

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

No. 556/Estt./E.V/DHC/Spl.C.L.2018
Dated: 01.06.2018

OFFICE ORDER

DUTY CHART OF OFFICERS DURING SUMMER VACATION - 2018

| JOINT REGISTRAR | DEPUTY REGISTRAR | ASSISTANT REGISTRAR | AOJ/C.M./PS |
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| 04.06.2018 to 11.06.2018 | | | |
| <p>Mr. Rakesh Pandit (DHJS) Mr. Sudhanshu Kaushik (DHJS)</p> <p>Mr. T. R. Nagpal Mr. Manoj Kumar Verma (compensatory leave for 08.06.2018 & 11.06.2018 in lieu of duty performed on 29.09.2017 & 27.03.2018) Mr. K. K. Sharma (Except 06.06.2018) Mr. Shekhar Chandra Mr. Pramod Kumar (will perform duty from 04.06.2018 to 09.06.2018) Mr. Ravindra Kumar Sharma Mr. Arun Kumar-I</p> | <p>Ms. Meena Bhardwaj Ms. Ambika Sharma Mr. K. K. Bishambhu Mr. Bhupinder Jhamb</p> | <p>Ms. Manjeet Kaur (compensatory leave for 11.06.2018 in lieu of duty performed on 04.10.2017) Mr. Mukesh Kumar Mr. Shankar Singh (from 08.06.2018 to 11.06.2018) Mr. Ajeet Kr. Jha Mr. Lalit Kumar Rawal</p> | <p>Ms. Neena Malhotra (compensatory leave for 08.06.2018 & 11.06.2018 in lieu of duty performed on 03.10.2017 & 28.03.2018) Ms. Harsudha Soni (compensatory leave for 11.06.2018 in lieu of duty performed on 04.10.2017) Ms. Jasmeet Bhatia (compensatory leave for 11.06.2018 in lieu of duty performed on 04.10.2017) Mr. Sanjeev Dobhal (compensatory leave for 07.06.2018, 08.06.2018 & 11.06.2018 in lieu of duty performed on 06.10.2017, 07.10.2017 & 31.03.2018) Mr. VijayaKumar M Mr. Hari Prakash Verma Mr. Naval Kishore (compensatory leave for 08.06.2018 & 11.06.2018 in lieu of duty performed on 07.10.2017 & 31.03.2018) Mr. K. S. Bisht Ms. Yashodhara Sharma (compensatory leave for 11.06.2018 in lieu of duty performed on 18.10.2017) Mr. Chander Shekhar Mr. Ashok Kumar (compensatory leave for 08.06.2018 & 11.06.2018 in lieu of duty performed on 29.09.2017 & 31.03.2018) Mr. Sudhir Sachdeva Ms. Ashu Kaul (compensatory leave for 11.06.2018 in lieu of duty performed on 06.10.2017) Ms. Shobha Nijhawan Mr. Mahender Kr. Kandpal Ms. Chanderkanta (compensatory leave for 11.06.2018 in lieu of duty performed on 07.10.2017) Mr. Sanjeev B. Mathur Ms. Asha Ganotra (compensatory leave for 11.06.2018 in lieu of duty performed on 29.09.2017) Mr. Jyoti Sachdeva (compensatory leave for 05.06.2018 & 08.06.2018 in lieu of duty performed on 29.09.2017 & 31.03.2018) Ms. Mithlesh Kumari</p> |

