

**OFFICE OF DISTRICT & SESSIONS JUDGE, SOLAN, HP**

No. D&SJ/SLN/EC/File-74/2025:

Dated Solan, the

**“OFFICE ORDER”**

Pursuant to Hon'ble High Court Registry letter No. HHC/ Admn.6 (20) /77-Part-41129-32 dated 27-12-2024, following officials of this office will avail special casual leave during winter vacations in three batches from 20-01-2025 to 16-02-2025, as under:-

**1<sup>st</sup> Batch commencing from 20.01.2025 to 02.02.2025.**

Sr. No.	Designation of officer/official	Duty arrangements to deal with urgent matters during Leave Period
1	Sh. Vijay Negi, Civil Nazir	Sh. Sanjeet Singh, Naib Nazir w.e.f. 20.01.2025 to 24.01.2025 and Sh. Kamal, CCT w.e.f. 27.01.2025 to 01.02.2025.
2	Shri Kamal Singh, Record Keeper	Shri Dinesh Sharma, Translator
3	Shri Bhavesh Chander, Officer-in-Charge	Shri Dinesh Sharma, Translator
4	Smt. Pooja Jandev, Translator	Shri Dinesh Sharma, Translator
5	Shri Manjeet Rana, CCT-II	Shri Kamal Sharma, CCT-I
6	Shri Vivek Kumar, Civil Ahlmad	Shri Balbir Singh, Criminal Ahlmad
7	Shri Arun Chaudhary, Copyist-I	Shri Naresh Sharma, Copyist-II
8	Shri Dalip Singh, Assistant Programmer	Shri Jugal Kishore, System Assistant
9	Shri Himanshu Thakur, System Officer	Shri Jugal Kishore, System Assistant
10	Smt. Neha Sharma, Copyist	Smt. Shashi Bala, Copyist
11	Shri Yashpal Sharma, Copyist	Ms. Monika, Copyist
12	Shri Kamal Thakur, Daftri	Shri Randeep Sharma, Peon
13	Shri Rakesh Thakur, Process server	Shri Lekh Ram, Process server
14	Shri Sunil Dutt, Mali	Shri Kishore Kumar, Process server
15	Shri Khem Raj, Orderly/Peon	Shri Suresh Kumar, Peon

**2<sup>nd</sup> Batch commencing from 27.01.2025 to 09.02.2025.**

Sr. No.	Designation of officer/official	Duty arrangements to deal with urgent matters during Leave Period
1	Shri Vinod Sood, Chief Administrative Officer	Sh. Ashwani Sharma, Court Manager & Sh. Vijay Negi, Civil Nazir.
2	Shri Pawan Sharma, Personal Assistant	Shri Sher Singh, Private Secretary w.e.f. 27.01.2025 to 02.02.2025.
3	Shri Balbir Singh, Stenographer Grade-I	Shri Sher Singh, Private Secretary w.e.f. 27.01.2025 to 02.02.2025.
4	Smt. Rachna Thakur, E.C.	Shri Kamal Sharma, CCT-I & Shri Manjeet Rana, CCT-II.
5	Shri Sanjeet Singh, Naib Nazir	Shri Kamal Sharma, CCT-I & Shri. Manjeet Rana, CCT-II

