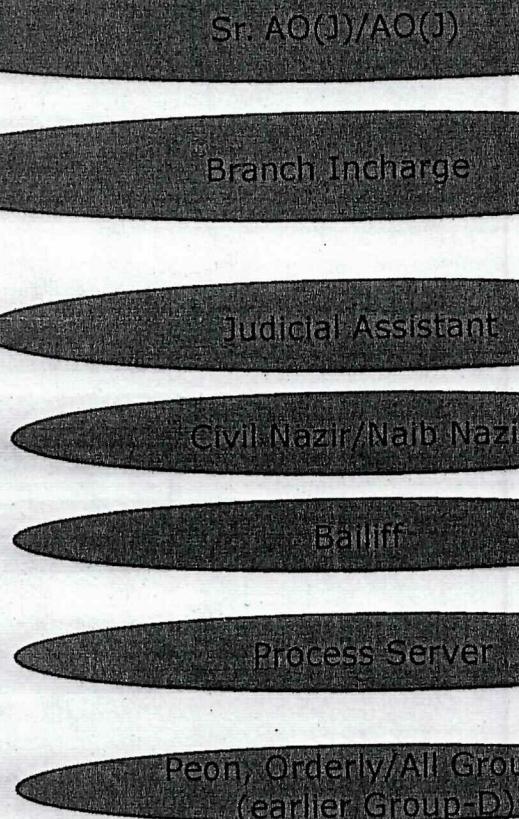
6. Deployment of staff with Lok Adalat Judge/Duty MM (as per request).
7. Put up matters before the Committees (Committee related to Administration Branch-I & II) (North).
8. Ensuring compliance of directions issued by the Committees.
9. Prepare detention orders during Summer/Winter Vacations.
10. Call and maintain detention certificates from the concerned court/branch.
11. Work related to ACR (i.e. collection of data from the staff regarding their posting, compilation of the statistics and send the same to the office of Ld. Principal District & Sessions Judge (HQs)).
12. Put up matters before Ld. Officer In-Charge, Admn-I & II regarding complaints of staff received from Ld. Judicial Officers, Advocates & Litigants and follow-up action thereon, if any.
13. Compliance of directions issued by the Officer-In-Charges (e.g. issuance of notice, written explanation, status report etc.).
14. Reply of RTI applications.
15. Work related to Training of staff (circulation, nomination, confirmation of participation, follow up etc.).
16. Maintain Leave record of staff comes under the domain of Admn. I & II (North).
17. All work related to leaves viz. *checking objection, putting appropriate stamps, incorporating remarks regarding number of casual leave availed* of employees posted in Admin-I & II (North).
18. Call reports from the Accounts Branch (North) on the Earned Leave/Medical Leave/Child Care Leave/Maternity Leave and Paternity Leave applications submitted by the officials.
19. Put up Leave applications before Ld. Officer In-Charge (Leave) for their sanction and prepare sanction/rejection orders as per the directions of Ld. Officer In-Charge (Leave).
20. Issuance of Memo, Reminders, Show Cause Notice to the erring officials for non submission of leave and follow up of the same.
21. Call/send Leave report of staff to/from the other District/Headquarters.
22. Work related to 'No Dues Certificate' on superannuation/VRS of staff.
23. Produce Leave Record of the erring officials as and when called by the Ld. Inquiry Officer in any District Courts.
24. To circulate various directions & intimation etc. received from Hon'ble High Court, Headquarters, Delhi Judicial Academy by way of Orders & Circulars to the Courts & Branches of North District, Rohini, Delhi
25. To maintain, prepare and update old records and list pertaining to weeding out/consignment of administrative records.
26. Maintaining attendance registers, ledgers related to miscellaneous leaves of the officials.
27. Any other work/task assigned by Ld. Principal District & Sessions Judge (North) as well as Ld. Officer In-charges of Admn. Branch I & II.

STRUCTURE OF ADMINISTRATION BRANCH-III

Principal District & Sessions Judge

Officer-in-charge

Contd...P-3..



Administration Branch-III (North):-

Administration Branch-III (North) is also located in Porta Cabin 4C (4th Floor) and deals with the work related to the officials come under the domain of Administration Branch-III (i.e. Civil Nazir, Naib Nazir, Process Server, Bailiff, Peons, Orderlies, Dak Peons and Safai Karamchari/Farash). The particulars of function & duties details of Administration Branch III (North) are as under:-

1. Carrying out the administrative work of the branch (Admn.-III (N)), preparation of office notes, orders, Updation of Officials' basic data in Computer.
2. Deployment of Orderlies in Lok Adalat and with Duty MM by way of written order and corresponding office note.
3. Placing the transfer/posting requests (received from Ld. Judicial Officers and Branches) before Ld. Officer-in-charge, Admn.-III (N) for further directions.
4. Preparation of reply pertaining to RTI Act applications and other correspondence.
5. Preparation and processing of Training Programme meant for Nazirs, Bailiffs and Process Servers organized by Delhi Judicial Academy.
6. Dealing with matters related to absenteeism and unauthorized absence matters of the Officials.
7. Appearing before the Inquiry Officer in Departmental Enquiry against the delinquent officials and carrying out related correspondance.
8. Issuance of Temporary ID Cards to the newly appointed Orderlies/Peons on their written request.
9. Preparation of No Dues Certificate of employees who are going to superannuate/VRS for onward sending the same to the Headquarters.

