

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

No.763/Estt./E.V/DHC/Spl.C.L.2019
Dated: 30.05.2019

OFFICE ORDER

DUTY CHART OF OFFICERS DURING SUMMER VACATION 2019

JOINT REGISTRAR	DEPUTY REGISTRAR	ASSISTANT REGISTRAR	AOJ/C.M.
01.06.2019 to 07.06.2019			
<p>Mr. Raj Kumar Tripathi, DHJS Mr. Anil Kumar, DHJS Mr. Rakesh Kumar-IV, DHJS Mr. Sidharth Mathur (DHJS) <i>(compensatory leave for 07.06.2019 in lieu of duty performed on 20.10.2018)</i> Mr. Deepak Wason, DHJS Mr. O.P. Narang Mr. Manoj Kumar Verma Mr. Krishan Kumar Sharma <i>(compensatory leave for 07.06.2019 in lieu of duty performed on 18.10.2018)</i> Mr. Sunil Kumar Koushal Mr. Sanjay Kumar Sharma Mr. Shekhar Chandra Mr. Pramod Kumar Mr. Ravindra Kumar Sharma Ms. Kaushalya Verma Ms. Panna Dutta (01.06.2019 to 05.06.2019 and 27.06.2019 to 28.06.2019) Mr. Ravinder Dutt Sharma Ms. Vandana Kairon <i>(compensatory leave for 07.06.2019 in lieu of duty performed on 06.11.2018)</i></p>	<p>Ms. Ambika Sharma Mr. Sanjay Pokhriyal Ms. Sandhya Kapoor</p>	<p>Mr. Manoj Kumar Ms. Manjeet Kaur Mr. Lalit Kumar Rawal Ms. Bindra Ms. Nisha Sharma-II Mr. Satya Dev Prajapati</p>	<p>Ms. Jasmeet Kaur <i>(compensatory leave for 07.06.2019 in lieu of duty performed on 05.11.2018)</i> Mr. Anil Naugain Ms. Manju Miglani Ms. Shobha Nijhawan Mr. Naval Kishore <i>(compensatory leave for 07.06.2019 in lieu of duty performed on 05.11.2018)</i> Mr. Shaheed Ul Zafar <i>(compensatory leave for 06.06.2019 and 07.06.2019 in lieu of duty performed on 20.10.2018 and 06.11.2018)</i> Mr. Vinay Sharma <i>(compensatory leave for 03.06.2019, 04.06.2019, 06.06.2019 and 07.06.2019 in lieu of duty performed on 18.10.2018, 20.10.2018, 05.11.2018 and 06.11.2018)</i> Mr. Sanjeev Bahadur Mathur Ms. Neelam Grover Ms. Mithlesh Kumari <i>(compensatory leave for 06.06.2019 in lieu of duty performed on 20.10.2018)</i> Mr. Dillip Biswal <i>(compensatory leave for 07.06.2019 in lieu of duty performed on 20.10.2018)</i> Mr. Manoj Kumar Chawla Mr. Mahender Kumar Kandpal Mr. K.R.Manikandan</p>
10.06.2019 to 15.06.2019			
<p>Mr. Rakesh Pandit, DHJS Mr. Devender Kumar, DHJS Mr. Arun Kishore Sharma Ms. Madhu Singhal</p>	<p>Ms. Meena Bhardwaj Ms. Anita Malhotra Mr. Kishor Kumar Mr. Bhupinder Jhamb</p>	<p>Mr. Ajit Aswani <i>(compensatory leave for 15.06.2019 in lieu of duty performed on 05.11.2018)</i> Ms. Manjeet Kaur Mr. Jugal Kishore Mr. Sunil Lakhina Mr. Rohtash Singh Ms. Neena Malhotra</p>	<p>Ms. Chanderkanta <i>(compensatory leave for 10.06.2019 in lieu of duty performed on 18.10.2018)</i> Mr. Praveen Kumar Verma Ms. Poonam Sharma Mr. Vikas Dhawan Ms. Nalini Saxena Ms. Sunila Shibu <i>(compensatory leave for 15.06.2019 in lieu of duty performed on 05.11.2018)</i> Mr. Pankaj Vats <i>(compensatory leave for 14.06.2019 and 15.06.2019 in lieu of duty performed on 20.10.2018 and 05.11.2018)</i></p>