**3<sup>rd</sup> Batch commencing from 03.02.2025 to 16.02.2025.**

Sr. No.	Designation of officer/official	Duty arrangements to deal with urgent matters during Leave Period
1	Shri Sher Singh, Private Secretary	Shri Pawan Sharma, Personal Assistant and Shri Balbir Singh, Stenographer Grade-I w.e.f. 10.02.2025 to 16.02.2025.
2	Shri. Dalip Verma, Reader G-I	Shri Vijay Negi, Civil Nazir
3	Shri Ashwani Sharma, Court Manager	Shri Dalip Singh, Assistant Programmer
4	Shri Dinesh Sharma, Translator	Shri Kamal Singh, Record Keeper
5	Shri Kamal Sharma, CCT-I	Shri Manjeet Rana, CCT-II
6	Shri Balbir Singh, Criminal Ahlmad	Shri Vivek Singh, Civil Ahlmad
7	Shri Jugal Kishore, System Assistant	Shri Himanshu Thakur, System Officer
8	Ms. Monika, Copyist (attached)	Sh. Yashpal Sharma, Copyist
9	Ms. Damini, Copyist (attached)	Smt. Neha Sharma, Copyist
10	Mrs. Shashi Bala, Copyist (attached)	Smt. Neha Sharma, Copyist
11	Shri Naresh Kumar, Copyist-II	Shri Arun Chaudhary, Copyist
12	Shri Bal Krishan Bailiff	----
13	Shri Kishore Kumar, Process Server	Shri Rakesh Thakur, Process server
14	Shri Roshan Lal, Process Server	Shri Rakesh Thakur, Process server
15	Shri Lekh Ram, Process Server	Shri Rakesh Thakur, Process server

16	Shri Suresh Kumar, Peon	Shri Khem Raj, peon
17	Shri Randeep Sharma, Peon	Shri Khem Raj, peon

1<sup>st</sup> Batch commencing from 20.01.2025 to 02-02-2025.

**DRIVERS**

Sr. No.	Designation of officer/official	Duty arrangements to deal with urgent matters during Leave Period
1	Shri Surinder Kumar, Driver of Additional District and Sessions Judge-I, Solan	Shri Sanjay Kumar, Driver of office of Ld. Additional District and Sessions Judge-I, Solan.

2<sup>nd</sup> Batch commencing from 03.02.2025 to 16-02-2025.

**DRIVERS**

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

1<sup>st</sup> Batch commencing from 20.01.2025 to 02-02-2025.

**SAFAI KARAMCHARI**

Sr. No.	Designation of officer/official	Duty arrangements to deal with urgent matters during Leave Period
1	Shri Mastana Ram, Safai Karamchari of office of ADJ-I, Solan	Shri Neelu Ram, Safai Karamchari & Smt. Tina Sood, Safai Karamchari

2<sup>nd</sup> Batch commencing from 03.02.2025 to 16-02-2025.

**SAFAI KARAMCHARI**

Sr. No.	Designation of officer/official	Duty arrangements to deal with urgent matters during Leave Period
1	Shri Neelu Ram, Safai Karamchari of this office	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.	Shri Mastana Ram, Safai Karamchari of office of ADJ-I, Solan
---	--	--

1<sup>st</sup> Batch commencing from 20.01.2025 to 02-02-2025.

**CHOWKIDARS**

Sr. No.	Designation of officer/official	Duty arrangements to deal with urgent matters during Leave Period
1	Shri Leel Mani, Chowkidar	Shri Kishan Singh, Chowkidar

2<sup>nd</sup> Batch commencing from 03.02.2025 to 16-02-2025.

**CHOWKIDARS**

Sr. No.	Designation of officer/official	Duty arrangements to deal with urgent matters during Leave Period
1	Shri Kishan Singh, Chowkidar	Shri Leel Mani, Chowkidar
2	Shri Vijay Kumar, Chowkidar	Shri Rajesh Kumar, Peon of office of Additional District and Sessions Judge-II, Solan.

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. Senior Sheristedar of the office of Additional District and Sessions Judge-I & II Solan, Senior Civil Judge-cum-CJM, Solan and Sheristedar of the office of Senior Civil Judge-cum-ACJM-1 Solan will perform protocol duty as per their batches and can take assistance of Civil Nazir/Naib Nazir/Process Servers of their office during winter vacations, as per their batches, under intimation to this office. **It is to be ensured that one Senior Sheristedar/Sheristedar should be available on duty for protocol.**
2. Civil Nazir/ Naib Nazir 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 Rajesh Kaushal, Peon of office of Ld. Additional District and Sessions Judge-II, Solan will perform duty of Chowkidar with effect from 03-02-2025 to 16-02-2025.
4. Shri Suman Kumar, Safai Karamchari deployed in office of Senior Civil Judge-cum-ACJM-II, 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 539 Dated: 17.1.2025

Copy forwarded for information and necessary action to:-

1. All Judicial Officers posted at Headquarter, Solan 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

16.01.25.