Contd...P-4..

10. Complile and maintain Circulars and Orders related to various DoPT rules, directives and standing instructions etc. of Ld. Principal D&SJ (HQs) and Ld. Principal D&SJ (North).
11. Providing Orderlies/Peons on daily basis to Ld. Judicial Officers whose Orderly / Peon happens to be on leave as well as Branches.
12. Maintain, prepare and update old records and list pertaining to weeding out/consignment of administrative records.
13. Circulation of various directions & intimation etc. received from Hon'ble High Court, Headquarters, Delhi Judicial Academy by way of Orders & Circulars to the Courts & Branches of North District, Rohini, Delhi.
14. Requisitioning & Providing of details related to leaves availed by the Officials who are transferred to North District from other District/s.
15. Maintaining attendance registers, ledgers related to leaves of the officials.
16. Maintain & update the posting details in Computer reg. transfer & posting status of the entire staff posted under Admn. III, North District, Rohini Courts, Delhi.
17. Note down the attendance status of all the officials posted under Administration-III & Nazarat Branch of North District on daily basis.
18. Maintaining and cross-checking monthly Leave statements of all the staff viz. Peons, Orderlies, Nazirs, Bailiffs & Process Servers posted under North District.
19. Issuing memos & show cause notice on monthly basis to the defaulting officials who do not submit their leaves in time by cross checking the data with monthly leave statements and register as mentioned at Point No. 15.
20. Check and receive Dak from R&I Branch (N) related to all kinds of leaves and monthly leave statements of all officials work under Admn.-III (North).
21. All work related to leaves viz. *checking objection, putting appropriate stamps, incorporating remarks regarding number of casual leave availed* of employees posted in Admin-III (North) and finally get the same sanctioned from the Leave Sanctioning Authority (North).
22. Putting up complaint matters before concerned authority regarding violation of directions contained in office circulars/orders related to leave and any matters reported for taking appropriate action.
23. Preparing orders for Extra Ordinary Leave and after getting them signed, endorsing the same to the official and other quarter concerned / Accounts Branch (North) for information and necessary compliance.
24. Collection of contribution made by Ld. Judicial Officers for bidding farewell to Ld. Judges who are going to retire or festive get together and send/submit the collected amount to the office of the ACJ (Central) or Caretaking Branch (North), as the case may be.
25. Preparing Office Notes on receipt of any request letter/s for providing Orderlies / Peons and Complaint matters from Ld. Judicial Officers.
26. Any other task assigned by Ld. Principal District & Sessions Judge (North) or by Ld. Officer-in-charge, Admin. III (North); Ld. Leave Sanctioning Authority, Admin. III (North), Branch In-Charge Admin. III (North).

संख्या १५८ हिन्दी/उत्तर/२०२४/दिल्ली
सेवा में

दिनांक 21/11/2024

श्रीमान पारदर्शिता अधिकारी जी,
उत्तर जिला, रोहिणी न्यायालय,
दिल्ली

17190

विषय: हिन्दी विभाग द्वारा किये गये कार्य के प्रकार एवं हिन्दी विभाग द्वारा संग्रहित रिकार्ड के संबंध में।

आदरणीय महोदय,

आपके परिपत्र संख्या 34406-34427/Transparency/N/RC/Delhi/2024 दिनांक 16.11.2024 के संबंध उपरोक्त विषय पर माँगी गई सूचना इस प्रकार है:-

