



DELHI HIGH COURT LEGAL SERVICES COMMITTEE

33-38, Lawyers' Chamber, Delhi High Court, New Delhi

Tel. No. 23383418, 43010101 Extn. 4381

Email : dhclsc-dhc@nic.in Website : www.dhclsc.org



No. HC-204/DHCLSC/2025/1113

29th May, 2025

IMPORTANT NOTICE REGARDING COMMUNICATION WITH THE OFFICE OF DHCLSC

It is hereby apprised to the Panel Advocates/ general public that henceforth correspondences shall be entertained only Wing wise, in the following manner:

S. No.	Name of Officer/ Official	Nature of Work	Contact Number & Email Id	Room No.
1	Ms. Rajender Kaur, Sr. Judicial Assistant	Providing Legal Aid from DHCLSC	9319062721 legalaidwingdhclsc@dhc.nic.in	37 Lawyers Chamber, Block-I
2	Ms. Jyotika Malhotra, Legal Assistant	Roster of Jail Visiting Advocate /Observation Home / Visit of FRRO Detention Centres	8860430034 jailwing-dhclsc@dhc.in	35 Lawyers Chamber, Block-I
3	Ms. Praveen Singh, Front Office Coordinator	Duty of Panel Advocates and Counsellor in the Front Office of DHCLSC	75038 89561 dhclsc-dhc@nic.in	33 Lawyers Chamber, Block-I
4	Ms. Preeti Sharma, Judicial Assistant	Assignment of Jail Petitions / Roster of Standing Counsel	9990266674 jailwing-dhclsc@dhc.in	Ground Floor, Ancillary Block, Near S Block, Delhi High Court
5	Mr. Harsh Adhyaru, Legal Assistant	S.LP.	7982791618 jailwing-dhclsc@dhc.in	
6	Mr. Sandeep Bansal, Judicial Assistant	TCR (Trial Court Record)	8076344048 jailwing-dhclsc@dhc.in	
7	Mr. Saddam Hussain, Jr. Stenographer	Video Conferencing with jail inmates	7982664603 jailwing-dhclsc@dhc.in	
8	Ms. Kavita Kanojia and Sh. Vikas Kandwal, DEO	Lok Adalat including Pre-Sitting Lok Adalat	9910850905 (Ms. Kavita) 8650649719 (Sh. Vikas) lokadalatwing-dhclsc@dhc.nic.in	
9	Mr. Saddam Hussain, Jr. Stenographer	Pre-Institution Mediation (Commercial Suit)	7982664603 mediation.dhclsc@gmail.com	
10	Sh. Vikas Kandwal, DEO	Updation of records on the website of DHCLSC	8650649719 dhclsc-dhc@nic.in	
11	Mr. Sunil Choudhary, Administrative Officer Judicial or Sh. Shyam Singh, Judicial Assistant	General nature and not falling in the above category shall be addressed to the following email Id. dhclsc-dhc@nic.in	8527597111 -AOJ 9818016765 -JA dhclsc-dhc@nic.in	

Sd/-

(Shefali Sharma)

Secretary, DHCLSC

Addl. District & Sessions Judge

Note : It is mandatory for all the officials concerned to attend telephone calls during the office hours.