Memo No. DSJ/BAK/2025/3645 - 3651 Dated 19.09.25

OFFICE OF THE DISTRICT & SESSIONS JUDGE, BAKSA, MUSHALPUR

Office of the District & Sessions Judge Baksa

ORDER

Dated Baksa, Mushalpur the 19th September, 2025.

The following arrangement for the staff of the District & Sessions Judge establishment, Baksa during " **LONG CIVIL VACATION"** commencing from **28th September, 2025 to 10th October, 2025 is made as :**

Sl. No.	Placed in the first half **Working days : 3rd, 4th and 7th October, 2025**	Placed in the Second half **Working days : 8th, 9th and 10th October,2025**
1.	Md. Piranur Ali, Chief Administrative Officer	1. Sri Poul Teron, Court Manager.
2.	Sri Kapil Das, JAA	2. Sri Satyajit Kalita, Stenographer Gr.I
3.	Sri Mintu Talukdar, (Crl.Asstt.)JAA	3. Sri Dularai Brahma, Accountant.
4.	Sri Hitesh Kalita,(B/Asstt.)JAA	4. Sri Mukesh Prasad, Stenographer. III
5.	Sri Pulak Deka,(Copy Asstt.)JAA	5. Sri Dharmendra Das, (Civil Asstt.)JAA
6	Sri Parikshit Barman, Process Server	6. Smti Jyotshna Muchahary,(B/Asstt.)JAA
7	Smti Gitika Kalita, Court Peon	7. Sri Dipankar Boro, Process Server
8	Sri Piren Boro, Officers Peon	8. Sri Pradeep Daimary, Officers Peon
9	Sri Rakesh Sarkar, Steno. Gr. III	9. Sri Nicholas Hans, Officers Peon
		10. Sri Rajib Brahma, Chowkidar
10	Sri Suren Kalita, Officers Peon. He is directed to takeover the official key of the office and court from Rajib Brahma on 26th September,2025 and Sri Rajib Brahma, Chowkidar is directed to handover the same to Sri Suren Kalita accordingly.	

The following staff attached to the court of the Addl. District & Sessions Judge cum Special Judge(POCSO), Baksa are allowed to avail the Civil Vacation on **3rd and 4th October,2025** only. They shall have to resume their duties w.e.f. 7th October,2025 onwards.

Names of the staff attached with the court of Addl. District & Sessions Judge cum Special Judge (POCSO), Baksa as follows :

1. Sri Santanu Choudhury, Stenographer Gr.II
2. Sri Gunajit Das,(B/Asstt.)/JAA
3. Sri Biswajit Das, Officers Peon.

Sri Bubul Choudhury, System Asstt. of this establishment is directed to attend office regularly during roster duty of the civil vacation on 3rd, 4th, 7th, 8th, 9th and 10th October,2025..

The Office hour will be from **10:00 AM to 04:30 PM.** During the period, the office will remain closed on Govt. holidays, Sundays, 2nd & 4th Saturdays.

The employee on roster duties shall not be allowed to avail any leave during roster duties and any absence during Roster duties shall be treated as Unauthorized Absence.

19.9.25

District & Sessions Judge
Baksa, Mushalpur 19/9

P.T.O.

All the Drivers namely, Sri Rupen Ch. Das, Sri Kishor Rajbongshi, Sri Deepjyoti Nath and Sri Iftikar Ahmed(Contractual) attached with the officers shall discharged their duties as per direction and entrusted by the concerned Judicial Officers and accordingly granted their Station leave permission..

All the employees on Roster duties shall discharged all works entrusted to them.

Inform all concerned accordingly.

Sd/- Sharmila Bhuyan
District & Sessions Judge,
Baksa, Mushalpur

Memo No. DJ/BAK/2025/ **Dated Nalbari the 19th September, 2025.**

Copy forwarded for information and necessary action to :

1. The Addl. District & Sessions Judge, Baksa.
2. The Civil Judge(Sr.Divn.), Baksa.
3. The Civil Judge(Jr.Divn.), Baksa.
4. Systems Officer, to upload the same in the official website.
5. Bench Asstt, Court of the District and Sessions Judge, Baksa
6. Employees concerned. (The employees who are on duty in 1st half, asked to handover charge on 08.10.2025 to the employees who are in duty in 2nd half.)
7. Order Book / Concerning File

19.9.25

District & Sessions Judge,
Baksa

District & Sessions Judge
Baksa, Mushalpur 19/9