

**HIGH COURT OF DELHI: NEW DELHI  
(ESTABLISHMENT-II BRANCH)**

No. 410/Estt./E.V/DHC/Spl.C.L.2017  
Dated: 31.05.2017

**OFFICE ORDER**

**DUTY CHART OF OFFICERS DURING SUMMER VACATION 2017**

JOINT REGISTRAR	DEPUTY REGISTRAR	ASSISTANT REGISTRAR	AOJ/C.M.
<b>01.06.2017 to 08.06.2017</b>			
<p>Mr. Sanjeev Aggarwal, DHJS Mr. Rajesh Kumar Singh, DHJS Mr. Pankaj Gupta, DHJS Ms. Rajrani, DHJS Mr. T. R. Nagpal Mr. O. P. Narang Mr. Umesh Chandra Sharma <i>(compensatory leave for 21.06.2017 in lieu of duty performed on 05.04.2017)</i> Mr. Pramod Kumar <i>(compensatory leave for 07.06.2017 &amp; 08.06.2017 in lieu of duty performed on 28.10.2016 &amp; 03.04.2017)</i></p>	<p>Mr. Ravindra Kumar Sharma Mr. Ravinder Dutt Sharma Ms. Vandana Kairon Ms. Madhu Singhal <i>(compensatory leave for 01.06.2017 &amp; 08.06.2017 in lieu of duty performed on 15.10.2016 &amp; 07.04.2017)</i> Mr. Alok Madan <i>(compensatory leave for 01.06.2017 &amp; 02.06.2017 in lieu of duty performed on 06.04.2017 &amp; 07.04.2017)</i> Mr. Surinder Jeet Singh</p>	<p>Mr. Kishor Kumar Ms. Sandhya Kapoor Mr. Ram Singh Mr. Bhupinder Jhamb Mr. Ajit Aswani <i>(compensatory leave for 02.06.2017 in lieu of duty performed on 03.04.2017)</i></p>	<p>Mr. Ajeet Kr. Jha, Librarian Mr. Naresh Kumar Mehta Mr. Lalit Rawal <i>(compensatory leave for 07.06.2017 &amp; 08.06.2017 in lieu of duty performed on 10.10.2016 &amp; 03.04.2017)</i> Ms. Promila Gupta <i>(compensatory leave for 05.06.2017 to 08.06.2017 in lieu of duty performed on 13.10.2016 to 15.10.2016 &amp; 07.04.2017)</i> Ms. Naveen Kathpal <i>(compensatory leave for 07.06.2017 &amp; 08.06.2017 in lieu of duty performed on 10.10.2016 &amp; 07.04.2017)</i> Mr. Sanjeev Dobhal <i>(compensatory leave for 07.06.2017 &amp; 08.06.2017 in lieu of duty performed on 15.10.2016 &amp; 06.04.2017)</i> Mr. Ved Prakash (Genl) Mr. Sudhir Sachdeva Ms. Ashu Kaul <i>(compensatory leave for 07.06.2017 &amp; 08.06.2017 in lieu of duty performed on 14.10.2016 &amp; 03.04.2017)</i> Ms. Shobha Nijhawan Mr. Mahender Kr. Kandpal Ms. Asha Ganotra <i>(compensatory leave from 06.06.2017 to 08.06.2017 in lieu of duty performed on 13.10.2016, 03.04.2017 &amp; 07.04.2017)</i> Mr. O. P. Vashist (Retd.)</p>
<b>09.06.2017 to 16.06.2017</b>			
<p>Ms. Deepali Sharma, DHJS Mr. K. K. Sharma <i>(except 12.06.2017 due to LLM Exams)</i> Mr. Arun Kishore Sharma</p>	<p>Mr. Arun Cheema <i>(compensatory leave for 09.06.2017 in lieu of duty performed on 03.04.2017)</i> Mr. Ravinder Pahuja <i>(compensatory leave for 16.06.2017 in lieu of duty performed on 03.04.2017)</i> Ms. Meena Bhardwaj</p>	<p>Ms. Ambika Sharma Mr. Sanjay Pokhriyal <i>(compensatory leave for 09.06.2017 &amp; 12.06.2017 in lieu of duty performed on 06.04.2017 &amp; 07.04.2017)</i> Mr. K. K. Bishambhu <i>(compensatory leave for 09.06.2017 &amp; 12.06.2017 in lieu of duty performed on 03.04.2017 &amp; 05.04.2017)</i> Ms. Anita Malhotra Mr. Arun Kumar Sharma <i>(compensatory leave for 09.06.2017 in lieu of duty performed on 10.10.2016)</i></p>	<p>Ms. Neena Malhotra <i>(compensatory leave for 09.06.2017 and 12.06.2017 in lieu of duty performed on 14.10.2016 &amp; 07.04.2017)</i> Ms. Jasmeet Bhatia <i>(compensatory leave for 16.06.2017 in lieu of duty performed on 03.04.2017)</i> Mr. Vijay Kumar M Mr. Chander Shekhar Ms. Mamek Trikha <i>(compensatory leave for 09.06.2017 and 12.06.2017 in lieu of duty performed on 13.10.2016 &amp; 05.04.2017)</i></p>

