

OFFICE OF THE DISTRICT & SESSIONS JUDGE
DIMA HASAO, HAFLONG

ORDER

No. **467**

Date :-

Pursuant to the Hon'ble Gauhati High Court's Notification No.HC.XL-10/2023/391/RC. Dated the 6th of November, 2023, the Civil Courts under Dima Hasao District Judiciary will remain closed from 22nd of December, 2024 to 31st December, 2024 on account of winter vacation (Christmas Holidays)

In this connection, the roster arrangement is divided into two (2) parts i.e. the 1st half w.e.f. 22.12.2024 to 26.12.2024 and the 2nd half w.e.f. 27.12.2024 to 31.12.2024

The Staff of the establishment of the District & Sessions Judge, Dima Hasao, Haflong will attend office under Roster Arrangement i.e., 50 % of the Staff will attend office in the working days of the 1st Half of the Vacation and the remaining 50 % will attend office in the working days of the 2nd Half of the Vacation.

The Roster arrangement is given below:

1 st part of the Winter Vacation :- 22.12.2024 to 26.12.2024	2 nd part of the Winter Vacation :- 27.12.2024 to 31.12.2024
Shri Bhaskar Jyoti Sharma, Court Manager	Shri Haulungmuan Zasel, Head Administrative Officer
Shri Dipankar Paul, Stenographer Grade I	Shri Henminlal Lienthang, Administrative Officer
Shri Champak Das, Senior Administrative Assistant	Shri Maikel Ray, Stenographer Grade III
Shri Purusuttam Kumar, Senior Administrative Assistant	Smti Sandzy Jidung, Senior Administrative Assistant
Shri C. Paolalsanga, Senior Administrative Assistant	Smti Chandni Thapa, Senior Administrative Assistant
Shri Rajib Chetri, Senior Administrative Assistant	Smti Ripi Kemprai, Senior Administrative Assistant

1 st part of the Winter Vacation :- 22.12.2024 to 26.12.2024	2 nd part of the Winter Vacation :- 27.12.2024 to 31.12.2024
Shri Partha Sarathi Barman, Junior Administrative Assistant	Shri Suraj Sharma, Junior Administrative Assistant
Shri Ramu Thapa, Junior Administrative Assistant	Shri Ashish Nath, Junior Administrative Assistant
Shri Mriganka Chakraborty, Junior Administrative Assistant	Shri Kazi Ziaul Islam, Junior Administrative Assistant
Shri Moon Kachari, Junior Administrative Assistant	Shri Y. Manglem Singha, Junior Administrative Assistant
Shri Mrigen Das, Junior Administrative Assistant	Smti Sangita Singh, Junior Administrative Assistant
Shri Karnadeep Choudhury, Junior Administrative Assistant	Shri Joel Haolai, Process Server
Shri Nikun Kalita, Systems Assistant	Shri Dipankar Dey, Process Server
Shri Ajit Paul, Duftry	Shri Kankan Paul, Process Server
Shri Bishnu Jyoti Deka, Bailiff	Smti Sarita Devi Joishi, Process Server
Shri Lakhan Hasnu, Process Server	Shri Suman Dey, Process Server
Shri Utpal Das, Process Server	Shri Sarah R. Chhakchhuak, Process Server
Shri Arup Thakuria, Process Server	Shri Lamkhopao Simte Office Peon
Shri Nazmul Islam Barbhuiya, Process Server	Smti Anjali Lafthai Office Peon
Shri Ramu Pradhan Office Peon	Shri Pagin Chongloi Office Peon
Shri Tilak Saud Bungalow Peon	Smti Sabitri Das Office Peon

Shri Rahul Barman Office Peon	Shri Vikram Bh. Chetri Office Peon
Shri Gaurav Suniar Peon Attached	Shri Bishno Kemprai Peon Attached
Shri Amit Kr. Nath Court Peon	Shri Raskumar Singha Office Peon
Smti Januka Sai Office Peon	Smti Depali Das Office Peon
Shri Atonjoy Kemprai Office Peon	Shri Anjan Kr. Das Peon Attached
Smti Sabita Baratha Court Peon	Shri Ramu Joishi Chowkidar
Shri Debanon Thaosen Chowkidar	-

In place of Shri Haulungmuan Zasel, Chief Administrative Officer (i/c)/ Head Administrative Officer, Shri Champak Das, Senior Administrative Assistant will be in charge as Chief Administrative Officer (i/c)/ Head Administrative Officer, in the working days during 1st half of the Winter Vacation.

