

Point 1.2 (ii) : Powers and duties of other employees

Work Allocation

S.No.	Name of Branch	Work Allocated
1.	Establishment Branch	Work related to Administration / personal files of officers and officials/ Service Books/ Leave Records/ APAR files/ Litigation case files/ Communication with GNCTD/ ICSIL salary bill/ Recruitment of Staff/RTI Matters/ Forwarding application of staff through proper channel in other Government Departments/ Deployment of staff in the office as per the requirements.
2.	General Administration Branch	Work related to purchase of articles to be used in the office/ stationery articles/ GeM/ maintenance of official vehicles record/ petrol card/ catering arrangements/ printing of letter heads/ visiting cards/ Deployment of security guards & Housekeeping staff/ RTI Matters/ Tender work and other miscellaneous works
3.	Caretaking Branch	Work related to caretaking of the main building, Guest house, Judicial Hostel etc.
4.	Training Branch	Work related to training of the Judicial Officers/ Induction Training/ Organization of Retreats and Village Immersion programmes.
5.	Computer Branch	Work related to installation of computers/ purchase of computers and its accessories/ purchase of photocopies machines and their AMC/ providing internet facilities etc.
6.	Accounts Branch	Work related to maintaining the accounts of the office.
7.	Library	Work related to maintaining the Library/ purchase of books
8.	Protocol Branch	Hiring of vehicles for the training programmes/ for field visits.
9.	R & I Branch	Work related to receiving of dak and dispatch the same.

Point 1.2(v)

Annexure D
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WORK ALLOCATION TO THE STAFF, DELHI JUDICIAL ACADEMY

Establishment Branch, DJA			
	Sh. Rakesh Kumar	P/A/ Branch Incharge	Checking and scrutiny of all the files regarding Noting, drafting and supervision of all the work related to Branch/ MACP matters / APAR & ACR of Staff/Court Cases/ Communication with DHC & Other Department, Recruitment matters/ Internship. Also works as Protocol Incharge
1			
	Ms. Ruchika Nangia	UDC	Personal files and Service book of staff/ Salary Bill of ICSSIL Staff / Day to day deputation of staff/ All kind of leave/RTI Queries/Day to day duties of drivers, peons and other staff/ Detention order/ Extension of period of Staff/ Dealing with applications to other Departments through proper channel/ transfer posting of staff/ RTI Queries/ Day to day noting & drafting assigned.
2			
Training Branch			
1	Sh. Prashant Gaurav	Judicial Assistant/ Branch Incharge	Supervision of Training Branch/ Checking noting and correspondence
2	Ms. Rajni Bala	Assistant	Noting and Correspondence regarding all the training programme/ sending feedback messages to participants/ maintenance of various type of data regarding training
3	Sh. Ashwani Kumar Verma	Judicial Assistant	Noting and Correspondence regarding all the training programme/ sending feedback messages to participants/ maintenance of various type of data regarding training/ preparation of admit card regarding Departmental exam of DJS / Matter relating to National Judicial Academy
4	Ms Sonia	Stenographer	Work related to Training Programme/ RTI Queries

Accounts Branch			
1	Sh. Surya Prakash Sawhney	Accounts Officer	Supervision of Accounts Branch
2	Ms. Shweta Vats	Assistant	Working as cashier/ dealing matter relating to GST and TDS/ preparation of bill and maintenance of all the records in the Branch
3	Ms. Benu Mahotra	UDC	UDC in Accounts Branch.
4	Sh. Shiv Kumar Singhal	Dispatch Rider	Accounts Branch in addition to the work assigned of R&I Branch
General Administration Branch			
1	Sh. M.N. Uniyal	Sr. Judicial Assistant/ Branch Incharge	Checking and scrutiny of all the files regarding Noting drafting and supervision of all the work related to Branch.
2	Sh. Sahab Singh	Junior Judicial Assistant	Services of official vehicles of DJA/Fuel maintenance record/Insurance and calculation of average etc.
3	Ms. Rakhi Rajput	Junior Judicial Assistant	Purchase of stationery, crockery, training bags, neck ties and scarfs items/ Bill relating to catering, Housekeeping and Security Services.
Computer Branch			
1	Sh. Pravin P Gawali	Programmer	Supervision of Audio Video system during training programmes/ uploading of tender and opening/ website updation/ issuance of computers and printers/ PIO for RTI
2	Sh. Sudesh Kumar	LDC	Noting, Drafting for computers, laptop and IT equipment/ maintenance of IT equipments/ Creating meeting links for online training programmes/ RTI matters. Also working as LDC in R&I Branch.
Library			
1	Sh. Devranjan Kumar	ALJO	Supervision of all the work relating to Library/ maintenance various software and online packages/ providing of books, judgements and sources of information/ purchase of Law books etc./ preparation of name plates of participants and Resource persons. He is also looking after the work of WARDEN of Judicial hostel and Guest house
Caretaking Branch			
1	Sh. M.N. Uniyal	St. Judicial Assistant/ Branch Incharge	Checking and scrutiny of all the files regarding Noting drafting and supervision of all the work related to Branch.
2	Sh. Sandeep Kumar	Xerox Operator	Supervision of all the building maintenance and processing the matters with PWD/ deploying of House keeping Staff, Security staff, ICSIL staff/ Working as Dealing assistant in Caretaking Branch/ operation and maintenance of Xerox machine. Also looking after the Tender works relating to General Administration Branch.

