OFFICE OF THE DISTRICT & SESSIONS JUDGE
WEST TRIPURA ::AGARTALA

No.F.10(15)(a)-DJ/W/NAZ/2006-09-10/ 10346-79 /

Dated ,Agartala
The 22nd September, 2021.

M E M O R A N D U M

Subject :-Arrangement of official duties of Group 'D' employees of the establishment of the District & Sessions Judge, West Tripura, Agartala during the Long Puja Vacation 2021 w.e.f 11.10.2021 to 06.11.2021.

The annual Long vacation (Puja Vacation) during the year 2021 will commence w.e.f 11.10.2021 and will continue upto 06.11.2021. The period of long vacation(Puja Vacation) has divided into 2(Two) part viz. 1st Part- 11.10.2021 to 25.10.2021= 15 days, 2nd Part- 23.10.2021 to 06.11.2021 = 15 days, Common days of duty 23.10.2021 to 25.10.2021= 03 days .

The Court/office will remain open from 11 am to 3 pm during the vacation period and will remain close on 2nd & 4th Saturdays, all sundays and the followings holidays as per holiday list communicated by the Hon'ble High Court of Tripura.

Durga Puja :- 12 th October to 15th October

Birthday of Prophet Mohammad :- 19th October

Laxmi Puja :- 20th October

Diwali :- 4th November

Bhatridwitiya :- 6th November.

Now, in the interest of public service, the following employees of the office and Court of the District & Sessions Judge, West Tripura Judicial District, Agartala, the Addl. District & Sessions Judge Court No. 02, 03, 04 & 05 West Tripura Judicial District, Agartala, the Judge-in-Charge (Library/Copying/District Record Room) Court of the District & Sessions Judge, West Tripura Judicial District, Agartala, The Civil Judge(Sr.Divn) & Asstt. Sessions Judge, Court No-01 and 02, Establishment Section, Judicial Section, Account Section, Nazarat Section, Library Section, Copying Section of this establishment are prevented from enjoying Puja Vaction, 2021 and have been entrusted with the following duty during the period of vacation :-

PREVENTED FROM ENJOYING 1ST PART OF PUJA VACATION, 2021
i.e, ENTRUSTED WITH 1ST PART DUTY
w.e.f 11/10/2021 to 25/10/2021 (15 days)
Common Duties w.e.f 23.10.2021 to 25.10.2021, (03 days)

..... Contd.

SL No	Name & Designation of the employees	Duty Alloted
1	Sri Nityananda Sutradhar, Peon	Bench/office of the District & Sessions Judge
2	Sri Jiten Debbarma, Peon	Bench/office of the District & Sessions Judge
3	Sri Najit Debbarma, Peon	Bench/office of the ADJ- Court No- 04
4	Sri Siddhi Kr. Debbarma, Peon	Bench/office of the ADJ- Court No. 05 & 03.
5	Sri Bidyarai Tripura, Peon	Bench/office of the Civil Judge (Sr.Divn) Cum-Asst. Sessions Judge, Court No-02
6	Sri Ranjit Debbarma, Peon	Bench/office of the Civil Judge (Jr.Divn) Court No-01 & 02
7	Smt. Santana Banerjee, Peon	Bench/office of the ADJ-Court No-02
8	Sri Dharmanarayan Choudhury, Peon	Bench/office of the Civil Judge (Sr.Divn) Cum-Asst. Sessions Judge, Court No-01
9	Sri Lalit Ch. Das, peon	District Record Room (West, South, North, Dhalai, Gomati, Unokuti)
10.	Smt. Sukla Chakraborty, Peon	Copying Section/Library
11.	Sri Abhijit Chakraborty, Peon	Establishment section/Judicial & attached with CAO & OS
12	Sri Swapan Debbarma, Peon	Nazarat Section
13	Sri Kartik Debbarma,Peon	Account Section
14	Sri Manik Kar, Process-Server	Bench/office of the ADJ- Court No.03 and own duty
15	Sri Kishore Debbarma, Process-Server	Own Duty
16	Sri Sanjib Sukladas, Peon	Own Duty
17	Sri Rajib Bhattacharjee, peon	*shall perform duty of pump operator*

A separate list of Day Guard & Night Guard duties on holidays during the **1st part long puja vacation 2021, from 11.10.2021 to 25.10.2021** has been made as follows :-

