

Office of the Principal District & Sessions Judge, Sahibganj.

Sahibganj, dated the 20th day of May, 2025

ORDER NO. 71 / 25

Following arrangements of Staff members including System Officer, Civil Court Sahibganj are being made for ensuing Annual Summer Vacation 2025 commencing from 24.05.2025 to 30.05.2025 (1st half) and 31.05.2025 to 06.06.2025 (2nd half).

Sl. No	Detention from 24.05.2025 to 30.05.2025 (1 st half)	Sl. No	Detention from 31.05.2025 to 06.06.2025 (2 nd half)
<u>Court of Principal District & Sessions Judge</u>			
1.	Sri Ranjit Kumar Sah, Sessions clerk cum Appeal clerk. He will remain incharge of Bench clerk.	1.	Sri Anil Kumar Jha, Bench clerk. He will remain incharge of Sessions Clerk-cum-Appeal Clerk.
2.	Md. Moyeen Ahmad, Steno.	2.	Sri Praveen Kumar Sinha, Assistant.
3.	Sri Ratan Rajak, Peon.	3.	Sri Jitendra Kumar, Steno.
		4.	Sri Sanjay Murmu, Peon.
		5.	Sri Abhishek Kumar Sen, Peon
<u>Court of Principal Judge, Family Court</u>			
1.	Sri Onkar Nath Mishra, Bench clerk. He will remain incharge of Office clerk.	1.	Sri Sanjay Kumar Sinha, Office clerk. He will remain incharge of Bench clerk.
2.	Sri Rakesh Kumar, Steno	2.	Md. Inteshar Ahmad, Steno.
3.	Sri Suresh Prasad, Peon.	3.	Sri Bhim Rajak, Peon.
		4.	Sri Nirmal Kumar Hari, Peon.
<u>Court of District and Additional Sessions Judge-I</u>			
1.	Sri Ram Kumar Prasad, Bench clerk. He will remain incharge of Office clerk.	1.	Sri Binod Kachchhap, Office clerk. He will remain incharge of Bench clerk.
2.	Sri Rakesh Kumar, Steno., Steno.	2.	Sri Sunil Chandra Sinha, Steno
3.	Sri Sanjay Kumar Sinha, Peon.		
4.	Smt. Ranju Singh, Peon.		

<u>Court of District and Additional Sessions Judge-II-cum-Special Judge, POCSO Act Vacant Court</u>			
1.	Sri Ram Kumar Prasad, Assistant. He will remain in-charge.	1.	Sri Binod Kachchap, Assistant. He will remain in-charge.
<u>Court of District and Additional Sessions Judge-III</u>			
1.	Sri Dilip Kumar Sharma, Assistant. He will remain incharge.	1.	Sri Praveen Kumar, Bench clerk. He will remain incharge of Office clerk.
2.	Sri Rakesh Kumar, Steno.	2.	Sri Sunil Chandra Sinha, Steno
3.	Sri Chandan Murmu, Peon		
<u>Court of C.J.M -cum- Civil Judge (Sr. Division) -II</u>			
1.	Sri Hemant Kumar Jha, Bench clerk. He will remain incharge of G.R. -cum- Complaint clerk -cum- Office clerk.	1.	Sri Arbind Kumar Poddar, G.R. clerk- cum-Complaint clerk-cum- Office clerk. He will remain incharge of Bench clerk.
2.	Sri Shitesh Ranjan, Steno.	2.	Sri Sunil Chandra Sinha, Steno
3.	Sri Ganesh Tudu, Peon.		
<u>Court of Civil Judge (Sr. Division) -I-cum-A.C.J.M</u>			
1.	Sri Hemant Kumar Jha, Assistant. He will remain in-charge of Bench clerk-cum-Office clerk.	1.	Sri Manoj Kumar Tiwari, Bench clerk- cum-Office clerk.
2.	Sri Shitesh Ranjan, Steno.	2.	Sri Sunil Chandra Sinha, Steno
3.	Smt. Kumari Munmun, Peon.	3.	
<u>Court of Sri Alok Marandi, Civil Judge (Sr. Division) -IV-cum- J.M. 1st class</u>			
1.	Smt. Monica Tudu, Bench clerk. She will remain incharge of Office clerk.	1.	Sri Sanjay Kumar, Office clerk. He will remain incharge of Bench clerk.
2.	Sri Shitesh Ranjan, Steno.	2.	Sri Sunil Chandra Sinha, Steno
3.	Sri Sanjay Kumar Singh, Peon	3.	Smt. Reena Yadav, Peon.
<u>Court of Railway Judicial Magistrate</u>			
1.	Sri Budhi Nath Tudu, Office clerk. He will remain incharge of Bench clerk.	1.	Sri Raj Kumar Keshri, Bench clerk. He will remain incharge of Office clerk.
		2.	Sri Vipin Shukla, Steno.
		3.	Sri Shashikant Kumar, Peon.

