

### **Powers of faculties of Delhi Judicial Academy**

1. **Chairperson** : To supervise all the work related to Administration and Academics for smooth functioning of Training Programmes.
2. **Director(Academics)** : To Supervise and conducting all the work related to Academics which involves preparation of Training Calender for year, Induction Programme for Trainee officers, Refresher Courses and Orientation Courses for in-service Judicial officers, Village immersion for Judicial officers, Environment retreat for Judicial Officers.
3. **Director (Administration)** : To Supervise all the work related to Administration of the Delhi Judicial Academy, Staff of the DJA, involves in decision making process related to Training Programmes
4. **Additional Director –I** : To assist Director (Academics) and Director (Administration).
5. **Additional Director –II** : To assist Director (Academics) and Director (Administration).
6. **Joint Director**: To assist Addl. Directors and Directors.

**DELHI JUDICIAL ACADEMY**  
Sector-14, Dwarka, New Delhi

o/c (6)

**OFFICE ORDER**

No. DJA/Office Order/59/2020/1490

Date: 13.02.2020


In supersession of Office Order No. DJA/Office Order/59/2020/726-734 dated 16.01.2020 and previous orders, the following arrangements are made with immediate effect :

All the files relating to Administration Branch, General Administration Branch and Caretaking Branch shall be routed to the Ld. Director (Administration) through Ld. Additional Director - 1, DJA after initial scrutiny of the same.

Files relating to Accounts Branch, Library including Hostel Warden files, Computer Section and Earned & Casual Leave shall be routed to the Ld. Director (Administration) through Ld. Additional Director - II, DJA after initial scrutiny of the same.

This issues with the approval of Competent Authority.

All the staff members to comply with the directions.

  
13/2/2020

**(Rajan Sharma)**  
**Branch Incharge (Establishment)**

**Copy for information and compliance to:**

1. PA to Ld. Chairperson (Officiating) / Director (Academics)
2. P.A. to Director (Administration)
3. Sr. PA to Ld. Addl. Director -I
4. Sr. PA to Ld. Addl. Director -II
5. PA to Ld. Joint Director
6. Superintendent
- ✓ 7. Branch Incharge (Establishment)
8. Branch Incharge (GAD)
9. Sr. Accounts Officer
10. ALIO
11. All the staff of the Academy.
12. Guard File.

o/c

2-70/2020-Adm(Admin)  
16/1/2020

HIGH COURT OF DELHI : NEW DELHI  
SHERSHAH ROAD, NEW DELHI-110003

Regn - 223  
Dt - 16/1/2020

No.2/DHC/GAZ/DJA/2020

Dated : 10.01.2020

ORDER

Hon'ble the Chief Justice has been pleased to permit Director (Administration), Delhi Judicial Academy to officiate as the Chairperson of the Academy till new Chairperson is appointed and further in exercise of powers conferred under Rule 13 of Delegation of Financial Powers 1978 read with Article 229 of the Constitution of India is pleased to delegate financial powers to the Director (Administration), Delhi Judicial Academy for incurring contingent expenditure in respect of Delhi Judicial Academy accordingly.

Per  
16/1/20  
Sett. / Acc. An

By Order,

Sd/-  
(PRAMOD KUMAR)  
JOINT REGISTRAR (GAZ.)

Endst. No.187-190/DHC/GAZ/DJA/2020 Dated : 10.01.2020

**Copy forwarded for information and necessary action to:-**

1. The Director (Administration), Delhi Judicial Academy, Dwarka Integrated Complex, Sector-14, Dwarka, New Delhi.
2. The Principal Secretary (Law, Justice & Legislative Affairs), Govt. of NCT of Delhi, Department of Law, Justice & Legislative Affairs, 8<sup>th</sup> Level, C-Wing, Delhi Secretariat, New Delhi.
3. PAO concerned through Delhi Judicial Academy, Dwarka Integrated Complex, Sector-14, Dwarka, New Delhi.
4. The Joint Registrar (Budget & Accounts), Delhi High Court, New Delhi.

Pramod Kumar



**DELHI JUDICIAL ACADEMY**  
Sector-14, Dwarka, New Delhi-110078  
Ph. No. : 011-28036684, Fax No.: 011-28036683

**OFFICE ORDER**

No. DJA/ADMIN/RTI/NOMI./61/2019/

02/03/19  
Date: 27.02.2019

On the approval of the Ld. Chairperson, Delhi Judicial Academy, Sh. Vishal Gogne, Additional Director-II, Delhi Judicial Academy has been appointed as First Appellate Authority under the RTI Act, 2005 for Delhi Judicial Academy.

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(Ravinder Dudeja)  
Director (Administration)

Copy to: 1111

1. Sr. P.A. to Ld. Chairperson.
2. Sr. P.A. to Ld. Director (Academics).
3. P.A. to Ld. Director (Admn.).
4. PA to Ld. Addl. Director -II
5. Personal File of the Officer concerned.
6. Guard File.

*Ravinder Dudeja*  
Director (Administration)