		Ms. Ritu Sharma (compensatory leave from 12.06.2017 to 14.06.2017 in lieu of duty performed on 10.10.2016, 15.10.2016 & 07.04.2017)	Mr. Sanjeev Bhdr. Mathur Mr. Narender Pal Mishra Mr. O. P. Vashist (Retd.)
<b>14.06.2017 to 21.06.2017</b>			
Mr. Reetesh Singh, DHJS Mr. K. K. Sharma (for 17.06.2017 in lieu of leave on 12.06.2017)	Ms. Pratima Rani Gupta (compensatory leave for 14.06.2017 in lieu of duty performed on 10.10.2016) Mr. Dinesh Kumar Manchanda	Mr. Hem Chandra Pandey Ms. Mona Gosain (compensatory leave for 19.06.2017 in lieu of duty performed on 07.04.2017) Mr. S. S. Bhatnagar (compensatory leave for 21.06.2017 in lieu of duty performed on 03.04.2017) Mr. Sanjeev Kr. Basnotra	Mr. Ved Prakash Sharma (A/c) Mr. Vinay Sharma Ms. Veena Kumar Mr. Deshraj Singh Thakur (compensatory leave from 14.06.2017 and 19.06.2017 in lieu of duty performed on 04.07.2016, 05.07.2016, 28.10.2016, 29.10.2016, 06.04.2017 & 07.04.2017) Ms. Chanderkanta (compensatory leave for 20.06.2017 and 21.06.2017 in lieu of duty performed on 10.10.2016 & 05.04.2017) Mr. Manoj Kumar Mr. Parminder Kaur (compensatory leave for 21.06.2017 in lieu of duty performed on 06.04.2017) Mr. K. R. Manikandan Mr. O. P. Vashist (Retd.)
<b>22.06.2017 to 29.06.2017</b>			
Mr. Ajay Kumar Kuhar, DHJS Mr. Virender Bhatt, DHJS Mr. Sanjay Sharma (compensatory leave for 22.06.2017 & 23.06.2017 in lieu of duty performed on 06.04.2017 & 07.04.2017) Mr. Manoj Kr. Verma (compensatory leave for 26.06.2017 in lieu of duty performed on 07.04.2017) Mr. Sunil Kr. Koushal (compensatory leave for 22.06.2017 & 23.06.2017 in lieu of duty performed on 29.10.2016 & 06.04.2017) Mr. Sanjay Kumar Sharma Mr. Shekhar Chandra	Ms. Sadhna Gupta (compensatory leave for 22.06.2017 & 23.06.2017 in lieu of duty performed on 15.10.2016 & 07.04.2017) Ms. Kaushlya Verma Ms. Panna Dutta (compensatory leave for 28.06.2017 & 29.06.2017 in lieu of duty performed on 13.10.2016 & 14.10.2016) Mr. Devendra Singh Rawat Mr. Rajeev Kumar Chauhan	Mr. Raj Kumar Rawat Mr. Sanjeev Kumar Ms. Manjeet Kaur (compensatory leave for 27.06.2017 & 28.06.2017 in lieu of duty performed on 15.10.2016 & 06.04.2017) Mr. Jugal Kishore (compensatory leave for 22.06.2017 in lieu of duty performed on 06.04.2017)	Mr. Hitesh Kalra Mr. Manoj Kumar Chawla Mr. Hari Prakash Verma (compensatory leave for 23.06.2017 & 24.06.2017 in lieu of duty performed on 10.10.2016 & 07.04.2017) Mr. Naval Kishore (compensatory leave for 22.06.2017 to 24.06.2017 in lieu of duty performed on 28.10.2016, 03.04.2017 & 05.04.2017) Mr. Kapoor Singh Bisht (compensatory leave for 29.06.2017 in lieu of duty performed on 29.10.2016) Ms. Yashodhara Sharma (compensatory leave for 24.06.2017 in lieu of duty performed on 15.10.2016) Mr. Ashok Kumar Mr. Rajesh Ms. Sunila Shibu Mr. Deep Chand (compensatory leave for 26.06.2017 in lieu of duty performed on 07.04.2017) Mr. Usha Barthwal (compensatory leave for 22.06.2017 in lieu of duty performed on 06.04.2017) Ms. Rekha Garg Mr. O. P. Vashist (Retd.)