राजभाषा हिन्दी अनुभाग
जिला उत्तर, रोहिणी न्यायालय, दिल्ली

नोडल अधिकारी : ---स्थानांतरित

लिंक नोडल अधिकारी : सुश्री भुजाली, JFCM-01, जिला उत्तर, रोहिणी न्यायालय, दिल्ली।

राजभाषा हिन्दी अनुभाग, जिला उत्तर, रोहिणी न्यायालय, दिल्ली, केन्द्रीय हिन्दी कार्यान्वयन समिति, तीस हजारी न्यायालय, दिल्ली, के दिशा-निर्देशों का अनुपालन करते हुए जिला न्यायालय रोहिणी में कार्य कर रहे अधिकारियों एवं कर्मचारियों को हिन्दी में कार्य करने के लिए प्रेरित करता है। अधिकारियों एवं कर्मचारियों को प्रेरित करने के लिए कला, संस्कृति एवं भाषा विभाग, दिल्ली सरकार के दिशा - निर्देशों का अनुपालन करते हुए कार्यशालाओं का आयोजन किया जाता है। इन कार्यशालाओं के माध्यम से हिन्दी में कार्य करने में उत्पन्न होने वाली बाधाओं को दूर करने का प्रयास किया जाता है। अधिकारियों एवं कर्मचारियों को प्रेरित करने के लिए प्रतिवर्ष विभिन्न प्रकार की प्रतियोगिताओं का आयोजन भी कला, संस्कृति एवं भाषा विभाग, दिल्ली सरकार के माध्यम से किया जाता है। हिन्दी भाषा का अधिक से अधिक प्रचार करने के लिए इस न्यायालय में चतुर्थ श्रेणी कर्मचारियों के अधिकतर प्रशासनिक कार्य हिन्दी भाषा में किये जा रहे हैं तथा अधिकतर कर्मचारियों द्वारा उनके वैयक्तिक कार्य भी हिन्दी भाषा में किये जा रहे हैं।

यह भी अवगत कराया जाता है कि विद्वत प्रधान जिला एवं सत्र न्यायाधीश (मुख्यालय) से प्राप्त पत्र दिनांक 12.07.2023 में माननीय उच्च न्यायालय द्वारा दिये गये आदेश का अनुसरण करते हुए, राजभाषा हिन्दी अनुभाग, जिला उत्तर एवं उत्तर-पश्चिम, रोहिणी न्यायालय, दिल्ली, ने सभी वरिष्ठ निजी सहायकों एवं निजी सहायकों को हिन्दी टंकण प्रशिक्षण दिया गया।

धन्यवाद,

लिंक नोडल अधिकारी

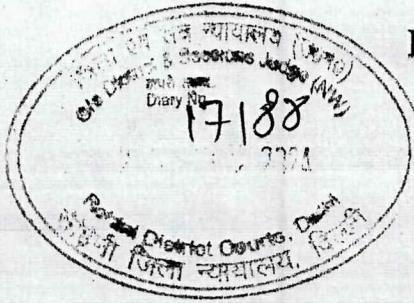
JFCM-01, जिला उत्तर, रोहिणी न्यायालय,
दिल्ली।

To,

148
21/11/24

Dated 18.11.2024

Ld Transparency Officer
North District, Rohini Courts,
Delhi



Sub: Updation of Information on website in compliance of provisions under section 4 (1)(b) of RTI Act, 2005

With reference to your circular No. 34406-34427/ Transparency/N/RC/Delhi/2024 dated 16.11.2024, it is to inform to your goodself that the Designated Officers of RTI Branch, North District, Rohini Courts, Delhi is as follows:-

DESIGNATION	PARTICULARS OF THE DESIGNATED OFFICERS	ADDRESS
Appellate Authority	Sh Neeraj Gaur, Judge Family Court,	Court No. 3, Rohini Courts
Officer Incharge/ Transperancy Officer	Sh Jagmohan Singh ASJ-03, North District	Court No. 312, Rohini Courts
Link Officer Incharge	Ms Meenu Kaushik ASJ-05, (POCSO) North District	Court No. 302, Rohini Courts
Public Information Officer	--	--
Link Public Information Officer	Sh Bajinder Singh, Accounts Officer, North District	Porta Cabin-4D, Forth Floor, Rohini Courts, Delhi

Working structure of RTI Branch:

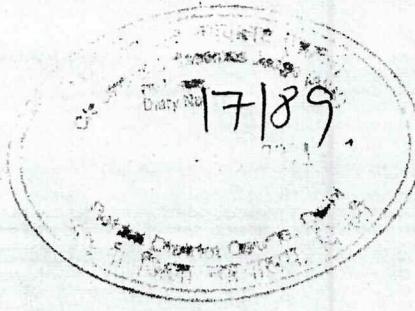
The work of RTI Branch is urgent and time bound. Applications under the Right to Information Act are received manually as well as through Online Portal. Requisite fee is checked. Query wise information is called from concerned court/ branch. Reply is prepared as per the information received from the concerned branch/court and same is sent to the applicant after getting attested from PIO. In case, information sought is related/partially related to other department(s) then RTI application is transferred/partially transferred to PIO of other department(s).

Further RTI Branch receives appeals and assists the Appellate Authority on appeals being filed and also complies the directions of Appellate Authority.