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| | | | (compensatory leave for 11.06.2018 in lieu of duty performed on 07.10.2017) Mr. Vineet Aswal Ms. Kamla Joshi (compensatory leave for 11.06.2018 in lieu of duty performed on 26.03.2018) Ms. Manju Miglani, PS Mr. Sumit Ghai, PS Mr. Asit Kr. Parashar (Retd.) |
| 12.06.2018 to 19.06.2018 | | | |
| Mr. Ravinder Singh (DHJS) Ms. Deepali Sharma (DHJS) Mr. K. K. Sharma (for 13.06.2018) Mr. Arun Kishore Sharma Mr. Naresh Chand Garg Mr. Ravinder Dutt Sharma | Ms. Madhur Singhal Mr. Dinesh Manchanda (from 18.06.2018 to 19.06.2018) Mr. Sanjay Pokhriyal (compensatory leave for 19.06.2018 in lieu of duty performed on 18.10.2017) | Mr. Ajit Aswani (compensatory leave for 19.06.2018 in lieu of duty performed on 07.10.2017) Mr. Sanjeev Kr. Basotra Mr. Shankar Singh (from 12.06.2018 to 15.06.2018) Ms. Bindra (compensatory leave for 19.06.2018 in lieu of duty performed on 18.10.2017) | Mr. Vinay Sharma Mr. Deep Chand Mr. Manoj Kumar Ms. Parminder K. Khurana (compensatory leave for 12.06.2018 & 13.06.2018 in lieu of duty performed on 06.10.2017 & 27.03.2018) Mr. K. R. Manikandan Mr. Lalita Pruthi (compensatory leave for 15.06.2018, 18.06.2018 & 19.06.2018 in lieu of duty performed on 03.10.2017, 26.03.2018 & 27.03.2018) Ms. Suman Chawla (compensatory leave for 19.06.2018 in lieu of duty performed on 03.10.2017) Mr. Shaheed Ul Zafar (compensatory leave for 19.06.2018 in lieu of duty performed on 29.09.2017) Mr. Praveen Kumar (compensatory leave for 14.06.2018 & 15.06.2018 in lieu of duty performed on 06.10.2017 & 26.03.2018) Mr. Sanjay Kapoor, PS Mr. Asit Kr. Parashar (Retd.) |
| 15.06.2018 to 22.06.2018 | | | |
| Ms. Raj Rani (DHJS) Mr. Sanjay Jindal (DHJS) Mr. Anil Kumar (DHJS) Mr. Pawan Kr. Kalra | Mr. Dinesh Manchanda (from 18.06.2018 to 22.06.2018) Mr. Rajeev Kr. Chauhan Ms. Anita Malhotra | Mr. S. S. Bhatnagar Mr. Manoj Kumar Mr. Shankar Singh (for 15.06.2018) Ms. Ritu Sharma (compensatory leave for 15.06.2018 & 18.06.2018 in lieu of duty performed on 29.09.2017 & 28.03.2018) | Mr. Manoj Kr. Chawla Mr. Ved Prakash Sharma Ms. Veena Kumar (compensatory leave for 15.06.2018 in lieu of duty performed on 26.03.2018) Mr. Mahinder P. Singh Bisht Mr. Deshraj Singh Thakur Ms. Usha Barthwal (compensatory leave for 15.06.2018 in lieu of duty performed on 07.10.2017) Ms. Rekha Garg Mr. Deepak Kumar Mr. Vijay Pal Singh Mr. Dilip Kr. Biswal Mr. Mahendra Pal Singh Kadian (compensatory leave for 18.06.2018 in lieu of duty performed on 27.03.2018) Mr. Rajendra Prasad Mr. Hardev Singh (compensatory leave for 22.06.2018 in lieu of duty) |

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| | | | performed on 03.10.2017) Mr. Naresh Mehta, PS Mr. Asit Kr. Parashar (Retd.) |
| 23.06.2018 to 29.06.2018 | | | |
| Mr. Reetesh Singh (DHJS) Mr. Raj Kumar Tripathi (DHJS) Mr. O. P. Narang Mr. Sunil Kr. Koushal (compensatory leave for 23.06.2018 in lieu of duty performed on 26.03.2018) Mr. Sanjay Kr. Sharma Mr. Pramod Kumar (for 29.06.2018) Ms. Sadhna Gupta Ms. Panna Dutta Mr. Devendra Singh | Ms. Vandana Kairon Mr. Alok Madan Mr. Ravinder Kr. Pahuja Mr. Anil Kr. Arora Mr. Dinesh Manchanda (from 23.06.2018 to 25.06.2018) Mr. Raj Kumar Rawat Mr. Kishor Kumar Ms. Sandhya Kapoor Mr. Ram Singh Ms. Mona Gosain Ms. Neelam | Ms. Bhawana Pant Mr. Neeraj Goel (compensatory leave for 25.06.2018 & 27.06.2018 in lieu of duty performed on 03.10.2017 & 26.03.2018) Ms. Deepti Chhabra Mr. Amit Chhabra Mr. Ved Prakash Sharma | Ms. Neelam Grover Mr. Subhash Chand (compensatory leave for 29.06.2018 in lieu of duty performed on 28.03.2018) Mr. Hitesh Kumar (compensatory leave for 23.06.2018 & 25.06.2018 in lieu of duty performed on 03.10.2017 & 27.03.2018) Ms. Sangeeta Sharma (compensatory leave for 23.06.2018 in lieu of duty performed on 27.03.2018) Mr. Ashok Kr. Porwal Ms. Sunila Shibu Ms. Shobha Saini (compensatory leave for 29.06.2018 in lieu of duty performed on 31.03.2018) Mr. Ashok Sharma Mr. Pankaj Vats (compensatory leave for 23.06.2018 in lieu of duty performed on 29.07.2017) Mr. Amit Kumar Mr. Sanjoy Kr. Ojha (compensatory leave for 23.06.2018 & 25.06.2018 in lieu of duty performed on 29.09.2017 & 18.10.2017) Mr. Balvinder Singh Ms. Pooja Suryavanshi Dr. Faisal Zaki Mr. Asit Kr. Parashar (Retd.) |

NOTE:

- ❖ Senior most Joint Registrar (Judicial) on duty will handle the work of mentioning of urgent matters during the ensuing Summer Vacations.
- ❖ Mr. Asit Kumar Parashar, 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, 1st 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.472/Estt./E.V/DHC/Spl.C.L.2018 dated 16.05.2018 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, Deputy Registrar is required by Worthy Registrar General.
3. The following officers of Examination Cell will be on Examination duty during the Summer Vacations 2018:-
 1. Mr. Manish Aggarwal, Joint Registrar;
 2. Mr. Anil Kumar Jain, Assistant Registrar;
 3. Mr. Diwakar Chandra, AOJ.

