

**Point 1.5 : Rules, regulations, instructions manual and records for discharging functions
[Section 4(1)(b)(v)]**

(iv) Transfer policy and transfer orders:

Delhi Judicial Academy is under the control of the Hon'ble High Court of Delhi. Therefore, There is no transfer policy applicable on the organization. Inter se transfer/ posting between branches can be done by the Director (Administration), DJA as per the requirement of the concerned branch for smooth functioning of the Academy. Transfer orders are enclosed herewith as Annexure F (Colly.).

Annexure - F (Colly.)

DELHI JUDICIAL ACADEMY

Sector-14, Dwarka, New Delhi-110078

Ph. No. : 011-20892183, Fax No. 011-28036683

Website: www.judicialacademy.nic.in, Email: dja@nic.in

No. DJA/Office Order/59/2023/ 1992-1997

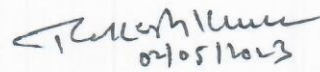
Dated: 02.05.2023

Office Order

For smooth functioning of the Delhi Judicial Academy, the following Transfers and Postings are hereby made with immediate effect:-

Sr. No	Name of Official	From	To
1.	Sh. Atul Dahiya	PA to Ld. Director (Admn.)	In addition to the work already assigned, he will look after the work of Sh. Ajay Bakshi in his absence.
2.	Sh. Ajay Bakshi	PA to Ld. Joint Director	In addition to the work already assigned, he will look after the work of Ms. Sonia in her absence.
3.	Ms. Leena Bhatia	PA to Ld. Addl. Director-II	In addition to the work already assigned, she will look after the work of Ms. Chetna Sharma in her absence.
4.	Ms. Archana	PA to Ld. Director (Admn.)	In addition to the work already assigned, she will look after the work of Ms. Leena Bhatia in her absence.
5.	Sh. Shiv Kumar Singhal	Dispatch Rider in Receipt & Issue Branch (R & I Branch)	In addition to the work already assigned, he will look after the work in Account Branch
6.	Ms. Benu Nath	From GAD Branch	Accounts Branch

This issues with the approval of the Competent Authority.


02/05/2023

(Rakesh Kumar)

Br. In-charge (Estbl.)

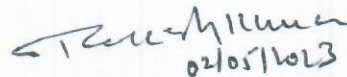
No. /DJA/Office Order/59/2023/ 1998-2002

Dated: 02.05.2023

Copy to:

1. PA to Ld. Director (Academics)/Chairperson (Officiating), DJA,
2. PA to Ld. Director (Administration), DJA.
3. PA to Ld. Addl. Director-I, DJA, (through e-mail)
4. PA to Ld. Addl. Director-II, DJA, (through e-mail)
5. Sr. PA to Ld. Joint Director, DJA, (through e-mail)
6. The official concerned. - Distribution (1992-1997)

o/c


02/05/2023

Br. In-charge (Estbl.)

DELHI JUDICIAL ACADEMY

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Ph. No. : 011-20892183, Fax No. 011-28036683
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No. DJA/Office Order/59/2023/

Dated: 14.08.2023

Office Order

For smooth functioning of the Delhi Judicial Academy, the following Transfers and Postings are hereby made with immediate effect:-

Sr. No	Name of Official	From	To
1.	Sh. Sudeep Kumar Jain, Stenographer/ PA	Office Pool	In the office of Ld. Director (Acad.)/ Officiating Chairperson. In addition to the work already assigned, he will look after the work in the Training Branch.
2.	Ms. Chetna Sharma, PA	Office Pool	In the office of Ld. Director (Acad.)/ Officiating Chairperson. In addition to the work already assigned, she will look after the work in the Establishment Branch.
3.	Sh. Sahib Singh, JJA	Office Pool	In GAD Branch.

This issues with the approval of the Competent Authority, DJA.

Rakesh Kumar
14/08/23
(Rakesh Kumar)
Br. In-charge (Estbl.)

No. /DJA/Office Order/59/2023/ 3518-3523

Dated: 14.08.2023

Copy to:

1. PA to Ld. Director (Academics)/Chairperson (Officiating), DJA,
2. PA to Ld. Director (Administration), DJA.
3. PA to Ld. Addl. Director-I, DJA, (through e-mail)
4. PA to Ld. Addl. Director-II, DJA, (through e-mail)
5. Sr. PA to Ld. Joint Director, DJA, (through e-mail)
6. The official concerned.

Rakesh Kumar
14/08/23
Br. In-charge (Estbl.)

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No. DJA/Office Order/59/2023/

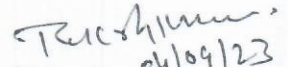
Dated: 04.09.2023

Office Order

For smooth functioning of the Delhi Judicial Academy, the following Transfers and Postings are hereby made with immediate effect:-

Sr. No	Name of Official	From	To
1.	Ms. Leena Bhatia	PA to Ld. Addl. Director-II	In addition to the work already assigned, she will look after the work of PA to Ld. Joint Director till further orders.