			Mr. Deep Chand Mr. Sharvan Kumar Tanwar
17.06.2019 to 22.06.2019			
Mr. Ravinder Singh, DHJS Mr. Vijay Shankar, DHJS Mr. Pawan Kumar Kalra Mr. Devendra Singh Mr. Arun Kumar	Mr. Ravinder Pahuja Mr. Anil Kumar Arora Mr. Dinesh Kumar Manchanda Ms. Neelam	Ms. Ritu Sharma Ms. Deepti Chhabra Mr. Amit Chhabra Mr. Sanjay Kalra <i>(compensatory leave for 21.06.2019 and 22.06.2019 in lieu of duty performed on 20.10.2018 and 06.11.2018)</i> Mr. Manoj Kapoor	Mr. Hitesh Kumar Mr. Sanjay Kapoor Mr. Amit Kumar Ms. Parminder Kaur Khurana <i>(compensatory leave for 17.06.2019 in lieu of duty performed on 18.10.2018)</i> Mr. DRS Thakur Mr. Ved Prakash Sharma Mr. Subhash Chand <i>(compensatory leave for 17.06.2019 and 18.06.2019 in lieu of duty performed on 20.10.2018 and 05.11.2018)</i> Mr. Chander Shekhar Mr. Deepak Kumar Mr. M.P.S. Bisht <i>(compensatory leave for 19.06.2019 and 20.06.2019 in lieu of duty performed on 20.10.2018 and 06.11.2018)</i> Mr. Sanjeev Dobhal <i>(compensatory leave for 17.06.2019 and 18.06.2019 in lieu of duty performed on 17.10.2018 and 20.10.2018)</i> Ms. Veena Kumar
22.06.2019 to 28.06.2019			
Mr. Sharad Gupta, DHJS Ms. Sadhna Gupta Mr. Manish Aggarwal	Mr. Rajeev Chauhan Mr. Raj Kumar Rawat Mr. K.K. Bishambhu Mr. Ram Singh Ms. Mona Gosain Mr. Satish Chandra Thalidi	Ms. Bhawana Pant Mr. Shankar Singh Mr. Neeraj Goel <i>(compensatory leave for 24.06.2019 in lieu of duty performed on 20.10.2018)</i> Mr. Anil Kumar Jain Mr. Ajeet Kumar Jha Mr. Naresh Mehta	Mr. Ashok Kumar <i>(compensatory leave for 28.06.2019 in lieu of duty performed on 06.11.2018)</i> Mr. Sube Singh <i>(compensatory leave for 22.06.2019 in lieu of duty performed on 18.10.2018)</i> Mr. Alok Kumar Mr. Manoj Kumar Ms. Rekha Garg Mr. Rajendra Prasad Mr. Lakhvinder Singh <i>(compensatory leave for 22.06.2019 in lieu of duty performed on 06.11.2018)</i> Mr. Hari Prakash Ms. Jyoti Sachdeva Mr. Ashok Sharma Mr. Balvinder Singh <i>(compensatory leave for 22.06.2019 in lieu of duty performed on 24.12.2018)</i> Mr. Mamik Trikha Ms. Sangeeta Sharma <i>(compensatory leave for 22.06.2019 in lieu of duty performed on 18.10.2018)</i> Ms. Suman Kalia Ms. Usha Barthwal

Note:

- ❖ Senior most Joint Registrar (Judicial) on duty will handle the work of mentioning of urgent matters during the ensuing Summer Vacations, 2019.
- ❖ Mr. Gagan Nagpal, DR will be on Medical Duty.
- ❖ Mr. S.S. Bhatnagar, DR will be on duty from 07.06.2019 to 13.06.2019 for submission of monthly report to Supreme Court.

❖ Mr. Prakash Aggarwal, AOJ will be attached with Registrar, Unlawful Activities (Prevention) Tribunal during ensuing Summer Vacations, 2019.