J

147
21/11/24

Dated 19/11/2024



To,

Ld Transparency Officer
North District, Rohini Courts,
Delhi

Sub: Updation of Information on website in compliance of provisions under section 4 (1)(b) of RTI Act, 2005

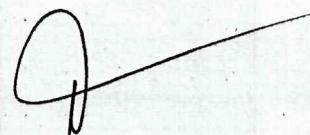
Sir,

With reference to your circular No. 34406-34427/Transparency/N/RC/Delhi/2024 dated 16.11.2024, it is to inform your goodself that the following type of work is dealt by the Vigilance Branch, North District, Rohini Courts, Delhi:-

The work of Vigilance branch is of a confidential in nature. Vigilance Branch, North District deals with the complaints received from the Judicial Officers against staff working in North District. Complaints are received through Administration Branch, North District by the approval of Ld Principal & District Judge, North District, Rohini Courts. Proceedings in these complaints are conducted and decided by Vigilance Committee, North District. Depending on the verdict of proceedings, complaints are being processed.

Vigilance Branch also prepares the Vigilance Clearance Reports of the official(s) as and when received from Office of Ld District & Sessions Judge (HQ) and other districts and to send to the concerned Branch / Section & District timely after approval.

This is for your kind information please.


(SUSHIL KUMAR)
ASJ-04/OIC/Vigilance Branch
North District, Rohini Courts, Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH DISTRICT, ROHINI COURTS : DELHI

No. 03 /Protocol/North/2024

Dated 21/11/2024

To,

The Nodal Officer/OIC
Transparency Officer, RTI Branch
North District, Rohini Courts, Delhi

Sub : Updation of Information on website in compliance of provision u/s 4(1)(b) of Right to Information Act, 2005.

Sir,

With reference to your office letter No. 34406-34427/Transparency/N/RC/Delhi /2024 dated 16/11/2024, please find enclosed herewith the details of nature of work and other relevant information maintained by the protocol Branch, North District, Rohini Courts, Delhi as per Annexure 'A'

Thanking you,

Yours faithfully,

Forwarded P/s

[Signature]
Lel. OIC (Protocol, North)

[Signature] 21/11/2024
Branch Incharge
Protocol Branch, North District
Rohini Court, Delhi

**THE PARTICULARS, FUNCTION AND DUTIES OF PROTOCOL BRANCH
(NORTH DISTRICT)**

In this regard, it is submitted that Protocol Branch, North District, Rohini has been established w.e.f. 04.01.2023 to perform the following duties during the period w.e.f. 04.01.23 to till date

- To manage/book the tickets for Judicial Officers (for official tours only)
- To sent bouquets to Judicial Officers (DHJS & DJS) on their birthdays on behalf of Ld. Principal District & Sessions Judge (North).
- To look-after medical facilities (for fixing telephone appointments from the hospitals for Judicial Officers).
- To address the concerns & issues of the retired Judicial Officers from North District.
- Made provisions for resolving the grievances of the retired Judicial Officers from North District, Rohini Court as & when any grievances is received the same is resolved accordingly.
- Provide Airport protocol at the IGI Airport for assistance to all the judicial Officers of North District.

Structure of Protocol Branch (North District)

Principal District & Sessions Judge(North)

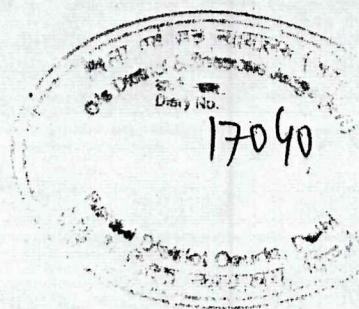
Officer In-Charge

Nodal Officer/Branch In-Charge

Dealing Assistant

To,

Sh. Jagmohan singh,
Transparaency Officer
North District, Rohini
Courts: Delhi.



Respected Sir,

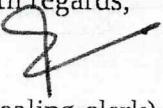
With reference to officer Circular no. 34406-34427/Transperency/N/RC/Delhi/2024 Dt 16.11.2024 p;lease find enclosed herewith details of nature of work of Evening Cell, North, Rohini courts: Delhi.

1. Performing duty regularly before lunch in copy agency on direction of Ld. Principal district and Session Judge.
2. Receiving of Fresh Files/Kalandra from concerned Police Station and maintaining the record of the same in the kharja register by the concerned Evening Court cell Ahlmads.
3. Preparation of Monthly statements.
4. Preparation of Quarterly statements and send to Hon'ble High Court of Delhi.
5. Preparation of Monthly Duty Roster of all evening courts as per direction of Ld. Principal District and Sessions Judge North District.
6. Preparation of modified Link Roster of evening courts as per the directions Ld. Principal District and Sessions Judge North District .
7. Receiving of fresh Police challans from concerned police stations and same put up before the court of concerned eveneing court Ld. MMs.
8. Maintaining Record Register/STR etc.
9. Giving of reply to the RTI applications as received from PIO from time to time.
10. Preparation of different type of reports as called from Ld. Principal District & Sessions Judge.
11. Preparation of daily cause list and maintaining the same.
12. Sending of files on Robkar to the appellant court.
13. Keeping of record of daily work done data.
14. Receiving of CA applications and sending the concerned files/documents to copy agency.
15. Maintaining and preparation of consolidated reply of circulars, Lok Sabha and Rajya Sabha Questions etc. within a stipulated time period.