This issues with the approval of the Competent Authority.

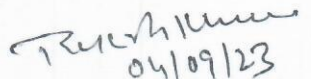

(Rakesh Kumar)
Br. In-charge (Estbl.)

No. /DJA/Office Order/59/2023/

Dated: 04.09.2023

Copy to:

1. PA to Ld. Director (Academics)/Chairperson (Officiating), DJA,
2. PA to Ld. Director (Administration), DJA.
3. PA to Ld. Addl. Director-I, DJA, (through e-mail)
4. PA to Ld. Addl. Director-II, DJA, (through e-mail)
5. Sr. PA to Ld. Joint Director, DJA, (through e-mail)
6. The official concerned.


04/09/23
Br. In-charge (Estbl.)

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No. DJA/Office Order/59/2023/

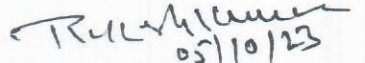
Dated: 05.10.2023

Office Order

For smooth functioning of the office work of the Delhi Judicial Academy and better administration, the following Transfers and Postings are hereby made with immediate effect:-

Sr. No	Name of Official	From	To
1.	Sudesh Kumar, LDC	LDC in Computer Branch	LDC in Training Branch in addition to the work already assigned in Computer Branch.
2.	Mr. Fazil Zafar, MTS	General Administration Branch (GAD)	MTS in Office Pool, (Estbl.) Branch
3.	Mr. Anand Sharma, MTS	Office Pool, (Estbl.) Branch	MTS in General Administration Branch (GAD) (Before Lunch) *Subject to the other duties/office requirements.
4.	Mr. Kapil Garg, MTS	Office Pool, (Estbl.) Branch	MTS in General Administration Branch (GAD) (After Lunch) *Subject to the other duties/office requirements.
5.	Mr. Vinod Singh Kayat, MTS	Office Pool, (Estbl.) Branch	MTS in Caretaking Branch
6.	Mr. Chatter Pal Gautam, MTS	Caretaking Branch	MTS in R & I Branch

This issues with the approval of the Competent Authority.


05/10/23
(Rakesh Kumar)
Br. In-charge (Estbl.)

No. /DJA/Office Order/59/2023/ 4364

Dated: 05.10.2023

Copy to:

1. PA to Ld. Director (Academics)/Chairperson (Officiating), DJA,
2. PA to Ld. Director (Administration), DJA.
3. PA to Ld. Addl. Director-I, DJA, (through e-mail)
4. PA to Ld. Addl. Director-II, DJA, (through e-mail)
5. PA to Ld. Joint Director, DJA, (through e-mail)
6. The officials concerned.

Br. In-charge (Estbl.)

DELHI JUDICIAL ACADEMY

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No. DJA/Office Order/59/2023/ 542328

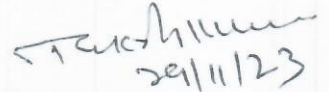
Dated: 29.11.2023

Office Order

For smooth functioning of the Delhi Judicial Academy, the following Transfers and Postings are hereby made with immediate effect:-

Sr. No	Name of Official	From	To
1.	Ms. Leena Bhatia	PA to Ld. Addl. Director-II & PA to Ld. Joint Director	She was directed to work as PA to Ld. Dir. (Admn.) w.e.f. 18.09.2023, in addition to the work already assigned. She will continue to work as such till further orders.

This issues with the approval of the Competent Authority.

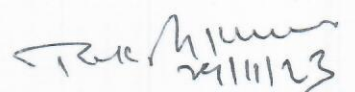

29/11/23
(Rakesh Kumar)
Br. In-charge (Estbl.)

No. /DJA/Office Order/59/2023/

Dated: 29.11.2023

Copy to:

1. PA to Ld. Director (Academics)/Chairperson (Officiating), DJA,
2. PA to Ld. Director (Administration), DJA.
3. The official concerned.


29/11/23
Br. In-charge (Estbl.)

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DELHI JUDICIAL ACADEMY

Sector-14, Dwarka, New Delhi-110078

Ph. No. : 011-20892183, Fax No. 011-28036683

Website: www.judicialacademy.nic.in, Email: dja@nic.in

No. DJA/Office Order/59/2023/

Dated: 02.12.2023

Office Order

For smooth functioning of the Delhi Judicial Academy and better administration, the following Transfer and Posting is hereby made with immediate effect:-

Sr. No	Name of Official	From	To
1.	Sh. Surender Kumar, Staff Car Driver	Driver in Office Pool	Attached in GAD Branch in addition to his present charge/ posting till further order.

This issues with the approval of the Competent Authority.

