

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
WEST TRIPURA :: AGARTALA**

No.F.10(15)(a)-DJ/W/NAZ/2006-17/8278-347 /

Dated, Agartala
The 09th August, 2020

M E M O R A N D U M

Subject :-Arrangement of duty roster in respect of of Group-'D' staffs during the period from 10.08.2020 to 30.08.2020 due to serious threat of Corona Virus in order to ensure social distancing among the employees.

In pursuance of the order of Hon'ble High Court of Tripura, vide No.F.44(1)(c)-HC/2020/11734 dated 07.08.2020 the following staffs are hereby directed to perform duty on the dates as mentioned against each of them on rotation basis for ensuing functioning of the Court works. The arrangement of duty roster w.e.f 10.08.2020 to 30.08.2020 of Group-D staffs of this establishment are as follows.

Duties on Holidays

Date	Time	Time	Time
	06 am to 2 pm	2 pm to 10 pm	10 to 06 Am
12.08.2020	Tapan Kr. Dey	Dhirendra Ch. Sarkar	Khagendra Debbarma
15.08.2020	Nityananda Sutradhar	Bashan Ch. Paul	Kalyan Dey
16.08.2020	Sanklu Debbarma	Dhirendra Ch. Sarkar	Khagendra Debbarma
19.08.2020	Ranjit Debbarma	Dhirendra Ch. Sarkar	Khagendra Debbarma
22.08.2020	Kamal Krishna Paul	Shibu Kundu	Debopriyo Chakraborty
23.08.2020	Dilip Shil	Bashan Ch. Paul	Uttam Rabi Das
30.08.2020	Sekhar Ch. Das	Dhirendra Ch. Sarkar	Khagendra Debbarma

Section wise office duty on working days.

Name of staffs	Section	Date
Abhijit Chakraborty	Establishment section & Judicial Section	10.08.2020, 11.08.2020, 13.08.2020,
Amrit Ch. Roy	Establishment section & Judicial Section	14.08.2020, 17.08.2020, 18.08.2020, 20.08.2020
Bidhyarai Tripura	Establishment section & Judicial Section	21.08.2020, 24.08.2020, 25.08.2020
Santana Banerjee Soma Dey	Establishment section & Judicial Section	26.08.2020, 27.08.2020,
Jyotshna Roy Joba Sinha	Establishment section & Judicial Section	28.08.2020, 29.08.2020,

Nazarat Section

Name of staffs	Section	Date	
Kamal Krishna Paul	Nazarat Section	10.08.2020, 13.08.2020,	11.08.2020, 14.08.2020.
Swapan Debbarma	Nazarat Section	17.08.2020, 20.08.2020,	18.08.2020, 21.08.2020,
Kishore Debbarma	Nazarat Section	24.08.2020, 26.08.2020,	25.08.2020
Kartik Debbarma	Nazarat Section	27.08.2020, 29.08.2020,	28.08.2020,

Duties of Day Guard on working days.

Sri Dharendra Ch. Sarkar, shall perform duty as Day Guard on **10.08.2020, 13.08.2020, 17.08.2020, 20.08.2020, 24.08.2020, 26.08.2020.**

Sri Tapan Kr. Dey, shall perform duty as Day Guard on **11.08.2020, 14.08.2020,**

Sri Bimal Bwomik, shall perform duty as Day Guard on **18.08.2020, 21.08.2020.**

Sri Ranjit Debbarma, shall perform duty as Day Guard on **25.08.2020, 27.08.2020.**

Sri Jiten Debbarma, shall perform duty as Day Guard on **28.08.2020, 29.08.2020.**

Duties of Night Guard on working days.

