

**HIGH COURT OF DELHI: NEW DELHI**

No. 404/Estt./E.V/DHC/Spl.C.L.2016

Dated: 27.05.2016

**OFFICE ORDER****DUTY CHART OF OFFICERS DURING SUMMER VACATION 2016**

JOINT REGISTRAR	DEPUTY REGISTRAR	ASSISTANT REGISTRAR	AOJ/C.M.
<b>04.06.2016 to 10.06.2016</b>			
Mr. Ashutosh Kumar, DHJS Dr. Neera Bharihoke, DHJS Mr. Arun Bhardwaj, DHJS Mr. P.K. Uppal Mr. T.R. Nagpal	Mr. Sanjay Sharma Mr. Sunil Kumar Kaushal Mr. Umesh Chandra Sharma (Compensatory leave for 10.06.2016 in lieu of duty performed on 13.04.2016) Mr. Pramod Kumar Mr. Ravindra Kumar Sharma Ms. Sadhna Gupta (Compensatory leave for 10.06.2016 in lieu of duty performed on 12.04.2016)	Mr. Arun Kumar (Compensatory leave for 10.06.2016 in lieu of duty performed on 16.04.2016) Ms. Vandana Kairon Ms. Meena Bhardwaj Ms. Sharda Manchanda Mr. Sanjay Pokhriyal Mr. Kishore Kumar Ms. Sandhya Kapoor Mr. Ram Singh Mr. Bhupinder Jhamb	Mr. Lalit Kumar Rawal Ms. Naveen Kathpal (Compensatory leave for 10.06.2016 in lieu of duty performed on 11.04.2016) Ms. Jasmeet Bhatia Mr. Sanjiv Dobhal Mr. Naval Kishore (Compensatory leave for 10.06.2016 in lieu of duty performed on 09.11.2014) Mr. Asit Kumar Mr. Sudhir Sachdeva Ms. Ashu Kaul (Compensatory leave for 08.06.2016, 09.06.2016 & 10.06.2016 in lieu of duty performed on 23.10.2015, 12.04.2016 & 13.04.2016) Ms. Shobha Nijhawan Mr. Mahender Kumar Kandpal Ms. Chander Kanta (Compensatory leave for one day in lieu of duty performed in April, 2016) Ms. Babita Haritash
<b>11.06.2016 to 17.06.2016</b>			
Mr. Anil Kumar Sisodia, DHJS Mr. H.K. Arora	Mr. J.K. Batra Ms. Kaushalya Verma Ms. Panna Dutta (Compensatory leave for 17.06.2016 in lieu of duty performed on 11.04.2016)	Mr. Manish Aggarwal Mr. Ravinder Dutt Sharma (Compensatory leave for 13.06.2016 in lieu of duty performed on 26.10.2015) Ms. Madhu Singhal	Ms. Manjeet Kaur (Compensatory leave for 16.06.2016 & 17.06.2016 in lieu of duty performed on 10.11.2016 & 16.04.2016) Mr. Sanjeev Kr. Basotra Ms. Ritu Sharma (Compensatory leave for 13.06.2016 to 15.06.2016 in lieu of duty performed on 26.10.2015, 09.11.2015 and 11.04.2016) Ms. Promila Gupta Ms. Neena Malhotra Ms. Harsudha (Compensatory leave for two days in lieu of duty

			performed in November, 2015) Ms. Yashodhara Sharma (Compensatory leave for 14.06.2016 for duty performed on 11.04.2016) Ms. Anita Vig (Compensatory leaves for 15.06.2016, 16.06.2016 and 17.06.2016 in lieu of duties performed on 23.10.2015, 12.04.2016 and 13.04.2016) Mr. Ashok Kumar Porwal Ms. Sunila Shibu
<b>18.06.2016 to 24.06.2016</b>			
Mr. Amit Kumar, DHJS Mr. G.R. Grover	Mr. Pawan Kumar Kalra (Compensatory leave for 23.06.2016 and 24.06.2016 in lieu of duties performed on 26.10.2015 & 16.04.2016) Mr. Devendra Singh	Mr. K.K. Bishambhu Mr. Hem Chandra Pandey	Mr. Manoj Kumar Mr. Hitesh Kumar Mr. Manoj Kumar Chawla Ms. Veena Kumar Mr. Chander Shekhar Mr. Deshraj Singh Thakur (Compensatory leave for five days in lieu of duty performed in Oct-Nov, 2015 and April, 2016) Mr. Ajai Kumar Rana Mr. Anil Chopra Mr. Deep Chand Mr. Naresh Mehta, PS
<b>25.06.2016 to 01.07.2016</b>			
Dr. Satinder Kumar Gautam, DHJS Mr. Kovai Venugopal, DHJS Mr. Rajesh Kumar Singh, DHJS Mr. Janardhan Tripathi Mr. O.P. Narang	Mr. Manoj Kumar Verma Mr. Shekhar Chandra	Ms. Pratima Rani Gupta Mr. Alok Madan Mr. D.K. Manchanda Mr. Rajeev Kumar Chauhan Mr. Raj Kumar Rawat Ms. Anita Mallhotra	Mr. Arun Kumar Sharma Mr. Ved Prakash Sharma Mr. Hari Prakash Verma (Compensatory leave for one day in lieu of duty performed in April, 2016) Mr. Ved Prakash Sharma Mr. Vinay Sharma Mr. Kapoor Singh Bisht (Compensatory leaves for 25.06.2016 and 27.06.2016 in lieu of duties performed on 10.11.2015 and 16.04.2016) Mr. Mamek Trikha Mr. Rajesh Kumar Mr. P.S. Negi (Compensatory leave for 29.06.2016 & 30.06.2016 in lieu of duty performed on 09.11.2015 & 11.04.2016)

**Note:** Senior most Joint Registrar on duty on 04.06.2016 will handle the work of mentioning of urgent matters on 03.06.2016 for 04.06.2016.

