

OFFICE OF DISTRICT & SESSIONS JUDGE, SOLAN, HP

No. D&SJ/SLN/EC/File-74/2026:

Dated Solan, the January, 2026.

"OFFICE ORDER"

In pursuance of letter No. HHC/Admn.6(20)/77-XXII-Part-44903-906 dated 24.12.2025 received from the Registry of the Hon'ble High Court of Himachal Pradesh, it is ordered that Officers/Officials of this office as well as those attached with this office, will avail Special Casual Leave during the Winter Vacation, 2026, in batches, as under:-

Sr. No.	1 st Batch commencing from 19.1.2026 to 1.2.2026 (14 days)	Duty arrangement to deal with urgent matters of concerned seat
1.	Shri Devi Singh Chandel, Chief Administrative Officer	Shri Kamal Rathoure, Record Keeper
2.	Shri Dalip Verma, Reader Grade-I	Shri Dinesh Sharma Translator
3.	Shri Balbir Singh, Executive Assistant	-----
4.	Shri Inder Dutt Sharma, Stenographer Grade-I	-----
5.	Shri Bhavesh Chander, Officer in Charge, VWDC	Shri Dinesh Sharma Translator
6.	Ms. Rachna Thakur, EC	Shri Kamal Sharma, CCT-I
7.	Ms. Pooja Jandev, Translator, VWDC	Shri Dinesh Sharma Translator
8.	Shri Sanjeet Singh, Civil Nazir	Shri Tara Chand, Naib Nazir
9.	Shri Manjeet Rana, CCT-II	Shri Kamal Sharma, CCT-I
10.	Shri Vivek Singh, Civi Ahlmad	Shri Balbir Singh, Criminal Ahlmad.
11.	Ms. Damini, Copyist of office of Senior Civil Judge-cum-CJM, Solan.	Shri Randeep Sharma, Copyist of office of Additional District and Sessions Judge-II, Solan
12.	Ms. Shashi Bala, Copyist of office of Senior Civil Judge-cum-ACJM(II), Solan	Shri Naresh Sharma, Copyist-II
13.	Shri Yash Pal, Copyist of office of Additional District and Sessions Judge-II, Solan.	Shri Arun Chaudhary, Copyist-I of this office. He will also assist EC branch with effect from 19.1.2026 to 1.2.2026.
14.	Ms. Deepika, Reader Grade-III, attached with this office for digitalization of record.	Shri Rajesh Sharma, Sheristedar attached with this office for digitalization of record.
15.	Shri Ranjeet Thakur, Bailiff attached with this office for digitalization of record.	----
16.	Shri Himanshu Thakur, System Officer.	Shri Dalip Singh, Assistant Programmer. He will also look after work of System Assistant w.e.f. 25.2.2026 to

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		1.2.2026.
17.	Shri Sushil Kumar, Driver	-----
18.	Shri Rakesh Thakur, Process Server	Shri Lekh Ram, Process Server
19.	Shri Roshan Lal, Process Server	Shri Kishore Kumar, Process Server
20.	Shri Sunil Kumar, Mali	-----
21.	Shri Khem Raj, Orderly	-----
22.	Shri Leel Mani, Chowkidar (attached)	Shri Kishan Singh, Chowkidar.
23.	Shri Kishan Singh, Peon of this office.	----
24.	Shri Mastana Ram, Safai Karamchari (ADJ-I, Solan) attached with this office	Shri Neelu Ram, Safai Karamchari of this office.
25.	Shri Panna Lal, Safai Karamchari (ACJM-I, Solan) attached with this office	Ms. Teena, Safai Karamchari (CJM, Solan) attached with this office.
Sr. No.	2nd Batch commencing from 2.2.2026 to 15.2.2026 (14 days)	Duty arrangement to deal with urgent matters.
1.	Shri Dinesh Sharma, Translator	Shri Bhavesh Chander, Officer in Charge, VWDC
2.	Shri Kamal Rathaure, Record Keeper	Ms. Pooja Jandev, Translator, VWDC
3.	Shri Tara Chand, Naib Nazir	Shri Sanjeet Singh, Civil Nazir
4.	Shri Kamal Sharma, CCT-I	Shri Manjeet Rana, CCT-II
5.	Shri Arun Chaudhary, Copyist-I	Ms. Damini, Copyist of office of Senior Civil Judge-cum-CJM, Solan. She will also look after work of Diary and Dispatch of this office in addition to her own work with effect from 2.2.2026 to 15.2.2026.
6.	Shri Balbir Singh, Criminal Ahlmad	Shri Vivek Singh, Civil Ahlmad.
7.	Shri Naresh Sharma, Copyist-II	Shri Yash Pal, Copyist of office of Additional District and Sessions Judge-II, Solan.
8.	Shri Randeep Sharma, Copyist of office of Additional District and Sessions Judge-II, Solan	Ms. Shashi Bala, Copyist of office of Senior Civil Judge-cum-ACJM(II), Solan
9.	Shri Rajesh Sharma, Sheristedar attached with this office for digitalization of record.	Ms. Deepika, Reader Grade-III, attached with this office for digitalization of record.
10.	Shri Dalip Singh, Assistant Programmer	Shri Himanshu Thakur, System Officer. He will also look after work of System Assistant w.e.f. 2.2.2026 to 7.2.2026.