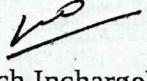
16. Receiving of miscellaneous applications and the same be put up before the concerned evening court Ld. MMs.
17. Preparation of different types of reports as being called from the Hon'ble High Court/any other Forum and sending the same in the stipulated time period

Thanking you,

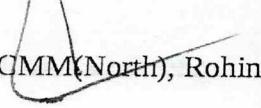
with regards,


(Dealing clerk)
Evening court North

Yours faithfully,


(Branch Incharge)
Office of Evening Court Cell, North District
Rohini Courts, Delh

Forwarded


CMM (North), Rohini

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH DISTRICT, ROHINI COURTS : DELHI

No. 343 /RTI/North/Accounts/24

Dated 19/11/2024

To

The Nodal Officer/OIC
Transparency Officer, RTI Branch
North District, Rohini Courts, Delhi

Sub. : Updation of Information on website in compliance of provision u/s 4(1)(b) of Right to Information Act, 2005

Sir,

With reference to your office letter No 34406-34427/Transparency/N/RC/Delhi/2024 dated 16/11/2024, please find enclosed herewith the details of nature of work and other relevant information maintained by the Accounts Branch, North District, Rohini Courts, Delhi as per Annexure 'A'.

Thanking you,

Yours faithfully,


Accounts Officer/DDO
O/o Principal District & Sessions Judge
North District, Rohini Courts, Delhi

THE PARTICULARS, FUNCTION AND DUTIES OF ACCOUNTS BRANCH (NORTH DISTRICT)

Accounts Branch of North District is maintaining the records in respect of judicial officer and all employees posted in North District. The work of Accounts Branch North are dealt with and disposed as under :-

1. **Pay Bill Seat** : deals in Pay of Judicial Officers and Staff, Pay Arrears, Due & Drawn statement to the officers/officials concerned, Children Education Allowance, Evening Courts Allowance, OTA, Form16/Traces of Income Tax and miscellaneous bills in respect of all categories of officers/officials. Disposal of RTI pertaining to PB Seat.
2. **Service Book Seat** : deals in Pay fixation on promotion/macp, Annual Increments, Currency of penalty reports, Addition/Deletion of name of family members, Maintain the leave record, Re-casting leave record if required, entry of penalty imposed by an order of Principal District & Sessions Judge(HQs), Delhi. Reporting of leaves at credit of officer/official to the Admn.Branch concerned. Disposal of RTI pertaining to SB Seat.
3. **Contingency Seat** : Reimbursement of Water Charge, Electricity Charges, Newspaper & magazine Charges, Telephone Charges, Petrol Charges, Transportation Charges as per SNJPC and Camp Officer Allowance, Technical Device Allowance, Brief Case/Office Bag , Home Orderly Allowance, Robe Dress Allowances, Mobile Purchase in respect of Judicial Officer, Mobile usage bill in respect of process server. All the Office Bills i.e. Electricity, Telephone, Water and outsourced staff and Ors of Court Complex etc. Bills of Office/all branches i.e. Purchase of items from Gem Portal, Stationery, rubber stamps, Child Witnesses support persons. Refreshment bills of Office, payment of amount for prize distribution of Hindi competitions. Domestic Help Allowance Bill in respect retired Judicial Officers.Filing return of GST/TDS on monthly and quarterly basis and provide form 16A/GST to the concerned parties. Disposal of RTI pertaining to Contingency Seat.
4. **Pension Seat** : Timely processing the pension cases of judicial officers and all the staff on superannuation/death/compulsory/voluntary retirement. Payment of retirement benefits i.e. Pension/Family Pension, Gratuity, Commutation of Pension, Payment of Group Insurance and Leave Encashment. Revision of pension/family pension cases due to revision of DA, implementation of new pay commission or revision of pay as per orders of Principal District & Sessions Judge (HQs)/High Court of Delhi. Preparation of Pensioner Identity Card. Disposal of RTI pertaining to Pension Seat.
5. **LTC/TA Seat** : Preparing Bills for reimbursement of Leave Travel Concession /T.A. charge in respect of Judicial Officers/Staff members. 30 days EL encashment bills in respect of Judicial Officer and 10 days EL encashment on availing LTC/HTC bills in Judicial Officers/Officials. Conveyance vouchers of staff. Disposal of RTI pertaining to LTC/TA Seat.