**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. 326/Estt./E.V/DHC/Spl.C.L.2016 dated 29.04.2016 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. Ms. Ambika Sharma, Assistant Registrar (Accounts) will work as DDO w.e.f. 21.05.2016 till 10.06.2016 and Mr. Surinder Jeet Singh, Assistant Registrar /DDO will look after the work of DDO w.e.f. 11.06.2015 to 01.07.2016.
4. Mr. M.P.S: Bisht, CM will look after the work of Caretaking Branch.
5. Following AOJ/PS are on deputation:-
  - (i) Ms. Sadhana Jadia, AOJ
  - (ii) Ms. Sindhu Krishnakumar, PS
6. 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 Arora, Assistant Registrar

**P&P**

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

**Medical Branch**

1. Mr. K.K. Sharma, Deputy Registrar
2. Mr. Dēsh Raj Chaudhary, AOJ (Medical)
3. Mr. Neeraj Mehta, AOJ

7. The following officers (Programmer/System Analyst/Assistant Programmer) will look after the work of Computer Branch during their duty period:
  1. Mr. Sarsij Kumar, Assistant Registrar (Technical) (11.06.2016 to 17.06.2016)
  2. Mr. Zameem Ahmad Khan, System Analyst (25.06.2016 to 01.07.2016)
  3. Mr. Salman Temuri, Programmer (11.06.2016 to 17.06.2016)
  4. Mr. Kapil Kumar, Assistant Programmer (04.06.2016 to 10.06.2016)
  5. Mr. Deep Chandra Harbola, Assistant Programmer (04.06.2016 to 10.06.2016)
  6. Mr. Javed Akhtar, Assistant Programmer (25.06.2016 to 01.07.2016)
  7. Mr. Ankit Pande, Assistant Programmer (18.06.2016 to 24.06.2016)
8. Following Contractual Stenographers are not entitled for Summer Vacation 2016:
  - Ms. Aakansha Batra, Steno (contract basis)
  - Mr. Dinesh Singh Negi, Steno (contract basis)
  - Ms. Taruna, Steno (contract basis)
  - Ms. Pratima (Contractual Steno)

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

Officers	Officials
1. Mr. Girish Sharma, Registrar	1. Mr. Satish Kumar Chauhan, SJA
2. Mr. V.K. Kochhar, Registrar	2. Mr. Sukh Pal Singh, SJA
3. Mr. P.C. Jain, Registrar	3. Mr. Satish Chandra Sharma, SJA
4. Mr. Yashpal, Registrar	4. Ms. Sushma Singh, SJA
5. Mr. S.P. Singh, Joint Registrar	5. Mr. Jagdish Kumar, SJA
6. Mr. Ajai Kumar Gupta, Joint Registrar	6. Ms. Bharti Sehgal, SJA
7. Ms. Champa Lalchandani, Joint Registrar	7. Mr. C.P. Vig, SJA
8. Mr. Rishi Pal, Deputy Registrar	8. Ms. Mohini Devi, SJA
9. Mr. Girish Jaitley, Deputy Registrar	9. Mr. Ram Prasad, SJA
10. Ms. Neelam Mahajan, Assistant Registrar	10. Mr. Sunil Kumar Sharma, SJA
11. Ms. Anjana Nagar, Court Master	11. Mr. Jai Prakash, SJA
12. Ms. Manju Khanna, AOJ	12. Mr. Viney Dewan, SJA
13. Ms. Kiran Bala Anand, AOJ	13. Mr. Kamal Kant Sharma, SJA
14. Ms. Neeru Nagar, AOJ	14. Mr. Narinder Kumar, SJA
15. Mr. Jagdish Lal, Court Master	15. Mr. Pawan Kumar Yadav, JA
16. Mr. Subrata Chatterjee, Court Master	16. Mr. Devanand, Chauffeur
17. Mr. Tej Pal, AOJ	17. Mr. Ram Lok Sharma, Chauffeur
	18. Mr. Bhaskar Nand, Usher
	19. Mr. Puran Singh-I, Usher
	20. Mr. Arun Rao Shegokar, CA
	21. Mr. Kalu Ram, Safaiwala

10. Mr. Arun Kumar-II, Assistant Registrar is under suspension.
11. Compliance report with regard to clauses 1 (viii), 4 (a) to (d) and 6 (b) of Office order No. 326/Estt./E.V/DHC/Spl.C.L.2016 dated 29.04.2016 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.
12. 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. 10281-10289/Estt./E.V/DHC/Spl.C.L.2016

Dated: 27.05.2016

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 Controllers of Accounts.
6. All Administrative Officers (Judicial)/Court Masters/Private Secretaries to Hon'ble Judges.
7. 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.

*(Handwritten signature)*  
27/5/2016  
(H.K. ARORA)  
JOINT REGISTRAR (ESTT.)