

15/5/2019

Subject :- Duties of Secretarial Staff during summer vacation, 2019.

Hon'ble Courts are going to close for summer vacation from 20th May, 2019 to 14th June, 2019. During this period, for hearing urgent matters, Vacation Benches will hold sitting on Monday and Thursday. For smooth functioning of Hon'ble Vacation Benches, arrangements of the secretarial staff as indicated herein under is proposed :

Vacation Benches 20/5/2019 (Monday)	Secretarial Staff deputed in addition to regular staff of Hon'ble Vacation Judge
1. Vacation Division Bench - I 2. Vacation Single Bench I 3. Vacation Single Bench II 4. Vacation Single Bench III	1) Mr. Mehfooz Ahmed, A.R. 2) Ms. Vandana Verma, P.S. 3) Mr. Abdur Rehman, P.A. 4) Ms. Neetu Shashank, P.A. 5) Ms. Shanu Raikwar, Stenographer 6) Ms. Monika Sharma, Stenographer 7) Ms. Princee Baraiya, Stenographers 8) Mr. Aman Tiwari, Stenographer 9) Mr. Pawan Kumar, Stenographer 10) Mr. Ashish Chourasiya, Stenographer

Vacation Benches 23/5/2019 (Thursday)	Secretarial Staff deputed in addition to regular staff of Hon'ble Vacation Judge
1. Vacation Division Bench - I 2. Vacation Single Bench I 3. Vacation Single Bench II	1) Ms. Neetu Shashank, P.A. 2) Mr. Ashish Chourasiya, Stenographer 3) Mr. Alok Kumar (Jr.), Stenographer 4) Ms. Shanu Raikwar, Stenographer 5) Ms. Monika Sharma, Stenographer 6) Ms. Princee Baraiya, Stenographer 7) Mr. Aman Tiwari, Stenographer 8) Mr. Pawan Kumar, Stenographer 9) Mr. Lokendra Jain, Stenographer

Vacation Benches 27/5/2019 (Monday)	Secretarial Staff deputed in addition to regular staff of Hon'ble Vacation Judge
1. Vacation Division Bench - I 2. Vacation Single Bench I 3. Vacation Single Bench II	1) Mr. Mehfooz Ahmed, A.R. 2) Mr. Sanjeev Phanse, P.S. 3) Ms. Neetu Shashank, P.A. 4) Ms. Prachi Mishra, P.A. 5) Ms. Varsha Chaturvedi, P.A. 6) Mr. Alok Kumar (Jr.), Steno 7) Mr. Aman Tiwari, Steno 8) Mr. Rahul Parihar, Steno 9) Mr. Rashid Khan, Steno 10) Mr. Lokendra Jain, Steno 11) Ms. Princee Baraiya, Steno 12) Ms. Shanu Raikwar, Steno


15/5

Vacation Benches 30/5/2019 (Thursday)	Secretarial Staff deputed in addition to regular staff of Hon'ble Vacation Judge
1. Vacation Division Bench - I 2. Vacation Single Bench I 3. Vacation Single Bench II	1) Mr. Mehfooz Ahmed, A.R. 2) Mr. Sanjeev Phanse, P.S. 3) Ms. Neetu Shashank, P.A. 4) Ms. Prachi Mishra, P.A. 5) Ms. Varsha Chaturvedi, P.A. 6) Mr. Alok Kumar (Jr.), Steno 7) Mr. Aman Tiwari, Steno 8) Mr. Rahul Parihar, Steno 9) Mr. Rashid Khan, Steno 10) Mr. Lokendra Jain, Steno 11) Ms. Princee Baraiya, Steno 12) Ms. Shanu Raikwar, Steno

Vacation Benches 3/6/2019 (Monday)	Secretarial Staff deputed in addition to regular staff of Hon'ble Vacation Judge
1. Vacation Division Bench - I 2. Vacation Single Bench I 3. Vacation Single Bench II	1) Mr. Mehfooz Ahmed, A.R. 2) Mr. Anand Shrivastava, P.S. 3) Ms. Binu Pillai, P.S. 4) Mr. Ashish Pawar, P.S. 5) Mr. Arun Mishra, P.S. 6) Ms. Barkha Jha, P.A. 7) Mr. Rashid Khan, Steno 8) Mr. Shubhankar Mishra, Steno 9) Mr. Rahul Parihar, Steno 10) Mr. Yogendra Ojha, Steno 11) Ms. Princee Baraiya, Steno