<u>Court of S.D.J.M-cum-Judge-in-Charge</u>			
1.	Sri Sachidanand Kumar, Bench clerk. He will remain incharge of Office clerk.	1.	Sri Dhiraj Kumar Dutta, Steno-cum-Office clerk. He will remain incharge of Bench clerk.
2.	Sri Rakesh Kumar, Steno	2.	Sri Jitnarayan Murmu, Process Server.
3.	Sri Kartik Oraon, Peon.		
<u>Principal Magistrate, Juvenile Justice Board</u>			
1.	Smt. Monica Tudu, Assistant. She will remain incharge.	1.	Sri Brajesh Patel , Assistant
<u>Court of Sri Sumit Kumar Verma, J.M. 1st class</u>			
1.	Sri Ravi Ranjan, Steno. He will remain in-charge of Bench clerk - cum- Office clerk.	1.	Sri Satya Prakash, Bench clerk-cum-Office clerk.
2.	Sri Jai Prakash Hari, Peon.	2.	Sri Sunil Chandra Sinha, Steno
<u>Deposition Typist Pool</u>			
1.	Sri Jawahar Bhagat.	1.	Smt. Kusum Kumari.
		2.	Md. Ashraf Ansari.
<u>ENGLISH OFFICE</u>			
1.	Sri Shailesh Kumar Verma, In-charge, PDJ Sheristedar-cum- Head Clerk-cum- Stdr. to the Principal Judge, Family Court and Civil Stdr. He will remain incharge of Court Manager.	1.	Sri Vishnu Prakash, Court Manager, Civil Court, Sahibganj
2.	Sri Niranjana Mandal, 2 nd clerk. He will remain incharge of email section.	2.	Sri Manoj Tiwari, Assistant. He will remain incharge of In- charge, PDJ Sheristedar-cum- Head Clerk-cum- Stdr. to the Principal Judge, Family Court and Civil Stdr.
3.	Sri Rakesh Kumar, Steno	3.	Smt. Kusum Toppo, Steno
<u>ACCOUNTS DEPARTMENT</u>			
1.	Md. Amim Uddin, Accountant-cum- Criminal Sheristedar.	1.	Sri Manoj Tiwari, Assistant. He will remain charge of Accountant -cum-Criminal Sheristedar.
2.	Sri Niranjana Mandal, Asstt. Accountant.	2.	Sri Praveen Kumar Sinha, Assistant. He will remain incharge of Asstt. Accountant and 2 nd clerk.

<u>COPYING DEPARTMENT</u>			
1.	Sri Manoj Kumar Ray, Head Comparing Clerk -cum- Comparing Clerk	1.	Smt. Namlen Rashmi Demta, Assistant. She will remain incharge of Head Comparing Clerk -cum- Comparing Clerk.
2.	Sri Pawan, Process Server .	2.	Sri Jitendra Murmu, Peon.
<u>RECORD ROOM</u>			
1.	Md. Shahbaz Hashmi, Assistant, He will remain incharge of Record Keeper.	1.	Smt. Namlen Rashmi Demta, Record Keeper
2.	Sri Pitamber Sharma, Peon.	2.	Sri Abdul Bari, Daftary.
<u>NAZARAT</u>			
1.	Md. Shahbaz Hashmi, Nazir. He will remain incharge of Naib Nazir and cashier.	1.	Smt. Namlen Rashmi Demta, Naib Nazir-cum- Cashier. She will remain incharge of Nazir.
2.	Smt. Gyanti Devi Peon	2.	Sri Birbal Dehari, Peon.
3.	Sri Jabra Paharia, Peon.	3.	Sri Abhishek Kumar, Peon
4.	Sri Rajeev Ranjan, Peon.	4.	Smt. Lila Jha, Peon
5.	Sri Pravin Kumar, Peon.	5.	Sri Jitnarayan Murmu, Process Server.
6.	Sri Ram Kumar Singh, Peon.	6.	Sri Binod Kumar Prasad, Process Server.
7.	Sri Sanjeev Kumar Mandal, Process Server.	7.	Sri Binod Shankar, Process Server.
8.	Sri Pitamber Sharma, Peon.	8.	Sri Deepak Kumar, Process Server.
9.	Sri Kanhaiya Kumar, Process Server.	9.	Smt. Sapna Kumari, Peon.
10.	Sri Subhash Chandra Mandal, Process Server.	10.	Sri Bablu Kisku, Peon
11.	Sri Ram Murmu, Process Server.	11.	Sri Dilip Murmu, Peon.
12.	Sri Pawan, Process Server.	12.	Sri Manwel Hansda, Peon.
13.	Sri Jabra Paharia, Peon.	13.	Sri Sanjay Murmu, Peon
14.	Sri Satish Kumar Sharma, Peon. He will also work as Treasury Messenger.	14.	Sri Raj Kishan Jha, Peon.
15.	Sri Rahul Kumar, Peon.		
16.	Sri Sanjiv Kumar Mirdha, Peon		
17.	Sri Simon Malto, Peon.		
18.	Sri James Malto, Peon		