6. **GPF/CPF Seat** : GPF/CPF withdrawal in respect of Judicial Officers/officials, Maintenance of GPF/CPF passbooks, processing of GPF Final Payment case of Judicial Officers/Officials on superannuation/death/compulsory/voluntary retirement. To get issued and provide the PRAN No & Cards to newly recruited Officers/Officials. Updating of GPF/CPF passbooks . Transfer of GPF/CPF passbooks on transfer of the Officers/Officials. Disposal of RTI pertaining to GPF/CPF Seat.
7. **Medical Seat** : Reimbursement of medical treatment bills in respect of Officers/Officials. Seeking clarification from the DHS in respect of emergent cases and various cases of existing/retired staff. Preparation and issuance of Medical Cards/duplicate medical cards to existing as well as retired officers/officials. Providing Cashless Medical Facility as well as Medical Advance and final claim settlement as per rules. Addition and deletion of names of beneficiaries and their family members and work related smart card. Disposal of RTI pertaining to Medical Seat.
8. **Budget Seat** : Accounts Branch seeks budget from Finance Department (GNCTD) maintain the budget allocation to all the concerned branches, prepare data on monthly basis pertaining to expenditure as well as remaining budget and reconcile the same with the PAO. Prepare Revised Estimate for current financial year & Budget Estimate for next financial year to ascertain the expected expenditure to be incurred during the concerned financial year and send information to other departments on monthly basis. Preparation of Monthly Salary Statement & Quarterly Statement. Preparation of Final Excess & Savings (twice in a financial year). Disposal of RTI pertaining to Budget Seat.
9. **Long Term Advance i.e. HBA etc** : To check the entitlement/eligibility of concerned officer/official towards their claim of long term advance. Preparation of note and draft letter and put up the same before the competent authority for approval and sanction and also obtain the approval from the Finance Department and prepare bills accordingly and make proper entry in Pay Bill Register & Service Book Records.

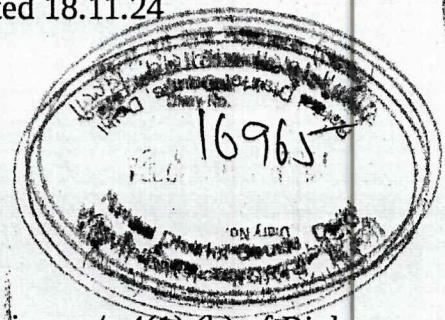
Structure of Accounts Branch (North District)

Principal District & Sessions Judge (North)
Controlling Officer
Head of Office
Accounts Officer/Drawing & Disbursing Officer
Branch In-Charge(SJA) – (One)
Dealing Assistants – (Nine)
Peon – (One)

Dated 18.11.24

To,

The Transparency Officer/OIC
RTI-Cell, North District
Rohini



Sub: Updation of Information on website in compliance of provisions u/s 4(1) (b) of Right to Information Act, 2005,

Sir,

With reference your circular no. 34406-34427/Transparency/N/RHC/DELHI/2024
Dated 16.11.24. The requisition information is below.

	<p>The Receipt and Issue branch is common branch of North and North-West Branch. The official of Judicial Assistant cadre received and entry the dak in both register entry and dispatch register. All peon distribute the dak, file and circular outside (all district, high court Supreme court and other govt offices) and internally both district North and North-West.</p>
Number of officials North-West	03 (two Judicial Assistant and one Junior Judicial Assistant)+ 04 (Dak peon)
Number of official(North)	02(two Senior Judicial Assistant) + 03 (Dak peon)
Work Profile of each seat	<p>1. High Court Seat :Receiving the Dak and files from court and branch from the North District and North-West District , entering the same and dispatching to the Hon'ble High Court and receiving the Dak and file from Hon'ble High Court and dispatching to the same to the concerned court of both district.</p> <p>2 Tis Hazari Court Seat;- Receiving the Dak from court and branches, entering the same and dispatching to the Tis Hazari Court and all 11 Districts , concerned DCP, Office of GPF cell, AGCR, GNCT and other Govt Office.</p> <p>3. OutSide Seat;- Receiving the Dak from all 10 districts, Hon'ble Supreme Court, post office , advocates and applicants, officials (who sent their Dak from home)entering the same and sending to the office of Ld. Principal District & Sessions Judge North and North-west.</p> <p>4. Internal Seat:- Receiving the Dak of Judges and Staff from North and North-west District , entering the same and</p>

dispatching to the accordingly the different branches north-west and north.

5. **Jail Dak Seat** :- Receiving the Jail Dak from North and North-west District , entering the same and dispatching to Tihar Jail , Juvenile Justice Broad, OHB and Receiving the Jail Dak From Tihar Jail , enterying the same and dispatching to different courts.

