

Sub: Shift Duty roaster

In continuation of order no. 14890-901/Pool Cars/THC/2022 Delhi, dated 07.08.2022, it is ordered the following officials may be directed to perform the duty in Morning/Regular/Evening Shift to meet any contingency on the period mentioned against their names.

June to July 2022: Centralised Pool Car Section (HQ's), Tis Hazari Courts, Delhi.

Name of Pool Car Section	Morning Shift (8:00 A.M. To 3:00 P.M)	Regular Shift (10:00 A.M. To 5:00 P.M)	Evening Shift (12 Noon To 7:00 P.M)
Centralize Pool Car Section, Head Quarter, Tis Hazari Courts, Delhi	Pramod Sharma (Judicial Assistant)	Amlt Kumar (Judicial Assistant)	Sunil Nautiyal (Branch Incharge) (Sr. Judicial Assistant)
	Sandeep (Orderly)	Hemlata Sharma (Judicial Assistant)	Sombir Dagar (Jr. Judicial Assistant)
		Mukesh Chander (Judicial Assistant)	Sunil (Orderly)

**Note:** The official who are working in Morning Shift/ Evening Shift may be directed to avoid to proceed on long leave. Further, the officials may be directed to interchange the duty during morning and evening shift if any official proceeds on leave or unavailable due to any unforeseen situation with the direction that one official must remain present in each shift. Rest of te officials may be directed to perform the duty during normal office hours.

(Gajender Singh Nagar)  
Officer Incharge, Pool Car Section,  
Central, Tis Hazari Courts, Delhi

No. 45572-586 /Pool Cars/THC/2022

Delhi, dated the 03 JUN 2022

Copy forwarded for information and necessary action to:-

1. The PS to Ld. Principal District & Sessions Judge (HQs), Room No. 302A, Tis Hazari Courts, Delhi.
2. The Superintendent, Care Taking Branch, Administration, Website Committee (Hindi/English) & Biometria Branch, Delhi.
3. Official concerned.
4. Guard File.

(Gajender Singh Nagar)  
Officer Incharge, Pool Car Section,  
Central, Tis Hazari Courts, Delhi