Vacation Benches 6/6/2019 (Thursday)	Secretarial Staff deputed in addition to regular staff of Hon'ble Vacation Judge
1. Vacation Division Bench - I 2. Vacation Single Bench I 3. Vacation Single Bench II	1) Mr. Mehfooz Ahmed, A.R. 2) Mr. Anand Shrivastava, P.S. 3) Ms. Binu Pillai, P.S. 4) Mr. Ashish Pawar, P.S. 5) Mr. Arun Mishra, P.S. 6) Ms. Barkha Jha, P.A. 7) Mr. Rashid Khan, Steno 8) Mr. Shubhankar Mishra, Steno 9) Mr. Rahul Parihar, Steno 10) Mr. Yogendra Ojha, Steno 11) Ms. Princee Baraiya, Steno

Vacation Benches 10/6/2019 (Monday)	Secretarial Staff deputed in addition to regular staff of Hon'ble Vacation Judge
1. Vacation Division Bench - I 2. Vacation Single Bench I 3. Vacation Single Bench II	1) Ms. Binu Pillai, P.S. 2) Mr. Abdur Rehman, P.A. 3) Mr. Anil Chourasiya, P.A. 4) Ms. Varsha Chaturvedi, P.A. 5) Ms. Barkha Jha, P.A. 6) Mr. Anand Kumar, P.A. 7) Mr. Pawan Kumar, Steno 8) Mr. Lokendra Jain, Steno


15/5/19

(3)

	9) Ms. Monika Sharma, Steno 10) Mr. Shubhankar Mishra, Steno
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Vacation Benches 13/6/2019 (Thursday)	Secretarial Staff deputed in addition to regular staff of Hon'ble Vacation Judge
1. Vacation Division Bench - I 2. Vacation Single Bench I 3. Vacation Single Bench II	1) Ms. Binu Pillai, P.S. 2) Mr. Abdur Rehman, P.A. 3) Mr. Anil Chourasiya, P.A. 4) Ms. Varsha Chaturvedi, P.A. 5) Ms. Barkha Jha, P.A. 6) Mr. Anand Kumar, P.A. 7) Mr. Pawan Kumar, Steno 8) Mr. Lokendra Jain, Steno 9) Ms. Monika Sharma, Steno 10) Mr. Shubhankar Mishra, Steno

Apart from the aforesaid arrangements, secretarial staff mentioned hereunder is also proposed to be kept in reserve to be deputed as per requirement :

Date	Secretarial Staff in Reserve
20/5/2019 Monday	1) Mr. Dhananjay Buchake, P.S. 2) Mr. Pawan Dharkar, P.S. 3) Mr. M. S. Prasad, P.S. 4) Mr. Sanjeev Phanse, P.S. 5) Mr Alok Kumar (Sr.), Steno

Date	Secretarial Staff in Reserve
23/5/2019 Thursday	1) Mr. Mehfooz Ahmed, A.R. 2) Mr. Yogesh Verma, P.S. 3) Mr. D Buchake, P.S. 4) Mr. M. S. Prasad, P.S. 5) Mr. S. K. Phanse, P.S. 6) Ms. Vandana Verma, P.S. 7) Mr. Alok Kumar (Sr.), Steno

Date	Secretarial Staff in Reserve
27/5/2019 Monday	1) Mr. Yogesh Verma, P.S. 2) Mr. Ashish Pawar, P.S. 3) Mr. M. S. Prasad, P.S. 4) Mr. Pawan Dharkar, P.S. 5) Mr. R. K. Sharma, P.S. 6) Mr. J. P. Solanki, P.S.


1575-

(4)

Date	Secretarial Staff in Reserve
30/5/2019 Thursday	1) Mr. Yogesh Verma, P.S. 2) Mr. Ashish Pawar, P.S. 3) Mr. M. S. Prasad, P.S. 4) Mr. Pawan Dharkar, P.S. 5) Mr. R. K. Sharma, P.S. 6) Mr. J. P. Solanki, P.S.

Date	Secretarial Staff in Reserve
03/06/2019 Monday	NIL

Date	Secretarial Staff in Reserve
06/06/2019 Thursday	NIL

Date	Secretarial Staff in Reserve
10/6/2019 Monday	1) Ms. S. Mani, P.S. 2) Mr. Sanjay Durgekar, P.S.

Date	Secretarial Staff in Reserve
13/6/2019 Thursday	1) Ms. S. Mani, P.S. 2) Mr. Sanjay Durgekar, P.S.

Therefore, if Approved,

1. May the above Secretarial Staff be directed to observe their duties strictly as per above duty chart ?
2. May the duty chart be uploaded on the High Court Website?

Submitted,


Assistant Registrar

Deputy Registrar

As proposed.

Principal Registrar


15/6/19


15/6