3	Sh. Vinod Kumar	Staff Car Driver	MTNL. Bills, Tata Sky bill of Guest House and Judicial Hostel, electricity, water, PNG/ Attendance of ICSIL staff/ dealing with PWD Electrical, Civil and Horticulture/ other misc. work related to caretaking branch in addition to the work already assigned.
1	Ms. Chetna Sharma	PA	Sr. P.A/PAs
2	Mr. Atul Kumar	PA	
3	Ms. Archana Tanwar	PA	
4	Ms. Sonia	Senior Stenographer	
5	Ms. Leena Bhatia	P.A	
6	Mr. Ajay Bakshi	PA	

MTS/Peon/ Orderly/ Farash			
1	Sh. Kapil Garg	Multi Tasking Staff	Office Pool (Closing Duty of Academy)
2	Sh. Mohan Chand	Multi Tasking Staff	Establishment Branch
3	Sh. Anand Sharma	Multi Tasking Staff	Office Pool (Opening Duty of Academy)
4	Sh. Chhatrapal Gautam	Multi Tasking Staff	Caretaking Branch
5	Sh. Yogesh Kumar	Multi Tasking Staff	Account Branch
6	Sh. Dilip Kumar Ray	Multi Tasking Staff	Computer Branch
7	Sh. Fazil Zafar	Multi Tasking Staff	GAD Branch
8	Vinod Singh Kayat	Multi Tasking Staff	Office Pool
9	Chandan Singh	Peon/Orderly	Attached with L.d. Director (Admn.)
10	Shyam Lal	Peon/Orderly	Attached with L.d. Director (Admn.)
11	Deepak	Peon/Orderly	Attached with Ms. Jyoti Kler, L.d. Addl. Director
12	Chandra Shekhar	Peon/Orderly	Attached with Dr. Sumedh Kumar Sethi, L.d. Addl. Director
13	Shiv Poojan Pal	Peon/Orderly	Attached with Dr. Aditi Choudhary, L.d. Director (Acad.)
14	Shankar	Peon/Orderly	Attached with Dr. Aditi Choudhary, L.d. Director (Acad.)
15	Sagar Mathur	Peon/Orderly	Attached with L.d. Joint Director
16	Surender Singh Mehra	Farash	Training Branch
17	Ramanand	Farash	Library
Drivers			
1	Bhupendra Sakkarwal	Staff Car Driver	Attached with Dr. Sumedh Kumar Sethi, L.d. Addl. Director
2	Surender Kumar	Staff Car Driver	Attached with Dr. Sumedh Kumar Sethi, L.d. Addl. Director (Link)
3	Anil Pal	Bus/ HTV Driver	Attached with Dr. Aditi Choudhary, L.d. Director (Acad.)
4	Anil Kumar Mittal	Bus/ HTV Driver	Attached with Ms. Jyoti Kler, L.d. Addl. Director (Link)
5	Sonu Kashyap	Staff Car Driver	Attached with Ms. Jyoti Kler, L.d. Addl. Director
ICSL staff (Contractual staff)			
1	Receptionist	1	Deputed in Caretaking Branch
2	Room attendants	5	Deputed in Caretaking Branch