**Note:**

- ❖ Senior most Joint Registrar (Judicial) on duty on 01.06.2017 will handle the work of mentioning of urgent matters on 31.05.2017 for 01.06.2017.
- ❖ Mr. O. P. Vashisht, AOJ (Retd.) will perform his duty on all working days.

**NOTES:**

1. (i) The senior most Joint Registrar (Judicial) 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. 340/Estt./E.V/DHC/Spl.C.L.2017 dated 11.05.2017 as per exigencies of work.
2. The services of Mr. Sanjay Gupta, CM is required in the Chief Justice's Secretariat and the services of Ms. Geetha Gopinathan, Assistant Registrar is required by Worthy Registrar General.
3. The following officers of Examination Cell will be on Examination duty during the Summer Vacations 2017:-
  1. Mr. J. Tripathi, Joint Registrar
  2. Mr. Manish Aggarwal, Deputy Registrar
  3. Mr. Anil Kumar Jain, Assistant Registrar
4. Sh. Paramjit Singh, Assistant Registrar (Accounts) will perform the duty of DDO throughout ensuing Summer Vacations 2017.
5. Mr. M.P.S. Bisht, CM will look after the work of Caretaking Branch.
6. Following AR/PS are on deputation:-
  - (i) Mr. Gagan Nagpal, Assistant Registrar
  - (ii) Ms. Sindhu Krishnakumar, PS
  - (iii) Mr. Hariom, PS
7. The work of Protocol, P&P & Medical Branches shall be looked after by the following officers:

**Protocol**

1. Mr. Naresh Chand Garg, Joint Registrar
2. Mr. S. K. Banyal, Deputy Registrar
3. Mr. Anil Kumar Arora, Deputy Registrar
4. Mr. Ram Singh, Assistant Registrar
5. Mr. Manoj Kumar, Assistant Registrar
6. Mr. Vinal Kapoor, Assistant Registrar
7. Mr. Sandeep Kumar Sharma, Court Master
8. Mr. Praveen Kumar Verma, AOJ

**P&P**

1. Mr. Atul Kumar Sharma, Joint Registrar
2. Mr. Shameem Ahmad, Assistant Registrar
3. Mr. Sanjay Prakash Gupta, Court Master
4. Mr. Surinder Kumar Bhadola, AOJ

