

OFFICE OF DISTRICT & SESSIONS JUDGE, SOLAN, HP  
No. D&SJ/SLN/EC/File-74/2024:  
Dated Solan, the January, 2024.

**“OFFICE ORDER”**

Pursuant to Hon'ble High Court Registry letter No. HHC/Admn.6(20)/77-XXI-36867 to 73, dated 19-12-2023, following officials of this office will avail special casual leave during winter vacations in three batches from 21-01-2024 to 18-02-2024, as under:-

Sr. No.	Designation of officer/official	Leave Period	Duty Period	Duty arrangements to deal with urgent matters during Leave Period
1.	Shri Vinod Sood, Chief Administrative Officer	27-01-2024 to 09-02-2024	22-01-2024 to 26-01-2024 and 12-02-2024 to 18-02-2024	1. Shri Ashwani Kumar, Court Manager w.e.f. 27-01-2024 to 4-02-2024 2. Urgent telephonic calls of office will be attended by Mrs Komal Sharma with effect from 05-02-2024 to 09-02-2024
2.	Shri Sher Singh, Private Secretary	27-01-2024 to 09-02-2024	22-01-2024 to 26-01-2024 and 12-02-2024 to 18-02-2024	1. Shri Pawan Kumar, Personal Assistant w.e.f. 27-01-2024 to 04-02-2024 2. Shri Balbir Singh, Stenographer Gr. I from 5-01-2024 to 18-02-2024.
3.	Shri Ashwani Kumar, Court Manager	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Smt. Komal Sharma, Record Keeper (attached)
4.	Shri Anil Sharma, Reader Grade I	27-01-2024 to 09-02-2024	22-01-2024 to 26-01-2024 and 12-02-2024 to 18-02-2024	Smt Pooja Jandev, Translator (VWDC) with effect from 27-01-2024 to 4-02-2024 and Shri Dinesh Sharma, Translator w.e.f. 5-02-2024 to 09-02-2024
5.	Shri Pawan Sharma, Personal Assistant	05-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Balbir Singh, Stenographer Grade I

6.	Shri Balbir Singh, Stenographer Grade I	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Pawan Sharma, Personal Assistant.
7.	Shri Vijay Negi, Civil Nazir	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Sanjeet Singh, Naib Nazir
8.	Shri Kamal Singh, Record Keeper	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Dinesh Sharma, Translator and will be assisted by Shri Bal Krishan, Bailiff
9.	Shri Dinesh Sharma, Translator	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Smt. Pooja Jandev, Translator (VWDC)
10.	Smt Rachna Thakur, E.C.	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Vijay Negi, Civil Nazir
11.	Smt. Pooja Jandev, Translator (VWDC)	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Dinesh Sharma, Translator
12.	Smt Komal Sharma, Record Keeper (attached)	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	-----
13.	Shri Sanjeet Singh, Naib Nazir	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Vijay Negi, Civil Nazir
14.	Shri Kamal Sharma, CCT-I	5-02-2024 to 18-02-2024	22-01-2024 to 4-02- 2024	Shri Manjeet Rana, CCT-II
15.	Shri Balbir Singh, Criminal Ahlmad	5-02-2024 to 18-02-2024	22-01-2024 to 4-02- 2024	Shri Sunder Bhagat Negi, Civil Ahlmad
16.	Shri Manjeet Rana, CCT-II	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Kamal Sharma, CCT-I
17.	Shri Sunder Bhagat Negi, Civil Ahlmad	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Balbir Singh, Criminal Ahlmad
18.	Shri Arun Chaudhary, Copyist-I	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Miss Sonali Bhardwaj, Copyist-II
19.	Shri Himanshu Thakur, System Officer	5-02-2024 to 18-02-2024	22-01-2024 to 4-02- 2024	Shri Jugal Kishore, System Assistant and Shri Vinod Kumar, Assistant Programmer
20.	Shri Jugal Kishore, System Assistant	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Himanshu Thakur, System Officer
21.	Shri Vinod Kumar, Assistant Programmer	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Himanshu Thakur, System Officer and will be assisted by Copyists (attached)

22.	Shri Bal Krishan Bailiff	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	-----
23.	Shri Kamal Thakur, Daftri	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Miss Sweta Thakur, CCT (attached) will look after diary and dispatch work of this office
24.	Shri Kishore Kumar, Process Server	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Roshan Lal, Process server
25.	Shri Roshan Lal, Process Server	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Kishore Kumar, Process Server
26	Shri Lekh Ram, Process Server	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Roshan Lal, Process Server
27	Shri Sunil, Mali	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Naresh Kumar, Peon (attached)
28	Shri Naresh Kumar, Peon (attached)	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Sunil, Mali
29	Shri Khem Raj, Orderly/Peon	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Suresh, Peon
30	Shri Suresh Kumar., Peon	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Shri Khem Raj, Orderly/Peon
31	Shri Jatin Kumar, Safai Karamchari (attached)	22-01-2024 to 04-02-2024	5-02-2024 to 18-02-2024	Miss Anamika, Peon
32.	Miss Anamika, Peon(attached)	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Jatin Kumar, Safai Karamchari (attached)

