

## HIGH COURT OF DELHI: NEW DELHI

No.361/Estt./E.V/DHC/Spl.C.L.2015

Dated:28.05.2015

OFFICE ORDER

## DUTY CHART OF OFFICERS DURING SUMMER VACATION 2015

JOINT REGISTRAR	DEPUTY REGISTRAR	ASSISTANT REGISTRAR	AOJ/C.M.
<b>01.06.2015 to 07.06.2015</b>			
Mr. Satinder Kumar Gautam (DHJS) Mr. S. S. Malhotra (DHJS) Ms. Neera Bharihoke (DHJS) Mr. Kovai Venugopal Mr. Anil Kumar Sisodia (DHJS) Mr. Arun Bhardwaj (DHJS) Mr. Rajesh Kumar Singh (DHJS) Mr. G. R. Garover Mr. P. K. Uppal Mr. H. K. Arora Mr. O. P. Narang Mr. Ajai Kumar Gupta	Mr. Manoj Kumar Verma (03.06.2015 to 07.06.2015) Mr. Sunil Kumar Koushal Mr. Pramod Kumar Mr. Ravindra Kumar Sharma Ms. Panna Dutta	Ms. Pratima Rani Gupta Ms. Madhu Singhal Ms. Neelam Mahajan Ms. Anita Malhotra Mr. Bhupinder Jhamb	Mr. Lalit Kumar Rawal Ms. Promila Gupta Mr. Ved Prakash Sharma Ms. Jasmeet Bhatia Mr. Hari Prakash Verma Ms. Neeru Nagar Mr. Hitesh Kumar Mr. Naval Kishore Ms. Yashodhara Sharma Mr. Rajesh Kumar Ms. Ashu Kaul Mr. Mahender Kumar Kandpal Ms. Chanderkanta Mr. Anil Kumar Chopra Mr. Ajeet Kumar Jha (one day compensatory leave for 06.06.2015 in lieu of duty performed on 20.10.2014)
<b>08.06.2015 to 14.06.2015</b>			
Mr. Amit Kumar (DHJS) Mr. Ashutosh Kumar (DHJS)	Mr. Manoj Kumar Verma (08.06.2015 to 09.06.2015) Mr. Devendra Singh Rawat Ms. Katushlya Verma Mr. Rishi Pal	Mr. Rajiv Kumar Chauhan	Ms. Anjana Nagar (one day compensatory leave for 12.06.2015 in lieu of duty performed on 31.03.2015) Ms. Manjeet Kaur Ms. Neena Malhotra (one day compensatory leave for 12.06.2015 in lieu of duty performed on 31.03.2015) Mr. Sanjeev Dohhal Mr. Ashok Kumar Ms. Anita Vig (two days compensatory leave for 11.06.2015 & 12.06.2015 in lieu of duty performed on 21.10.2014 & 01.04.2015) Mr. Naresh Mehta, PS (one day compensatory leave for 12.06.2015 in lieu of duty performed on 01.04.2015)

15.06.2015 to 21.06.2015			
Mr. K. K. Bhati Ms. Champa Lalchandani	Mr. Pawan Kumar Kalra Mr. Shekhar Chandra (one day C.L. for 15.06.2015)	Mr. Arun Kumar Mr. Ravinder Dutt Sharma	Mr. Sanjeev Kumar Basotra Ms. Harsudha Soni (one day compensatory leave for 15.06.2015 in lieu of duty performed on 01.04.2015) Mr. Manoj Kumar Chawla Mr. Vinay Sharma Mr. Asit Kumar Mr. Chander Shekhar Mr. Desraj Singh Thakur (Two days compensatory leave for 15 & 16.06.2015 in lieu of duty performed on 20.10.15 & 21.10.15) Mr. Ajai Kumar Rana
20.06.2015 to 26.06.2015			
Ms. Anju Chhabra Khurana Mr. J. Tripathi Mr. T.R. Nagpal	Ms. Sadhna Gupta Mr. Girish Jaitley (one day compensatory leave for 20.06.2015 in lieu of duty performed on 30.03.2015) Mr. Umesh Chandra Sharma Mr. J.K. Batra	Mr. Manish Aggarwal Ms. Vandana Kairon Mr. Dinesh Kumar Manchanda Mr. Alok Madan Ms. Sharda Manchanda Mr. Kamal Kant Bishambhu Ms. Meena Bhardwaj Ms. Sandhya Kapoor	Ms. Ritu Sharma (one day compensatory leave for 26.06.2015 in lieu of duty performed on 30.03.2015) Mr. Arun Kumar Sharma Mrs. Naveen Kathpal (one day compensatory leave for 24.06.2015 in lieu of duty performed on 20.10.2014) Mr. Manoj Kapoor Ms. Manju Khanna Mr. Ved Prakash Sharma Ms. Kiran Bala Anand (one day compensatory leave for 20.06.2015 in lieu of duty performed on 30.03.2015) Ms. Veena Kumar Mr. Kapoor Singh Bisht (two days compensatory leave for 20.06.2015 & 22.06.2015 in lieu of duty performed on 20.10.2014 & 31.03.2015) Mr. Jagdish Lal Ms. Shobha Nijhawan Mr. P.S. Negi Mr. Ashok Kumar Porwal Mr. Tej Pal

**Note:** Senior most Joint Registrar/Deputy Registrar on duty on 01.06.2015 will handle the work of mentioning of urgent matters on 30.05.2015 for 01.06.2015.