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. 573/Estt./E.V/DHC/Spl.C.L.2019 dated 26.04.2019 as per exigencies of work.
2. 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 2019:-
 1. Mr. Alok Madan, Deputy Registrar
 2. Mr. V.K. Mittal, Assistant Registrar
 3. Mr. Diwakar Chandra, Court Master
4. Sh. Paramjit Singh, Assistant Registrar (Accounts) and Sh. Ved Prakash Sharma, Assistant Registrar (B&C) will perform the duties of DDO throughout ensuing Summer Vacations 2019.
5. The work of Caretaking Branch will be looked after by the Resident Caretaker.
6. Following AR/PS are on deputation:-
 - (i) Ms. Sadhana Jadia, Assistant Registrar
 - (ii) Mr. Bhavnesh Malhotra, 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. Surinder Jeet Singh, Deputy Registrar
3. Mr. Hem Chandra Pandey, Deputy Registrar
4. Mr. Vinal Kapoor, Assistant Registrar
5. Mr. Shakeel Ahmed, Assistant Registrar
6. Mr. Kapoor Singh Bisht, Court Master
7. Mr. Sandeep Kumar Sharma, Court Master
8. Mr. Birender Singh, Court Master

P&P

1. Mr. Sanjay Sharma, Joint Registrar
2. Mr. Shameem Ahmad, Deputy Registrar
3. Mr. Sanjiv Kumar, Deputy Registrar
4. Mr. Surender Pal, Assistant Registrar
5. Mr. Surinder Kumar Bhadola, AOJ
6. Mr. Hardev Singh, AOJ

Medical Branch

1. Mr. S.P. Singh, OSD
2. Mr. Gagan Nagpal, Deputy Registrar
3. Mr. Desh Raj Chaudhary, Deputy Registrar

4. Mr. Vijay Kumar M., AOJ (Medical)
 5. Mr. Neeraj Mehta, AOJ (Medical)
8. The following officers (Joint Director/ Senior System Analyst/ System Analyst) will look after the work of Computer Branch during their duty period:
1. Mr. Sarsij Kumar, Joint Director (01.06.2019 to 07.06.2019)
 2. Mr. Zameem Ahmad Khan, Senior System Analyst (22.06.2019 to 28.06.2019)
 3. Mr. Vineet Aswal, Administrative Officer (Judl.) (Training) (10.06.2019 to 15.06.2019)
 4. Mr. Salman Temuri, System Analyst (22.06.2019 to 28.06.2019)
 5. Mr. Ankit Pande, System Analyst (01.06.2019 to 07.06.2019)
 6. Mr. Kapil Kumar, System Analyst (01.06.2019 to 07.06.2019)
 7. Mr. Deep Chandra Harbola, System Analyst (17.06.2019 to 22.06.2019)
 8. Mr. Javed Akhtar, System Analyst (10.06.2019 to 15.06.2019)
9. Following Contractual Stenographers are not entitled for Summer Vacation 2018:
1. Ms. Aakansha Batra, Steno (contract basis)
 2. 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. Sanjeev Kumar Basotra, AR	1. Mr. Suresh Kumar Sharma, SJA
2. Ms. Sunita Gosain, AR	2. Mr. Prem Nath Sharma, SJA
3. Ms. Harsudha, AR	3. Mr. Hoshiyar Singh, SJA
4. Mr. Ashok Kumar Porwal, AOJ	4. Mr. Bali Ram, Chauffeur
5. Ms. Shobha Saini, AOJ	5. Mr. Nandan Singh Negi, Chauffeur
6. Mr. Shivaji Chaudhary, AOJ	6. Mr. Dharam Singh, Chauffeur
7. Mr. Rajendra Kumar Sachdeva, AOJ	7. Mr. Jagat Singh, Despatch Rider
8. Ms. Lalita Pruthi, AOJ	8. Mr. Brahm Pal, Photocopy Machine Operator Grade-I
9. Ms. Yashodhara Sharma, AOJ	9. Mr. Sigasan, Usher
10. Ms. Ashu Kaul, CM	10. Mr. Kailash Chand, Usher
	11. Mr. Jagdish Kumar, Usher
	12. Mr. Veerandar Singh, CA
	13. Mr. Prem Bahadur Gorkha, RA
	14. Mr. Jai Singh, RA

11. Compliance report with regard to clauses 1 (viii), 4 (a) to (d) and 6 (b) of Office order No. 573/Estt./E.V/DHC/Spl.C.L.2019 dated 26.04.2019 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/-
(DINESH KUMAR SHARMA)
REGISTRAR GENERAL

Endst. No.11966-74/Estt./E.V/DHC/Spl.C.L.2019

Dated: 30.05.2019

Copy forwarded for information to:-

1. Secretary to Hon'ble the 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. Deputy 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.

V. Kairon

(VANDANA KAIRON)
JOINT REGISTRAR (ESTT.)