<u>FORMS & STATIONARY</u>			
1.	Md. Shahbaz Hashmi, Assistant.	1.	Smt. Namlen Rashmi Demta, Assistant
<u>LIBRARY</u>			
1.	Md. Moyeen Ahmad, Steno.	1.	Sri Jitendra Kumar, Steno.
2.	Sri Pitamber Sharma, Peon.	2.	Sri Abhishekh Kumar, Peon.
<u>Email and FAX</u>			
2.	Sri Pitamber Sharma, Peon.	2.	Sri Abhishekh Kumar, Peon.
<u>Permanent Lok Adalat</u>			
1.	Smt. Monica Tudu, Assistant. She will remain incharge.	1.	Sri Brajesh Patel , Assistant
<u>D.L.S.A,</u>			
1.	Sri Niranjan Mandal, Assistant.	1.	Sri Ashish Kumar, Assistant.
2.	Sri Arju Ranjan Sahay, Peon.	2.	Sri Imtiyaz Anwar, Daftary.
<u>Centralized Filling Counter/Server Room</u>			
1.	Sri Deepak Kumar Panda, System Officer.	1.	Sri Ashish Kumar, Assistant. He will remain incharge of System Officer.
2.	Miss Riya Shandilya, Peon .	2.	Sri Pappu Oraon, Peon.
		3.	Sri Abhishek Kumar, Peon.
<u>Video Conferencing Hall</u>			
1.	Sri Subhash Chandra Mandal, Process Server.	1.	Sri Abhishekh Kumar, Peon.
<u>P.D.J Car/P.J Car/D.J-I Car/C.J.M Car/Judge-in-charge Car Driver</u>			
1.	Sri Bidyanand Prasad, Driver.	1.	Sri Sanjay Kr. Gupta, Driver .
2.	Sri Binay Kumar Singh, Driver	2.	Sri Jeetu Kumar, Driver.
3.	Md. Nurul Islam, Driver.	3.	Sri Gyan Deo Sharma, Driver.
<u>Principal District & Sessions Judge Residential Office</u>			
1.	Sri Gopal Toppo, Peon (06:00A.M to 01:00 P.M)	1.	Sri Siyaram Sharma, Process Server (06:00A.M to 01:00 P.M)
2.	Sri Ram Murmu, Process Server (1.00 P.M to 7:00 P.M)	2.	Sri Manwel Hansda, Peon (1.00 P.M to 7:00 P.M)
3.	Sri Binay Marandi, Peon (7.00 P.M to 6:00 A.M)	3.	Sri Bablu Kisku, Peon (7.00 P.M to 6:00 A.M)
<u>Night Guard (All Buildings in the Court Premises)</u>			
1.	Sri Agniwesh Kumar Singh, Peon	1.	Sri Birbal Dehari, Peon.

<u>Generator Operator for the P.D.J's residence</u>			
1.	Sri Pawan, Process Server.	1.	Sri Jitendra Murmu, Peon.

1. The Court Manager and Sheristedar (on duty) are directed to compile the monthly, quarterly statements and other required statement of Civil and Criminal cases during the annual summer vacation, so that the same could be transmitted to the Hon'ble Court in time.
2. Sri Philiman Murmu, Peon to the Court of Sri Sumit Kumar Verma, J.M. 1st class, Sahibganj is absent since long, hence, no order regarding his exemption/detention in the Annual Summer Vacation is passed.
3. Process Server/Peons who are deputed in the Nazarat during the 1st and 2nd half of the annual summer vacation will also perform the duty of process server.
4. The ministerial staff are allowed to avail the vacation after submitting their respective returns and figure **(monthly/quarterly and miscellaneous statements)** for compilation of periodical returns and reports to the satisfaction of the officer responsible for compliance.
5. The ministerial staff detained during the 1st half of the annual summer vacation will not leave the station until the persons detained in the 2nd half reports on duty.
6. The staff on duty during the annual summer vacation will make their attendance in attendance register. While leaving the station, they shall leave their address/mobile no. in their respective offices so that they may be located during the annual summer vacation.
7. The person on duty found absent without permission of competent authority will suitably be dealt with.
8. The staff on duty should see that records and registers are not eaten up by white-ants etc.
9. Nazir will make necessary arrangement for proper security of Court building, offices and residential office of the Principal District & Sessions Judge, during the Annual Summer Vacation. He must be particular in managing for proper cleaning of the Court and office rooms during the annual summer vacation.

10. The Presiding Officers concerned in general and the judge- in- charge in particular must ensure that the staff leaving the station have deposited the disposed off records in the record room as per GRCO and have submitted figures required for compilation of the periodical returns/reports to be submitted to the Hon'ble Court.
11. The Presiding Officer should see also that the staff who have not completed their arrear works i.e. deposit of records/statements should not be allowed to avail annual summer vacation.

Sd/-

Principal District & Sessions Judge
Sahibganj

Memo No. **2023-2041** Sahibganj, dated the 20th day of May, 2025.

Copy forwarded to all the Judicial Officers at Sahibganj/Judge Incharge (Accounts/Nazarat), Sahibganj and Chairman, Permanent Lok Adalat, Sahibganj for information and needful.

Judge in Charge,
Civil Court, Sahibganj
20.05.2025