4. Sh. Paramjit Singh, Assistant Registrar (Accounts) will perform the duty of DDO throughout ensuing Summer Vacations 2018.
5. Following AR/PS are on deputation:-
 - (i) Ms. Sadhna Jadia, Assistant Registrar
6. The work of Protocol, P&P & Medical Branches shall be looked after by the following officers:

PROTOCOL

1. Mr. Sanjay Sharma, Joint Registrar
2. Mr. Surinder Jeet Singh, Deputy Registrar
3. Mr. Hem Chandra Pandey, Deputy Registrar
4. Mr. Vinal Kapoor, Assistant Registrar
5. Mr. Sanjay Kalra, Assistant Registrar
6. Mr. Sandeep Kumar Sharma, Court Master
7. Mr. Praveen Kumar Verma, AOJ
8. Mr. Sandeep Sharma, Court Master

P&P

1. Mr. Kaushlya Verma, Joint Registrar
2. Mr. Shameem Ahmad, Deputy Registrar
3. Mr. Sanjeev Kumar, Deputy Registrar
4. Mr. V. K. Mittal, Assistant Registrar
5. Mr. Sunil Lakhina, Assistant Registrar
6. Mr. Sanjay Prakash Gupta, Court Master
7. Mr. Surinder Kumar Bhadola, AOJ

MEDICAL BRANCH

1. Mr. Gagan Nagpal, Deputy Registrar
2. Mr. Shakeel Ahmed, Assistant Registrar
3. Mr. Desh Raj Chaudhary, AOJ (Medical)
4. Mr. Neeraj Mehta, AOJ (Medical)
5. 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 (23.06.2018 to 29.06.2018);
 2. Mr. Zameem Ahmad Khan, Senior System Analyst (04.06.2018 to 11.06.2018) *(compensatory leave for 04.06.2018, 07.06.2018 & 11.06.2018 in lieu of duty performed on 29.09.2017, 03.10.2017 & 18.10.2017);*
 3. Mr. Salman Temuri, Sr. System Analyst (04.06.2018 to 11.06.2018);
 4. Mr. Ankit Pande, System Analyst (15.06.2018 to 22.06.2018);
 5. Mr. Kapil Kumar, System Analyst (23.06.2018 to 29.06.2018);
 6. Mr. Deep Chandra Harbola, System Analyst (12.06.2018 to 19.06.2018);
 7. Mr. Javed Akhtar, System Analyst (04.06.2018 to 11.06.2018).
9. Following Contractual Stenographers are not entitled for Summer Vacation 2018:
 1. Ms. Aakansha Batra, Steno (contract basis)
 2. Mr. Dinesh Singh Negi, Steno (contract basis)
 3. Ms. Taruna, Steno (contract basis)

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

| Officers | Officials |
|---------------------------------|---------------------------|
| 1. Mr. Umesh Chandra Sharma, JR | 1. Ms. Poonam Sharma, SJA |
| 2. Ms. Pratima Rani Gupta, JR | 2. Ms. Indu Sharda, SJA |
| 3. Mr. Arun Kumar Sharma, DR | 3. Mohd. Javed, SJA |
| 4. Ms. Promila Gupta, AR | 4. Mr. S. S. Bera, SJA |
| 5. Ms. Naveen Kathpal, AR | 5. Ms. Shashi Arora, SJA |
| 6. Mr. Des Raj Chaudhary, AR | 6. Mr. Dhani Ram, JA |

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| 7. Mr. Rakesh Kumar Sharma, AOJ | 7. Mr. P. K. Chopra, JA |
| | 8. Mr. Dharam Vir Singh, Usher |
| | 9. Mr. Rajinder Singh Negi, Usher |
| | 10. Mr. Sampat Ram, Usher |
| | 11. Mr. Ganga Din, Usher |
| | 12. Mr. Deepak Kumar, Usher |
| | 13. Mr. Leela Dhar, CA |
| | 14. Mr. Shiv Charan, CA (S) |
| | 15. Mr. Saran Dass, RA |
| | 16. Ms. Shefaly Bairagi, RA |

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. 472/Estt./E.V/DHC/Spl.C.L.2018 dated 16.05.2018 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

Endst. No. 11977-11985/Estt./E.V/DHC/Spl.C.L.2018

Dated: 01.06.2018

Copy forwarded for information to:-

1. Secretary to Hon'ble the Acting Chief Justice.
2. PAs to all the Registrars/OSDs.
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.)