Date	Time 06 am to 02 pm	Time 2 pm to 10 pm	Time 10pm to 6 am
12.10.2021	Sri Swapan Debbarma	Siddhi Kr. Debbarma	Sri Jiten Debbarma
13.10.2021	Sri Nityananda Sutradhar	Sri Sanjib Sukladas	Sri Bidhyarai Tripura
14.10.2021	Sri Najit Debbarma	Ranjit Debbarma	Sri Kartik Debbarma
15.10.2021	Sri Manik Kar	Sri Dharmanarayan Choudhury	Sri Dhirendra Ch. Sarkar
17.10.2021	Smt. Sukla Chakraborty Smt. Santana Banerjee	Sri Nityananda Sutradhar	Sri Dhirendra Ch. Sarkar
19.10.2021	Sri Najit Debbarma	Kishore Debbarma	Sri Abhijit Chakraborty
20.10.2021	Sri Swapan Debbarma	Sri Sanjib Sukladas	Sri Dhirendra Ch. Sarkar

.....contd.

Duty of Day and Night Guard on working days during the 1st part long puja vacation 2021, from 11.10.2021 to 25.10.2021

Date	Day Guard	Night Guard
11.10.2021	Sri Kishore Debbarma	Sri Dhirendra Ch. Sarkar
16.10.2021	Sri Kishore Debbarma	Sri Dhirendra Ch. Sarkar
18.10.2021	Sri Kishore Debbarma	Sri Dhirendra Ch. Sarkar
21.10.2021	Sri Kishore Debbarma	Sri Dhirendra Ch. Sarkar
22.10.2021	Sri Kishore Debbarma	Sri Dhirendra Ch. Sarkar

PREVENTED FROM ENJOYING 2ND PART OF PUJA VACATION, 2021
i.e, ENTRUSTED WITH 2ND PART DUTY
w.e.f 23/10/2021 to 06/11/2021 (15 days)
Common Duties w.e.f 23.10.2021 to 25.10.2021, (03 days)

SL No	Name & Designation of the employees	Duty Alloted	Remarks
1	Sri Sanjib Sinha, Peon	Bench/office of the District & Sessions Judge	
2	Sri Bhashan Ch. Paul, PS	Bench/Office of the ADJ Court No-02	
3	Sri Sankar Debnath, Peon	Bench/Office of the ADJ Court No-03	
4	Smt. Soma Deb, PS	Bench/Office of the ADJ Court No-04	
5	Smt. Kakoli Das (Sinha) PS	Bench/Office of the ADJ Court No-05	
6	Smt. Jyotshna Roy, Peon	Bench/office of the Civil Judge (Sr.Divn) Cum-Asst. Sessions Judge, Court No-01	
7	Sri Shibu Kundu, Peon	Bench/office of the Civil Judge(Jr.Divn)- Court No. 01 & 02.	
8	Smt. Jaba Sinha, Peon	District Record Room (West, South, North, Dhalai, Gomati, Unokuti)	
9	Sri Tapan Kr. Dey	Copying Section/Library	
10	Sri Parimal Ch. Das, PS	Account Section with own duty	
11	Sri Rajesh Debnath, Peon	Nazarat Section	
12	Sri Amrit Ch. Roy, Peon	Establishment section/Judicial section & attached with CAO & OS.	
13	Sri Tailya Ch. Jamatia, PS	Own duty	
14	Sri Arabinda Sutradhar, PS	Bench/office of the Civil Judge (Sr.Divn) Cum-Asst. Sessions Judge, Court No-02 Own duty	
15	Sri Kalyan Dey, PS	Own duty	
16	Sri Sekhar Ch. Das, Duftry	*shall perform duty of pump operator*	

A separate list of Day Guard & Night Guard duties on holidays during the 2nd **part long puja vacation 2021, from 23.10.2021 to 06.11.2021** has been made as follows :-

Date	Time 06 am to 02 pm	Time 2 pm to 10 pm	Time 10pm to 6 am
31.10.2021	Sri Arabinda Sutradhar	Sri Kalyan Dey	Sri Khagendra Debbarma
04.11.2021	Sri Sanjib Sinha	Sri Bhashan Ch. Paul,	Sri Khagendra Debbarma

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Duty of Day and Night Guard on working days during the 2nd part long puja vacation 2021, from 11.10.2021 to 25.10.2021.