In place of Shri Rajib Chetri, Senior Administrative Assistant/ Bench Assistant, Court of the District & Sessions Judge, Smti Sandzy Jidung, Senior Administrative Assistant will be in charge of the Bench, Court of the District & Sessions Judge in the working days during 2nd half of the Winter Vacation.

In place of Smti Chandni Thapa, Senior Administrative Assistant/ Bench Assistant, Shri C.Paolasanga, Senior Administrative Assistant, will be in charge of the Bench, Court of the Civil Judge (Sr. Div) in the working days during 1st half of the Winter Vacation.

Shri C. Paolalsanga, Senior Administrative Assistant, will also additionally hold the charge of Administrative Officer/Sheristadar of Civil Judge (Sr.Div) and Junior Administrative Officer/Sheristadar of Civil Judge (Jr.Div) during the absence of Shri Henminlal Lienthang, Administrative Officer in the 1st half of the Winter Vacation.

In place of Shri Kazi Ziaul Islam, Junior Administrative Assistant /Bench Asstt., Shri Mrigen Das, Junior Administrative Assistant, will be in charge of the Bench,

Court of the Civil Judge (Jr. Div) in the working days during 1st half of the Winter Vacation.

In place of Shri Purusuttam Kumar, Senior Administrative Assistant /Statement Assistant, Shri Ashish Nath, Junior Administrative Assistant will be in charge of all matters relating to Statements in the working days during 2nd half of the Winter Vacation.

Shri Mriganka Chakraborty, Junior Administrative Assistant will discharge the duties of Shri Ashish Nath, Junior Administrative Assistant-cum-Nazir, Library Assistant and Record keeper during his absence in the 1st half of the Winter Vacation.

In place of Shri Nikun Kalita, Systems Assistant, Shri Suraj Sharma, Junior Administrative Assistant will be in charge of all matters relating to ICT (Shri Joel Haolai, Process Server is directed to assist him in all ICT related works) in the working days during 2nd half of the Winter Vacation in addition to all Accounts related works.

Shri Partha Sarathi Barman, Junior Administrative Assistant will look after all Accounts related works during the absence of Shri Suraj Sharma, Junior Administrative Assistant in the 1st half of the Winter Vacation.

The Process Servers in their respective part of duties are to carry out normal Process Serving duties even if it falls outside their designated stations allotted. All Grade IV Staff (Including Process Servers and Peons) are to carry out normal Dak duties as per their working days in the Roster arrangement.

This is for information for all the staff who will be present in the Station Headquarter in their respective period of duty that, if, in case of any Emergency / Protocol duties that may arise in either period of duty, they will have to render their duties for the same.

Strict departmental actions will be taken against those staff defaulting in attendance during their respective period of duties.

Further, the Ld. Chief Judicial Magistrate, Dima Hasao Haflong is requested to depute Grade IV staff from her establishment to perform the duties of Shri Ramu Joishi, Chowkidar in the District Court Building at Jatinga in the 1st Half of the Winter Vacation i.e., from 22.12.2024 to 26.12.2024 and for Shri Debanon Thaosen,

Chowkidar in the Additional Court Building at Haflong in the 2nd Half of the Winter Vacation i.e., from 27.12.2024 to 31.12.2024.

Inform all concerned.

- Sd -
District & Sessions Judge
Dima Hasao, Haflong

Memo No. DJ/DH/I-1/2024/3262-3269/Estt.

Date : 20/12/2024.

Copy for information to :

1. The Ld. Civil Judge (Sr.Div), Dima Hasao, Haflong.
2. The Ld. Chief Judicial Magistrate, Dima Hasao, Haflong. She is requested to do the needful.
3. The Ld. Secretary, DLSA, Dima Hasao, Haflong.
4. The Ld. Addl. Chief Judicial Magistrate, Dima Hasao, Haflong.
5. The Ld. Sub-Divisional Judicial Magistrate (S), Dima Hasao, Haflong.
6. The Ld. Civil Judge (Jr.Div)-cum-JMFC, Dima Hasao, Haflong.
7. The Ld. Judicial Magistrate First Class, Dima Hasao, Haflong.
8. Systems Asstt., he is directed to upload the Order in the official website.
9. Order Book / Office file.

hm
20/12/2024
District & Sessions Judge
Dima Hasao, Haflong
District & Sessions Judge
Dima Hasao, Haflong