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11.	Shri Lekh Ram, Process Server	Shri Rakesh Thakur, Process Server
12.	Shri Kishore Kumar, Process Server	Shri Roshan Lal, Process Server
13.	Shri Kamal Thakur, Dafri	Ms. Damini, Copyist of office of Senior Civil Judge-cum-CJM, Solan will also look after work of Diary and Dispatch of this office in addition to her own work with effect from 2.2.2026 to 15.2.2026.
14.	Shri Prem Thakur, Driver (attached with Copying Agency)	----
15.	Shri Kishan Singh, Chowkidar	Shri Leel Mani, Chowkidar
16.	Shri Neeraj Kumar, Chowkidar (attached)	----
17.	Shri Deepak Chaudhary, Peon.	Shri Kishan Singh, Peon
18.	Ms. Ishika Sisodia, Peon of office of Ld. MTM, Solan attached with this office.	---
19.	Shri Neelu Ram, Safai Karamchari of this office.	Shri Mastana Ram, Safai Karamchari (ADJ-I, Solan) attached with this office
20.	Ms. Teena, Safai Karamchari (CJM, Solan) attached with this office.	Shri Panna Lal, Safai Karamchari (ACJM-I, Solan) attached with this office

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 will remain liable to be recalled at any time during the vacation period, if administrative exigencies so require.

It is further ordered that :

1. Shri Sher Singh, Private Secretary and Shri Jugal Kishore, System Assistant shall avail Special Casual Leave from 25.01.2026 to 07.02.2026.
2. Senior Sheristedars/Sheristedars posted at District Headquarters, Solan, shall perform protocol duties as per their respective batches during the vacation period. They may take assistance from Civil Nazirs/Naib Nazirs/Process Servers/Class-IV officials at District Headquarter Solan, as per their respective batches, under intimation to this office. It should be ensured that at least one Senior Sheristedar/Sheristedar remains available for protocol duty throughout the entire vacation period.
3. Civil Nazir/Naib Nazir/Process Servers/Class-IV officials at District Headquarters Solan, shall perform protocol duties during both batches of the Winter Vacation.

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4. All Drivers at District Headquarters, Solan, except Shri Prem Thakur, Driver and Shri Sushil Kumar, Driver, shall perform duty with their respective Ld. Judicial Officers during their duty period. The Ld. Judicial Officers shall ensure strict compliance with the Hon'ble High Court's instructions regarding grant of Special Casual Leave to Drivers under their control and shall ensure their presence in their respected offices, during non-leave periods. The duty roster of Drivers, so prepared, may be forwarded to this office for record.
5. Shri Suman Kumar, Safai Karamchari, deployed in the office of the Ld. Senior Civil Judge-cum-ACJM (II), Solan, shall remain present at District Headquarters, Solan, during the entire period of vacation.

Sd/-
(Sharad Kumar Lagwal)
District and Sessions Judge,
Solan, District Solan, HP

Endst. No. D&SJ/SLN/EC/File-74/2026: 871 Dated: 9.1.2026
Copy forwarded for information and necessary action to:-

1. All Ld. 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 officers/ officials.
5. Guard file.

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District and Sessions Judge,
Solan, District Solan, HP