**Medical Branch**

1. Mr. K. K. Sharma, Joint Registrar
2. Mr. Pramod Kumar, Joint Registrar
3. Mr. Pawan Kumar Kalra, Deputy Registrar
4. Mr. Mukesh Kumar, Assistant Registrar (Medical)
5. Mr. Desh Raj Chaudhary, AOJ (Medical)
6. Mr. Neeraj Mehta, AOJ (Medical)
7. Mr. Birender Singh, AOJ (Medical)

8. The following officers (Joint Director/ Senior System Analyst/ System Analyst/Assistant Programmer) will look after the work of Computer Branch during their duty period:
1. Mr. Sarsij Kumar, Joint Director (22.06.2017 to 29.06.2017) (*compensatory leave for 26.06.2017 & 27.06.2017 in lieu of duty performed on 05.04.2017 & 06.04.2017*)
  2. Mr. Zameem Ahmad Khan, Senior System Analyst (09.06.2017 to 16.06.2017 & 17.06.2017)
  3. Mr. Salman Temuri, System Analyst (01.06.2017 to 08.06.2017)
  4. Mr. Ankit Pande, System Analyst (14.06.2017 to 21.06.2017)
  5. Mr. Kapil Kumar, Assistant Programmer (22.06.2017 to 29.06.2017) (*compensatory leave for 28.06.2017 & 29.06.2017 in lieu of duty performed on 05.04.2017 & 06.04.2017*)
  6. Mr. Deep Chandra Harbola, Assistant Programmer (10.06.2017 to 16.06.2017 & 17.06.2017)
  7. Mr. Javed Akhtar, Assistant Programmer (02.06.2017 to 08.06.2017 & 09.06.2017).
9. Following Contractual Stenographers are not entitled for Summer Vacation 2017:
1. Ms. Aakansha Batra, Steno (contract basis)
  2. Mr. Dinesh Singh Negi, Steno (contract basis)
  3. Ms. Taruna, Steno (contract basis)
  4. Ms. Pratima, (Contractual Steno)
10. The following officers/officials have been exempted from performing their duties it being their last Summer Vacation:

Officers	Officials
1. Mr. S. K. Banyal, DR	1. Mr. Mahesh Chandra Sengar, SJA
2. Ms. Sharda Manchanda, AR	2. Ms. Shashi Sharma, SJA
3. Ms. Meena Acharya, AOJ	3. Ms. Satvir Kaur Pawar, SJA
4. Mr. Asit Kumar, AOJ	4. Mr. Mahesh Kumar, SJA
5. Mr. P. S. Negi, Court Master	5. Ms. Sunita Prabhakar, SJA
6. Ms. Kusumlata Sharma, AOJ	6. Mr. Jeet Raj, JA
7. Ms. Anita Vig, Court Master	7. Mr. Vijay Kumar, Chauffeur
	8. Mr. Dharam Pal-II, Usher
	9. Mr. Hari Ram Sharma, Usher
	10. Mr. Mohan Singh, Usher
	11. Mr. Om Prakash, CA
	12. Ms. Lajja Devi, CA
	13. Mr. Balwant, Safaiwala
	14. Mr. Raghbir Singh, Safaiwala

11. Mr. Arun Kumar-II, Assistant Registrar is under suspension.
12. Compliance report with regard to clauses 1 (viii), 4 (a) to (d) and 6 (b) of Office order No. 340/Estt./E.V/DHC/Spl.C.L.2017 dated 11.05.2017 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.
13. 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/-  
**(DINESH KUMAR SHARMA)**  
**REGISTRAR GENERAL**

Copy forwarded for information to:-

1. Secretary to Hon'ble the Acting Chief Justice.
2. PAs to all the Registrars/OSD.
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 Controllers of Accounts.
6. All Administrative Officers (Judicial)/Court Masters/Private Secretaries to Hon'ble Judges.
7. Joint Director with a request to upload the above Duty Roster on the Website and Intranet of this Court.
8. Notice Board.
9. Guard file.

*Shekhar Chandra*

(SHEKHAR CHANDRA)  
JOINT REGISTRAR (ESTT.)