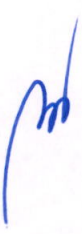


OFFICE OF THE DISTRICT JUDGE OF SOUTH 24 PARGANAS

Order No 454 -G. Dated the 05th day of October, 2026

Annual Puja vacation of the Court will commence from 16.10.2026 to 11.11.2026. In view of this, Ld Registrar and Ld Presiding Officers of all Courts as well as Judge-in-charge of all departments are requested to detain some of their staffs during the Puja Vacation to do the urgent pending works in their courts/offices which are as follows:

1. All Presiding officers are requested to ensure that the staff who are detained in vacation duty shall comply with letter no **5141-CAO dated 11.09.26** issued from the office of the undersigned and submit a case type wise data for preparation of compiled report on defining arrears in the google link mentioned in the aforesaid letter. All officers shall treat this with utmost importance as directed by the **Hon'ble NCMS Committee, Supreme Court of India** and submit a progress report after the completion of Puja vacation to this office.
2. The detained staffs shall keep vigil against any loss or damage of records and office files in every offices and departments.
3. The detained staffs shall also complete the pending works such as despatch and destruction of records.
4. The detained staffs shall also take necessary steps to update the Case Information System and take initiatives to reduce the number of undated cases to 0 or to single digit.
5. The detained staffs shall also upload orders in the Case Information System to reduce the backlog.
6. The detained staffs shall also keep regular flow of urgent works attending important matters received from the Hon'ble Court/Judicial Department and from other offices.

 The Registrar-in-charge and Judge-in-charge of Nazareth Department of this Judgeships are directed to instruct all concerned so that the regular flow of work of the gardeners, sweepers and night guards does not hamper. The night guards will ensure that the office rooms remain open for the staffs detained on duty. They will also remain very vigil so that no unauthorized construction is made within the court compound or any unauthorized person is allowed to stay there during the said period. They will also take necessary precaution against fire. In case of any damage due to fire, natural calamity and/or otherwise, the Night Guard shall immediately report the same to the proper authority.

The names, addresses and mobile numbers of all the staffs inclusive of office Peons and Orderlies who will be allowed to avail themselves during the vacation should be kept in custody of the Sherestadar / Nazir of the concerned Courts/Departments and need not send the same to the office of the undersigned.

All the staffs who are not detained on vacation duty are permitted to avail themselves of the vacation and may leave the station if required.

Inform all concerned.

Sd/-B.Bandyopadhyay
District Judge
South 24-Parganas

Memo No 5656-E/HCL. Dated the 05th day of October, 2026

1. All Courts of Additional District and Sessions Judge-
(Alipore/Sealdah/Baruipur/Diamond Harbour/ Kakdwip)
2. Judge, Special Court, (E.C Act, Alipore.
3. Judge, Commercial Court, Alipore.
4. Judge- CBI Court-I, CBI Court-II.
5. All Fast Track Courts- (Alipore/Sealdah/Baruipur/Diamond Harbour)
6. All Courts of Civil Judge (Senior Division)-
(Alipore/Sealdah/Baruipur/Diamond Harbour/ Kakdwip)
7. Registrar, District Judge's Court, Alipore.
8. CJM,Alipore.
9. Judge, Small Causes Court- Sealdah.
10. All courts of Additional Chief Judicial Magistrate-
(Alipore/Sealdah/Baruipur/Diamond Harbour/ Kakdwip)
11. All Courts of Civil Judge (Junior Division)-
(Alipore/Sealdah/Baruipur/Diamond Harbour/ Kakdwip)
12. All Courts of Judicial Magistrate-
(Alipore/Sealdah/Baruipur/Diamond Harbour/ Kakdwip)
13. The Principal Magistrate, Juvenile Justice Board, South 24
Parganas.
14. Registrar-in-Charge/Judge-in-Charge/Magistrate-in-Charge- Accounts/
Sessions/ Nazareth/ Vernacular/Forms and Stationery/ Copying/
Record Room.
15. System Officers, District Judge's Court, Alipore to upload the same

District Judge
South 24 Parganas
District Judge
South 24 Parganas
Alipore