Sri Khagendra Debbarma, shall perform duty as Night Guard on **10.08.2020, 13.08.2020, 17.08.2020, 20.08.2020, 24.08.2020, 26.08.2020.**

Sri Manik Kar, shall perform duty on as Night Guard on **11.08.2020, 14.08.2020.**

Sri Sanklu Debbarma, shall perform duty on as Night Guard on **18.08.2020,**

Sri Shibu Kundu, shall perform duty on as Night Guard on **21.08.2020**

Sri Arabinda Sutradhar, shall perform duty on as Night Guard on **25.08.2020, 27.08.2020.**

Sri Tailya Ch. Jamatia, shall perform duty on as Night Guard on **28.08.2020, 29.08.2020.**

Sri Rajesh Roy Barman, PTCW shall perform duty on **10.08.2020, 11.08.2020, 13.08.2020, 14.08.2020, 17.08.2020, 18.08.2020, 20.08.2020, 21.08.2020.**

Sri Rajib Bhattacharjee, peon shall perform duty of pump operator on **24.08.2020, 25.08.2020, 26.08.2020, 27.08.2020, 28.08.2020, 29.08.2020.**

Sri Romesh Dhanuk, PTCW shall perform duty on **10.08.2020, 11.08.2020, 13.08.2020, 14.08.2020, 17.08.2020, 18.08.2020, 20.08.2020, 21.08.2020.**

Sri Siddhi Kr. Debbarma, SCA shall perform duty on **24.08.2020, 25.08.2020, 26.08.2020, 27.08.2020, 28.08.2020, 29.08.2020.**

Driver of hired vehicle(pool car) (Mobile number of Driver is 9612150516) of this office shall perform duty along with vehicle during this period as an when required.

The staffs on roster during off days shall make them available on phone and shall attend for duty on call.

The Services of the orderlies be utilized only in case of acute necessity.

The concern staffs under the establishment of the District & Sessions Judge, West Tripura, Agartala shall keep their mobile phone 'on' in such a managed manner so that they can respond to the call and can make them available immediately to duty as the days opened during the aforesaid period shall be treated as duties.

None will leave the station without proper station leave permission. The station leave permission of the employees serving under the establishment of District & Sessions Judge, West Tripura, Agartala and the establishment of Chief Judicial Magistrate-cum-Civil Judge (Sr. Divn), West Tripura, Agartala shall be granted by the District & Sessions Judge, West Tripura, Agartala during the period from 10.08.2020 till 30.08.2020, irrespective of the leave granted by the appropriate authority. The concerned employees willing to take station leave permission on urgent basis may seek permission from the undersigned over telephone in the following mobile number 7005070055, otherwise they may also approach Sri Kalipada Paul, P.S-III, (Ph.no. 7005269311) Court of the District & Sessions Judge, West Tripura, Agartala, who will inform the matter to the undersigned.

17/8/2020
(S. DATTA PURAKAYASTHA)
DISTRICT & SESSIONS JUDGE,
WEST TRIPURA DISTRICT, AGARTALA

Copy to :-

1. The Judge, Family Court, Agartala , West Tripura for information.
2. The Registrar General, Hon'ble High Court of Tripura, Agartala.
3. The Addl. District & Sessions Judge, Court No.-2 / Court No.-3 / Court No.-4 / Court No.-5, West Tripura District, Agartala
4. The Civil Judge(Sr. Div) & Asstt. Sessions Judge, Court No.-1 / Court No.2, West Tripura District, Agartala.
5. The Chief Judicial Magistrate / Addl. Chief Judicial Magistrate, West Tripura District, Agartala.
6. The Registrar, District & Sessions Judge's Court, West Tripura, Agartala.
7. The Civil Judge(Jr. Div)-cum-J.M.1st Class, Court No. 1 / Court No. 2, Agartala, West Tripura District.
8. The Judicial Magistrate 1st Class-cum-Civil Judge (Jr. Divn.) Court No.-1/ Court No.-2 / Court No.- 3 / Court No.-4 / Court No.- 5 / Court No.- 6, Agartala, West District Tripura.
9. The Secretary, Tripura Bar Association, Agartala.
10. The Private Secretary to the District & Sessions Judge, West Tripura, Agartala.
11. The System Officer, District & Sessions Judge's Court, West Tripura, Agartala for uploading of the same to the official website of this office.
12. The Court Inspector, Sadar Police Court, Agartala .
13. Bench Section/ Accounts Section/ Nazarat Section/ Establishment Section/ Copying Section/ DRR, District & Sessions Judge's Court, West Tripura, Agartala for information.
14. Official Notice Board.
15. **All Concerned.**
16. Order Book.

17/8/2020
(S.Datta Purkayastha)
District & Sessions Judge
West Tripura, Agartala