**NOTES:**

- 1(i) The senior most Joint Registrar on duty will look after the work pertaining to mentioning of urgent matters and will sit in Room No.101, 1<sup>st</sup> Floor, 'A' Block, Tel. No.23388470.
- (ii) A register will be kept by Joint Registrar on duty wherein he will record any directions as may be given to be followed by the officer on duty on the subsequent date(s).

- (iii) The Joint Registrar on duty will depute the staff on duty in accordance with the office order No.291/Estt./E.V/DHC/Spl.C.L,2015 dated 02.05.2015 as per exigencies of work.
2. The services of Mr. Sanjay Kumar Sharma, Deputy Registrar, Mr. M. Vijay Kumar, CM, Mr. Sanjay Gupta, CM, Mr. Sandeep Kumar Sharma, CM and Mr. Rajesh Gupta, CM are required by Hon'ble the Chief Justice and the services of Ms. Geetha Gopinathan, Assistant Registrar are required by Worthy Registrar General.
3. Mr. Sanjay Sharma, Deputy Registrar will look after the work of DDO w.e.f. 22.05.2015 to 14.06.2015 and from 22.06.2015 to 26.06.2015; and Mr. Surinder Jeet Singh, Assistant Registrar will look after the work of DDO w.e.f. 15.06.2015 to 21.06.2015 and from 27.06.2015.
4. Following Assistant Registrars are required by Hon'ble Judges:-
- (i) Mr. Raj Kumar Rawat
  - (ii) Ms. Ambika Sharma
  - (iii) Mr. Sanjay Pokhriyal
  - (iv) Mr. Hem Chandra Pandey
  - (v) Mr. Kishor Kumar
  - (vi) Mr. Ram Singh
5. Mr. M.P.S. Bisht, CM will look after the work of Caretaking Branch.
6. Following AOJ/PS are on deputation:-
- (i) Ms. Sadhana Jadia, AOJ
  - (ii) Ms. Sindhu Krishnakumar, PS
7. The work of Protocol, P&P & Medical Branches shall be looked after by the following officers:

**Protocol**

1. Mr. Sunil Kukreja, Joint Registrar
2. Mr. Naresh Chand Garg, Deputy Registrar
3. Mr. Ravinder Kumar Pahuja, Assistant Registrar
4. Mr. S.K. Banyal, Assistant Registrar
5. Mr. Anil Kumar Arora, Assistant Registrar
6. Mr. Subrata Chatterjee, Court Master

**P&P**

1. Mr. Atul Kumar Sharma, Joint Registrar
2. Mr. Arun Kishore Sharma, Deputy Registrar
3. Mr. Shameem Ahmad, Assistant Registrar
4. Mr. Sudhir Sachdeva, AOJ
5. Mr. Surinder Kumar Bhadola, AOJ

**Medical Branch**

1. Mr. S.P. Singh, Joint Registrar
2. Mr. R.K. Sharma, AOJ
3. Mr. Desh Raj Chaudhary, AOJ (Medical)

8. The following officers (Programmer/System Analyst/Assistant Programmer) will look after the work of Computer Branch during their duty period:

1. Mr. Zameem Ahmad Khan, System Analyst
2. Mr. Salman Temuri, Programmer
3. Mr. Kapil Kumar, Assistant Programmer
4. Mr. Deep Chandra Harbola, Assistant Programmer
5. Mr. Javed Akhtar, Assistant Programmer
6. Mr. Ankit Pande, Assistant Programmer

9. Following Contractual Stenographers will perform their duties during Summer Vacation 2015 (from 01.06.2015 to 26.06.2015) in the RTI Branch for digitization of RTI records and e-processing of RTI applications and replies:

Ms. Aakansha Batra, Steno (contract basis)  
 Ms. Priya, Steno (contract basis)  
 Ms. Taruna, Steno (contract basis)  
 Ms. Pratima, (Contractual Steno)

10. Mr. Dinesh Singh Negi (Contractual Steno) will assist Ms. Manisha, JA for updating ACR data.

11. The following officers/official will perform their duties in the Court of Hon'ble Ms. Justice Mukta Gupta and Hon'ble Mr. Justice I.S. Mehta (Vacation Judges) as under:

**Hon'ble Ms. Justice Mukta Gupta**

Mr. Anil Kumar Chopra, AOJ (01.06.2015 to 07.06.2015)  
 Ms. Neelam, P.S. (01.06.2015 to 07.06.2015)  
 Ms. Jyoti Matta, SPA (01.06.2015 to 07.06.2015)  
 Ms. Gayatri Bejjipuram, SPA (01.06.2015 to 07.06.2015)  
 Mr. Arvind Rana, CA (01.06.2015 to 07.06.2015)  
 Mr. Chattar Singh, CA (01.06.2015 to 07.06.2015)

Ms. Ranju Bhalla, SPA (14.06.2015 to 21.06.2015)  
 Ms. Riya Sharma, PA (14.06.2015 to 21.06.2015)  
 Mr. Mehtab Singh Panwar, CA (14.06.2015 to 21.06.2015)  
 Mr. Saran Dass, RA (14.06.2015 to 21.06.2015)

**Hon'ble Mr. Justice I.S. Mehta**

Mr. Joginder Singh Rawat, SPA (Diverted) (01.06.2015 to 07.06.2015)  
 Mr. Ramesh, PA (Diverted) (01.06.2015 to 07.06.2015)

Ms. Jyoti Matta, SPA (08.06.2015 to 13.06.2015)  
 Ms. Gayatri Bejjipuram, SPA (08.06.2013 to 14.06.2015)

12. The following officers/officials have been exempted from performing their duties it being their last Summer Vacation.

- (i) Mr. Ram Mohan, Registrar
- (ii) Mr. R. Gopalan, JR
- (iii) Mr. Naresh Kumar, AR
- (iv) Mr. Shamsheer Bahadur, AOJ
- (v) Ms. Anita Joshi, CM
- (vi) Mr. O.P. Vashist, AOJ
- (vii) Mr. R.K. Sharma, CM
- (viii) Mr. Man Singh, AOJ
- (ix) Mr. B.S. Chauhan, AOJ
- (x) Mr. Harjeet Kaur, SJA
- (xi) Mr. Meg Chand Bhati, SJA
- (xii) Mr. Yogesh Mohan, SJA
- (xiii) Mr. Sukh Raj, JA
- (xiv) Mr. Gian Chand, JA
- (xv) Mr. Surinder Kumar, JA
- (xvi) Mr. Suresh, Usher
- (xvii) Mr. Mahadev Rai, SA

13. Following officers will remain on earned leave during the Summer Vacation 2015:

- (i) Mr. Krishan Kumar Sharma, Deputy Registrar will remain on E.L. from 27.05.2015 to 20.06.2015 and from 22.06.2015 onwards he will look after his duties.
- (ii) Mr. Sarsij Kumar, Assistant Registrar (Technical) (E.L. from 30.05.2015 to 27.06.2015).

14. Mr. Arun Kumar-II, Assistant Registrar is under suspension w.e.f. 05.05.2015 vide this Court's Order No.207/E-5/Estt.II/DHC dated 05.05.2015.
15. Compliance report with regard to clauses 1 (h), 4 (a) to (d) and 6 (b) of Office order No.291/Estt./E.V/DHC/Spl.C.L.2015 dated 02.05.2015 shall be submitted to the Registrar General by the respective Joint Registrars through the concerned Registrars in respect of the branches under their control specifically pointing out the defaults, if any, on the part of officers/officials.
16. All the Class-III and Class-III (non-clerical) officials who are attached with the Registrars/JRs/ARs shall attend the office with their respective officers during their duty period and for rest of the period, they will report for duty in the pool of Establishment Branch.

**BY ORDER**

**Sd/-  
(VINOD GOEL)  
REGISTRAR GENERAL**

Endst. No.11426-34/Estt./E.V/DHC/Spl.C.L.2015

Dated:28.05.2015

Copy forwarded for information to:-

1. Registrar-cum-Secretary to Hon'ble the Chief Justice
2. PAs to all the Registrars
3. All Joint Registrars/Deputy Registrars with a request to get cleared the backlog of arrears, if any, well in time in the branches under them.
4. Assistant Registrar -cum- Personal Assistant to Registrar General
5. All Assistant Registrars/Deputy Controller of Accounts.
6. All Administrative Officers (Judicial)/Court Masters/Private Secretaries to Hon'ble Judges.
- ✓ Assistant Registrar (Technical) with a request to upload the above Duty Roster on the Website and Intranet of this Court.
8. Notice Board.
9. Guard file.

*H.K. Arora*  
28/5/15  
**(H.K. ARORA)  
JOINT REGISTRAR (ESTT.)**