Date	Day Guard	Night Guard
26.10.2021	Sri Tailya Ch. Jamatia, Process-Server	Sri Khagendra Debbarma
27.10.2021	Sri Tailya Ch. Jamatia, Process-Server	Sri Khagendra Debbarma
28.10.2021	Sri Tailya Ch. Jamatia, Process-Server	Sri Khagendra Debbarma
29.10.2021	Sri Tailya Ch. Jamatia, Process-Server	Sri Khagendra Debbarma
30.10.2021	Sri Kalyan Dey, Process-Server	Sri Khagendra Debbarma
01.11.2021	Sri Kalyan Dey, Process-Server	Sri Khagendra Debbarma
02.11.2021	Sri Kalyan Dey, Process-Server	Sri Khagendra Debbarma
03.11.2021	Sri Kalyan Dey, Process-Server	Sri Khagendra Debbarma
05.11.2021	Sri Kalyan Dey, Process-Server	Sri Khagendra Debbarma
06.11.2021	Sri Kalyan Dey, Process-Server	Sri Khagendra Debbarma

A separate list of common duties on **23.10.2021 to 25.10.2021**, has been made as follows :-

Date (Holidays)	Time 6 am to 2 pm	Time 2 pm to 10 pm	Time 10 pm to 6 am
23.10.2021	Sri Tapan Kr. Dey	Sri Dhirendra Ch. Sarkar	Sri Khagendra Debbarma
24.10.2021	Sri Shibu Kundu	Sri Dhirendra Ch. Sarkar	Sri Khagendra Debbarma
25.10.2021 (Working Day)		**Day Guard** **Sri Dhirendra Ch. Sarkar**	**Night Guard** Sri Khagendra Debbarma

Duties of Orderlies shall perform their own duty name mentioned below

Sri Krishna Debbarma, orderly	own duty
Sri Prabir Debbarma, orderly	own duty
Sri Tapan Debbarma, orderly	own duty
Sri Subash Dhar, Orderly	own duty
Sri Chaitra Mohan Debbarma, Ordely	own duty
Sri Dipak Munda, Orderly	own duty
Md. Jakir Miah, Orderly	own duty

Sri Arjun Nama, orderly, own duty (Sri A. Nama shall perform duty as orderly to Sri Mridul Chakraborty, Addl. District & Sessions Judge, Court No-05, West Tripura, Agartala)

Sri Ramesh Dhanuk, PTCW, is not regular employee and hence he is not entitled to enjoy any part of puja Vacation, 2021, he is perform their duties on working days during the puja vacation, 2021.

Smt. Subankari Podder, peon, Sri Prasenjit Debnath and Smt. Purnima Roy (Paul) they have joined this department on 13.11.2020, 13.11.2020 & 04.05.2021 respectively and are entitled to get entire Puja Vacation due to 1st year of service.

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Sri Monoranjan Debbarma, Peon and Sri Bimal Bhowmik, peon of this establishment are allowed to enjoy entire puja vacation during the year 2021 as they prayed for.

The employee who are intend to leave the station during the vacation except the period of duty entrusted, should furnish their leave address before leaving the station and should also take prior permission.

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(Sri A. Debbarma)
District & Sessions Judge
West Tripura, Agartala

Copy to :-

1. The Registrar General, Hon'ble High Court of Tripura, Agartala, for favour of kind information.
2. The Judge, Family Court, Agartala , West Tripura for information.
3. The Addl. District & Sessions Judge, Court No.-2 / Court No.-3 / Court No.-4 / Court No.-5, West Tripura District, Agartala
4. The Civil Judge(Sr. Div) & Asstt. Sessions Judge, Court No.-1 / Court No.2, West Tripura District, Agartala.
5. The Chief Judicial Magistrate / Addl. Chief Judicial Magistrate, West Tripura District, Agartala.
6. The Civil Judge(Jr. Div)-cum-J.M.1st Class, Court No. 1 / Court No. 2, Agartala,West Tripura District.
7. The Judicial Magistrate 1st Class-cum-Civil Judge (Jr. Divn.) Court No.-1/ Court No.- 2 / Court No.- 3 / Court No.-4 / Court No.- 5 / Court No.- 6, Agartala, West District Tripura.
8. The Secretary, Tripura Bar Association, Agartala.
9. The Private Secretary to the District & Sessions Judge, West Tripura, Agartala.
10. The Chief Administrative-Cum-Accounts Officer (C.A.O), O/o the District & Sessions Judge, West Tripura, Agartala.
11. The Senior Sheristader, Court of the District & Sessions Judge, West Tripura, Agartala
12. The Office Superintendent, O/o the District & Sessions Judge, West Tripura, Agartala
13. The System Officer, District & Sessions Judge's Court, West Tripura, Agartala for uploading of the same to the official website of this office.
14. The Court Inspector, Sadar Police Court, Agartala .
15. Bench Section/ Accounts Section/ Nazarat Section/ Establishment Section/ Copying Section/ DRR, District & Sessions Judge's Court, West Tripura, Agartala for information.
16. Official Notice Board.
17. **All Concerned.**
18. Order Book.

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District & Sessions Judge
West Tripura, Agartala