6. **Circular Seat**; Giving the numbers on the circulars from each branches and distributions the same to all 72 courts of north and north-west district and all branches and all other districts of Delhi and bars and DCP office.

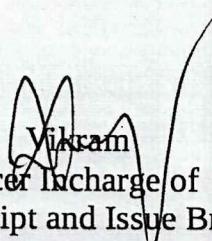
7. **Leave Seat (North-West)**:-Receiving the any kind of Leave Dak of Judges and staff from North-west, entering and sending the Admin.I+II , Admin III and Judicial Branch N/W

8. **Leave Seat (North)**:- Receiving the any kind of Leave Dak of Judges and staff from North, entering the same and sending the Admin.I+II (North) Admin-III(North) and Judicial Branch North.

9. **Layers Seat** :- Scanning the circulars and uploading the same on Layers.

10. **Outside /Tis Hazari Seat**:- Dak, file and circular received from west and central district, Tis Hazari Court and dispatch the same to concerned official, branch or in court.

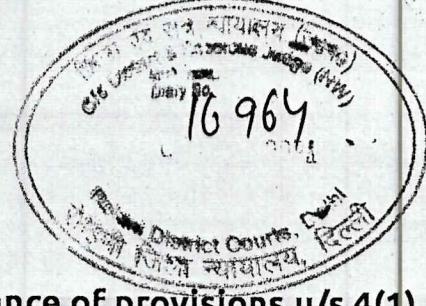
This is for your kind information.


Vikram
Officer Incharge of
Receipt and Issue Branch
North and North-West.

To

The LD. Transparency Officer/OIC,
RTI Branch
North District, Delhi.

133
19/11/2024



Sub:- Updation of Information on website in compliance of provisions u/s 4(1)(b) of Right to Information Act,2005.

Respected Sir,

With reference to the letter no. 42307-42327/IT CELL/2024 DATD 12.11.2024 on the subject cited above, the requisite information is as under :-

DUTIES/WORK UNDERTAKEN BY BAIL SECTION

- Preparation of daily Peshi of Bail Applications and sending the same to the concerned Sessions Courts, as per Bail Roster.
- Preparation Chitthas up to 40 pages pertaining to Bail Applications/Records and sending the same to the Copying Agency.
- Issuance of Robkars for fetching the Trial Court Records to the Various Session Courts designated.
- Mediation Referral Process.
- Preparation of decided/disposed of Bail Applications/Pagination on daily basis for sending the same to the concerned Court.
- Maintaining Peshi Registers related to various Sessions Courts thereby making regular Updation (Kharza).
- Maintaining the Peshi Register, JMFC/Bail Orders Register, Prosecution/Accused Register, C.A. Register, Peshi Register, Monthly Statement Register, Goshwara Register, Robkar Register, TCR Register, Judgment Register.
- Examination of Copy of Orders & Judgments pronounced by various Session Courts/North-West pertaining to their regular matters, so as to supply the same to the accused/s, as per the directions of the Court concerned.

- Attestation work of daily order received from various Sessions Courts to supply the same to Prosecution Branch, Applicants, Complainants and various external departments like Jail Superintendents, ACP's, DCP's, CP etc., if Branch Incharge is not available as being Incharge of other branches also.
- Preparing & Maintaining of Monthly Statement and Half Yearly wise statement, as well.
- Updation (Kharza) of Bail Applications in the computer on day to day basis.
- Issuance work i.e Summons, Notices, Bailable Warrants, Non Bailable Warrants, Production Warrants in Bail Matters .
- Photocopying and Examination work of daily order received from various Sessions Courts to supply the same to the Prosecution Branch, Applicants, Complainants and various external departments like Jail Superintendents, ACP's, DCP's, CP etc.
- Transfer of the Bail Applications in case information system (CIS) as and when the Roster is changed time to time..
- Supply of Informations under Right To Information Act besides other miscellaneous queries time to time, if any available and pertain to bail section.
- Uploading of bail orders of Sessions Courts on E-Prison portal after downloading from NIC Portal.

With regards,

Am 19/11/2021
 (Dealing Clerk)

Bail Section, North Distt.