**DRIVERS**

Sr. No.	Designation of officer/official	Leave Period	Duty Period	Duty arrangements to deal with urgent matters during Leave Period
1	Shri Naresh Kumar, Driver of office of Senior Civil Judge-cum-CJM, Solan	22-01-2024 to 4-02-2024	5-02-2024 to 18-02-2024	Shri Surinder Kumar, Driver of Additional District and Sessions Judge-I, Solan
2	Shri Sushil Kumar, Driver of office of Additional District and Sessions Judge-II, Solan	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Sanjay Kumar, Driver of Mobile Traffic Magistrate, Solan and Sirmaur at Solan
3	Shri Sanjay Kumar,	22-01-2024	5-02-2024	Shri Sushil Kumar,

	Driver of Mobile Traffic Magistrate, Solan and Sirmaur at Solan	to 4-02-2024	to 18-02-2024	Driver of office of Additional District and Sessions Judge-II, Solan
4	Shri Surinder Kumar, Driver of Additional District and Sessions Judge-I, Solan	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Naresh Kumar, Driver of office of Senior Civil Judge-cum-CJM, Solan

Note: Shri Prem Thakur, Driver is on medical leave

**Safai Karamcharis**

Sr. No.	Designation of officer/official	Leave Period	Duty Period	Duty arrangements to deal with urgent matters during Leave Period
1.	Shri Neelu Ram, Safai Karamchari of this office	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Mastana Ram, Safai Karamchari of office of ADJ-I, Solan
2.	Smt. Teena, Safai Karamchari of office of Senior Civil Judge-cum-CJM, Solan	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Smt Kamlesh Kumari, Safai Karamchari of office of Civil Judge-cum-JMFC, Court No. 1, Solan
3.	Shri Mastana Ram, Safai Karamchari of office of ADJ-I, Solan	22-01-2024 to 4-02-2024	5-2-2024 to 18-02-2024	Shri Neelu Ram, Safai Karamchari of this office
4.	Smt Kamlesh Kumari, Safai Karamchari of office of Civil Judge-cum-JMFC, Court No. 1, Solan	22-01-2024 to 4-02-2024	5-2-2024 to 18-02-2024	Smt. Teena, Safai Karamchari of office of Senior Civil Judge-cum-CJM, Solan

**CHOWKIDARS**

Sr. No.	Designation of officer/official	Leave Period	Duty Period	Duty arrangements to deal with urgent matters during Leave Period
1.	Shri Kishan Singh, Chowkidar	22-01-2024 to 3-02-2024	5-2-2024 to 18-02-2024	Shri Jai Dev Sharma, Chowkidar
2.	Shri Jai Dev Sharma, Chowkidar	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Kishan Singh, Chowkidar
3.	Shri Vijay Kumar, Chowkidar	5-02-2024 to 18-02-2024	22-01-2024 to 4-02-2024	Shri Arun Sharma, Peon of office of Mobile Traffic Magistrate, Solan and Sirmaur at Solan

4.	Shri Arun Sharma, Peon of office of Mobile Traffic Magistrate, Solan and Sirmaur at Solan	-----	5-2-2024 to 18-02-2024	Shri Vijay Kumar, Chowkidar
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All above officials are allowed to avail special casual leave during winter vacation subject to furnishing of certificate that no arrear of work is pending with them and they may be recalled at any time during vacation period, if needed.

It is further ordered that :

1. Superintendents of office of Additional District and Sessions Judge-I, Solan, Senior Civil Judge-cum-CJM, Solan and Civil Judge-cum-JMFC, Court No.1 Solan will perform protocol duty as per their batches and can take assistance of Civil Nazir/Naib Nazir/Process Servers of this office and as well office of Senior Civil Judge-cum-CJM, Solan during winter vacations, as per their batches, under intimation to this office. **It is to be ensured that one Superintendent should be available on duty for protocol.**
2. Civil Nazir/ Naib Nazir of office of this office and office of Senior Civil Judge-cum-CJM, Solan are directed to perform Protocol duty during 1<sup>st</sup> and 2<sup>nd</sup> Batch as per their batches respectively.
3. Shri Arun Sharma, Peon of office of Mobile Traffic Magistrate at Solan will perform duty of Chowkidar with effect from 5-02-2024 to 18-02-2024.
4. Shri Suman Kumar, Safai Karamchari deployed in office of Civil Judge-cum-JMFC, Court No. 2, Solan is ordered to remain present during whole period of special casual leave at District Headquarter Solan.

-Sd-

District and Sessions Judge,  
Solan, District Solan, HP

Endst. No.: As above 341

Dated: 9.1.2024

Copy forwarded for information and necessary action to:-

1. All Judicial Officers of this Civil and Sessions Division including Secretary, District Legal Services Authority, Solan
2. Chief Administrative Officer of this office.
3. Assistant Programmer/System Officer, District Courts Solan with directions to upload on official website of Civil and Sessions Division, Solan for information of all quarter concerned.
4. Daftri of this office to get noted by all above officials.
5. Guard file.

District and Sessions Judge,  
Solan, District Solan, HP

8.01.24,