Rakesh Kumar
02/12/2023

(Rakesh Kumar)

Br. In-charge (Estbl.)

No. /DJA/Office Order/59/2023/5720 - 5722

Dated: 02.12.2023

Copy forwarded for information to:

1. PA to Ld. Director (Academics)/Chairperson (Officiating), DJA,
2. PA to Ld. Director (Administration), DJA.
3. The official concerned.

Rakesh Kumar
02/12/2023

Br. In-charge (Estbl.)

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DELHI JUCICIAL ACADEMY

Sector-14, Dwarka, New Delhi

No. DJA/Off.Vehicle/DL1CAH1921/2023-24/35/ 5876 - 5892

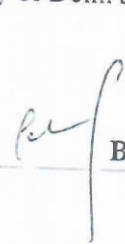
Dated: 12/12/2023

OFFICE ORDER

The following transfer / posting is made in official exigency, with immediate effect:

S.No.	Name	From	To
1	Sh. Anil Pal, Driver	Driver to Ms. Aditi Chaudhary, Ld. Director (Academics) / officiating Chariperson Veh. No. DL-13C-0044	Driver to Ms. Aditi Chaudhary, Ld. Director (Academics) / officiating Chariperson Veh. No. DL-1C-AH-1911
2	Sh. Sonu Kashyap, Driver	Driver to Ms. Jyoti Kler, Ld. Additional Director (Transferred from DJA)	Driver to Sh. Prashant Sharma, Ld. Additional Director, DJA Veh. No. DL-1C-AH-1921
3	Sh. Anil Kumar Mittal, Driver	Driver in office Pool, DJA	Driver to Sh. Prashant Sharma, Ld. Additional Director, DJA In case Sh. Sonu Kashyap, Driver remains on leave / not available.

This issue with the prior approval of Competent Authority of Delhi Judicial Academy.


(M.N. Uniyal) 12/12/2023
Br. In-charge, GAD

Copy forwarded for information to:

1. PA to Ld. Director (Academics)/ Ld. Officiating Chairperson, DJA
2. PA to Ld. Director (Administration), DJA
3. PA to Ld. Additional Director, DJA
4. ✓ Establishment Branch, DJA
5. Accounts officer, DJA
6. Officials Concerned.
7. Guard File

DELHI JUDICIAL ACADEMY
Sector-14, Dwarka, New Delhi

OFFICE ORDER

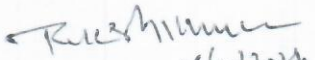
No. DJA/Office Order/59/2024/ 252

Date: 06-01-2024

For the smooth functioning of the Delhi Judicial Academy, the following transfer and posting has been made w.e.f. 02-01-2024 as per the details given below:

S. No.	Name of Official	From	To
1.	Sh. Anil Kumar Mittal, Bus (HTV) Driver	Driver in Office Pool, DJA	Attached with Sh. Pawan Singh Rajawat, Ld. Additional Director-II, DJA Vehicle No. DL-8C-T-6677

This issues with the approval of Competent Authority, Delhi Judicial Academy.


(Rakesh Kumar) 06/01/2024
Branch Incharge (Establishment)

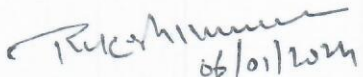
No. DJA/Office Order/59/2024/ 253 - 256

o/c

Date: 06-01-2024

Copy for information to:

1. The P.A. to Ld. Director (Acad.)/ Officiating Chairperson, DJA .
2. The P.A. to Ld. Director (Admn.), DJA.
3. Accounts Officer, DJA.
4. Branch Incharge (GAD), DJA.


06/01/2024
Branch Incharge (Establishment)

o/c

DELHI JUDICIAL ACADEMY

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Ph. No. : 011-20892183, Fax No. 011-28036683

Website: www.judicialacademy.nic.in, Email: dja@nic.in

No. DJA/Office Order/59/2024/

Dated: 09.02.2024

Office Order

For a smooth functioning of the Delhi Judicial Academy and better administration, the following Transfers and Postings are hereby made with immediate effect:-

Sr. No	Name of Official	From	To
1.	Sh. Surender Kr. Mehra, Farash	Training Branch	General Administration Branch (Post Lunch) (Subject to the other duties/ office requirements).
2.	Sh. Kapil Garg, MTS	GAD Branch	Training Branch

This issues with the approval of the Competent Authority.

Rakesh Kumar
09/02/2024
(Rakesh Kumar)
Br. In-charge (Estbl.)

o/c

No. /DJA/Office Order/59/2024/ 1143 - 1145

Dated: 09.02.2024

Copy forwarded for information to:

1. PA to Ld. Director (Academics)/Chairperson (Officiating), DJA,
2. PA to Ld. Director (Administration), DJA.
3. The official concerned.

Rakesh Kumar
09/02/2024
Br. In-charge (Estbl.)

o/c