

READ: This Office Notification No. B / 8 / 3 / 3450 / 2024 dated 13.12.2024.

:: OFFICE ORDER ::

No. B / 23 / 24 / 3290 of 2025.

The following order is passed in the interest of administration:

The charge arrangement for the Court of Principal District Judge and Courts of Additional District Judges of this District including Courts located at Dholka and Viramgam for Diwali Holidays from 19.10.2025 to 26.10.2025 (including extra holidays) shall be as under:

Sr. No.	Name and Designation of the Judicial Officer holding the charge of all courts	Period of Charge
1	Mrs. B.S.Mehta, 8 th Additional District & Sessions Judge, Ahmedabad [Rural].	18.10.2025 AOH to 21.10.2025 BOH
2	Mr. S.C.Makvana, 10 th Additional District & Sessions Judge, Ahmedabad [Rural].	21.10.2025 BOH to 22.10.2025 BOH
3	Mr. H.R.Shah, 11 th Additional District & Sessions Judge, Ahmedabad [Rural].	22.10.2025 BOH to 24.10.2025 AOH
4	Ms. K.S.Trivedi, 3 rd Additional District & Sessions Judge, Ahmedabad [Rural].	24.10.2025 AOH to 25.10.2025 AOH
5	Mr. D.D.Buddhdev, 5 th Additional District & Sessions Judge, Ahmedabad [Rural].	25.10.2025 AOH to 27.10.2025 BOH

The Judicial Officers, holding the charge as mentioned in the table above, on extra holidays i.e. 21.10.2025 and 24.10.2025, shall carry out the Judicial Work relating to Urgent Charge from 11:00 to 13:00 Hrs sitting at Conference Room No. 122, Block B, Old High Court Building, Navrangpura, Ahmedabad. For all other days mentioned in the table above, the Judicial Officers shall carry out the Judicial Work relating to Urgent Charge from their residence.

If necessary, the Judicial Officers holding the charge may take work from the staff members working in their courts. Further, the concerned Judicial Officers shall also carry out the work pertaining to writs issued by the Hon'ble High Court during their charge period. Moreover, if any bail application comes for admission in any of the Courts of Additional District Judges situated at Taluka Place, the concern staff of that court shall remain present for carrying out the relevant work pertaining to the same. Further, the Judicial Officers holding the charge for

a particular duration as mentioned in the table above should leave their H.Q. only after charge is taken over by the next concerned Judicial Officer.

The staff members as mentioned below shall remain present at H.Q. - Old High Court Building, Navrangpura, Ahmedabad for the dates mentioned against their names for carrying out necessary work.

1. Mr.V.N.Shah, Bench Clerk Grade-I, Criminal Branch, Date: 21/10/2025 (Mo.95376 89784)
2. Mr.D.G.Thakkar, Assistant, Criminal Branch, Date: 21 /10/2025 (Mo.74339 58468)
3. Mr.N.P.Gohil, Bench Clerk Grade-III, Date: 24/10/2025 (Mo.9904855095, 9727959582)
4. Mr.V.M.Makwana, Assistant, Date: 24/10/2025 (Mo.9558965808, 7016001315)
5. Ms.B.A.Parmar, Assistant, Civil Branch, Date: 21/10/2025 (Mo.9316040424, 7698792201)
6. Mrs.S.D.Patel, Bench Clerk Gr-II, Civil Branch, Date: 24/10/2025 (Mo.7486912949, 9998341545)
7. Mr.N.L.Rathod, Bench Clerk Grade-II, MACP Branch, Date: 21, 24 /10/2025 (Mo.88660 66041)
8. Mr.H.D.Maheriya, Assistant, MACP Branch, Date: 21, 24 /10/2025 (Mo.98253 49955)
9. Mr. M.R.Tiwari, English Stenographer Grade-III, Date: 21/10/2025 (Mo.9782951243, 8005651928)
10. Mr.A.Y.Momin, English Stenographer Grade-I, Date: 24/10/2025 (Mo.98258 55737)
11. Mr.P.N.Khuman, Gujarati Stenogrpaheer Grade-II, Date: 21/10/2025 (Mo.9429868682, 7817050781)
12. Mr.K.R.Sonara, Gujarati Stenographer Grade-III, Date: 24 /10/2025 (Mo.96873 25119)
13. Mr.M.N.Raval, Bench Clerk Gr-I, Additional District Court, Dholka, 21/10/25 (Mo.94265 43450)
14. Mr.R.P.Malhotra, Bench Clerk Gr-II, Additional District Court, Dholka, 24/10/25 (Mo.76001 70402)
15. Mr.N.S.Thakor, Assistant, Additional District Court, V'Gam, 21/10/2025 (Mo.76987 73821)
16. Mr.B.V.Zala, Assistant, Additional District Court, V'Gam, 24/10/2025 (Mo.95862 37811)