Yours Faithfully,

Am 19/11/24
(BRANCH INCHARGE)
 BAIL SECTION
 NORTH District
 ROHINI COURTS, DELHI

Forwarded

*Let O/T the Bail Section North (Hindi)
 Rohini Courts Delhi*

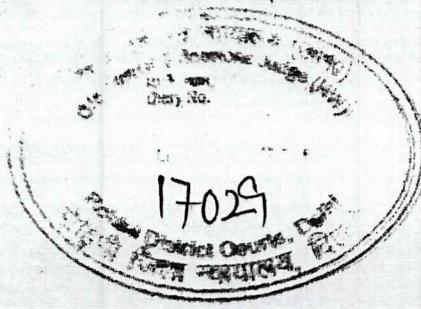
OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
NORTH DISTRICT::ROHINI COURTS COMPLEX::DELHI

No. 580 /CJM/N/Rohini courts/2024/Delhi

Dated 18/11/24

To,

Sh. Jagmohan Singh, ASJ-03 IN office
Transparency Officer, RTI Branch
North District,
Rohini courts, Delhi



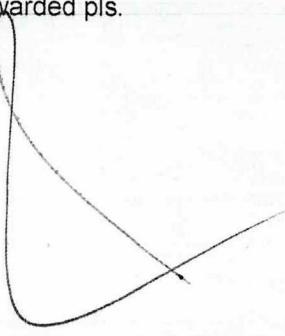
Respected Sir,

With reference to Office Circular no. 34406-34427/Transparency/N/RC/Delhi/2024 Dated 16/11/24,
please find enclosed herewith details of nature of work of CJM office, North, Rohini Courts, Delhi.

Thanking You,

Yours faithfully,


(Vinod Kumari)
Branch Incharge
CJM Office (N)
Rohini courts, Delhi

Forwarded pls.

Chief Judicial Magistrate
North Distt. Rohini Courts, Delhi

**STRUCTURE OF THE CHIEF JUDICIAL MAGISTRATE OFFICE,
NORTH DISTRICT, ROHINI COURTS, DELHI**

**CHIEF JUDICIAL MAGISTRATE (N),
ROHINI COURTS, DELHI**

**BRANCH INCHARGE (N), ROHINI
COURTS, DELHI**

**JUDICIAL ASSISTANT (N), ROHINI
COURTS, DELHI**

PEON (N), ROHINI COURTS, DELHI

The following officers/officials are posted in **Chief Judicial Magistrate Office, North, Rohini Courts, Delhi**

S. No.	Name of Officer/Official	Designation
1.	Ms. Vinod Kumari (Also of Evening Cell & Bail Section)	SJA/Branch Incharge
2.	Sh. Ravi Shankar	Judical Assistant
3.	Sh. Vikram Gupta (Also in Bail Section)	Judical Assistant
4.	Ms. Geeta (Also in Bail Section)	Peon

The work carried out in CJM office 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.

Chief Judicial Magistrate Office (N) Works as under:-

1. Receiving of Fresh cases from Filing section for marking and assigning the same to the concerned courts.
2. Receiving of fresh cases U/s 138 NI Act and marking to Digital courts.
3. Preparation of Monthly & Quarterly Consolidated statements and reports of CJM, ACJM and JMFC Courts.
4. Preparation of Monthly Duty Roster & Link Roster of all the JMFC courts as per direction of Ld. CJM (North).
5. Uploading of Bail orders of JMFCs courts on E-prison portal after downloading from the NIC portal.
6. Work related to transfer of cases and application for transfer of cases filed by the litigant and lawyers.
7. Receive & Dispatch of letters/Orders from and to all other Districts through R&I.
8. Giving of reply to the RTI applications as received from PIO from time to time.
9. Preparation of different type of reports as called from Ld. Principal District & Sessions Judge.
10. Putting up of Transfer files and applications as received from the different courts before Ld. CJM (N) on daily basis for consideration and assignment. After assignment sending the same to the concerned court after making necessary record in the register.
11. Receiving of High Court orders and checking it from server forwarding the same to the concerned court after getting it marked from Ld. CJM (N).
12. Keeping of leaves intimation of Ld. CJM, ACJM and all the JMFCs and Keeping of record of TIPs of all the JMFCs of North District.
13. To deal with the work related to court complaints.
14. Conducting/maintaining Meeting schedule of all the JMFCs on the direction of Ld. CJM (North).
15. Conducting of Meeting of Committee to monitor compliance with directions of Hon'ble High Courts of Delhi in case titled as Manjit Singh Vs State regarding disposal of Superdari and Mud application received from various Police Stations.
16. Preparation of different types of reports as being called from the Hon'ble High Court/any other Forum and sending the same in the stipulated time period.
17. Maintaining and preparation of consolidated reply of circulars, Lok Sabha and Rajya Sabha Questions etc. within a stipulated time period.
18. Receipt and Dispatch of letters/ordrs from and to Hon'ble Supreme court of India/Hon'ble High Courts of India and other Court Complexes of Delhi.
19. Daily miscellaneous applications received from litigants, dak and from different sources and the same send the concerned court after get it marked from Ld. CJM (N).
20. To deal with the Production Warrants/ Bailable warrants/NBWs/Summons/Notices received from Hon'ble Supreme Court of India/Hon'ble High Courts of Indiaand other court of Law from all over India.