All the above staff should not keep their mobile switched off during Diwali Holidays.

It is further ordered that Deputy Registrar, Nazir Branch shall make necessary arrangement for Pool Car and Driver, if required, for any Judicial Officer holding the charge to reach at the Court Building from their residences and vice-versa. Further, Deputy Registrar, Nazir is directed to make necessary arrangement for the following work:

- Housekeeping of the Court Complex in co-ordination with the Housekeeping agency
- Issuing necessary orders for bringing the Posts from the Post Office and putting it before the Judicial Officer holding the charge and thereafter, handing it over to the concerned Head Clerk present on duty.
- Arrangement of Water Supply.

- Necessary co-ordination for deputation of Police Personnel for Security of the Court complex.
- Issuing necessary order for presence of Day Watchman.
- Issuing necessary order of concerned staff for opening & closing the Conference Hall.

The staff present on duty shall supervise as to whether the above arrangements are in place or not and report to the Registrar, District Court, Ahmedabad [Rural].

Any Judicial Officer who wants to avail H.Q. leave during the Diwali Holidays (19.10.2025 to 26.10.2025) shall submit the online application on J.O. portal.

Moreover, the Judicial Officers, in case of any difficulty, may contact the following staff members on the contact numbers provided against their names and the staff members are ordered to sort out the difficulties immediately.

1. Mr. N. B. Naliyapara, Addl. Registrar, M: 98795 17280
2. Mr. C. B. Nayak, Addl. Registrar, M: 93275 71686
3. Mr. P. P. Adesara, Court Manager, M: 63521 48028
4. Mr. N. J. Adalaja, Protocol Officer, M: 98248 74768
5. Mr. M. D. Kapadia, Nazir, District Court, M: 91733 99979
6. Mr. V. N. Shah, Bench Clerk Grade-I, Criminal Branch, M: 95376 89784
7. Mr. D.K.Parmar, Bench Clerk Grade-II, M: 99251 94927 (Additional District Court, Viramgam)
8. Mr. M.N.Raval, Bench Clerk Grade-I, M: 94265 43450 (Additional District Court, Dholka)

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Further, If any bail applications, High Court writs, production papers etc. have lodged before the aforementioned Judicial Officer during his/her term of charge period, he/she shall submit all original papers relating to those cases to the concerned court through the staff member working in his/her court on date 27.10.2025.

District Court,
Ahmedabad (Rural)
at Navrangpura, Ahmedabad
Date:- 09/10/2025


(KAMAL M. SOJITRA)
PRINCIPAL DISTRICT JUDGE

Copy Forwarded with compliments, for information and action to:-

- (1) The All Appellate Judicial Officers of this District, Ahmedabad [Rural].
- (2) The Concerned Police Station **Through** concerned Court.
- (3) The President/Vice President/Secretary, District Court, Bar Association, Ahmedabad [Rural].
- (4) The President, Taluka Bar Association **Through** concerned Court.
- (5) The Dy. Registrar, Criminal / Nazir / Account / Civil / MACT Branch, Ahmedabad [Rural].
- (6) The DGP, Office of the DGP, District Court, Ahmedabad [Rural].