

THE GAUHATI HIGH COURT AT GUWAHATI
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION

Dated: Guwahati, the 28th January, 2019

No. HC.VII-148/2018/356/A: On recommendation of the Judicial Academy, Assam & NEJOTI, the following officers in Grade-II of the Arunachal Pradesh Judicial Service, presently on Pre Posting Training at the Judicial Academy, Assam & NEJOTI, are deputed **to undergo Field Training at the Courts and Establishment under the District & Sessions Judge, Kamrup (M), Guwahati w.e.f. 02.02.2019 to 03.03.2019 -**

Sl. No.	Name
1.	Shri Moji Ete
2.	Ms. Bissomoti Lego

The Officers are to report to the District & Sessions Judge, Kamrup (M), Guwahati on **02.02.2019 at 10.00 AM** positively, for undergoing Field Training. They will report back to the Judicial Academy, Assam & NEJOTI on 04.03.2019 for further Institutional Training.

The District & Sessions Judge, Kamrup (M), Guwahati is to make necessary arrangements for the Field Training of the officers, as per the Guidelines.

By order,
Sd/- Dhruvad Kashyap Das
Registrar (Judicial)
Gauhati High Court, Guwahati

Memo No. HC.VII-148/2018/357 - 369/A, dated 28.01.2019

Copy forwarded for information and necessary action to:

1. The Director, Judicial Academy, Assam.
2. The Secretary to the Govt. of Arunachal Pradesh, Law and Judicial Department, Itanagar
3. The Accountant General (A&E), Arunachal Pradesh, Itanagar
4. The Registrar (Vig. / Admn.), Gauhati High Court, Guwahati.
5. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
6. The Registrar, Gauhati High Court, Itanagar Bench, Naharlagun.
7. The District & Sessions Judge, Kamrup (M), Guwahati.

The trainee officers may be attached to the Courts of Grade-I & Grade-II Officers (15 days Civil & 15 days Criminal) during the period of field training. Guidelines are attached herewith for ready reference.

8. The Administrative Officer, Judicial Academy, Assam.
He is requested to circulate the Notification amongst the concerned Pre-posting trainee officers in Grade II of the Arunachal Pradesh Judicial Service.
9. The Deputy Registrar (Finance), Gauhati High Court, Guwahati.
10. The Administrative Officer (Judl.), Appointment Section, Gauhati High Court, Guwahati.
11. The Systems Analyst, Gauhati High Court, Guwahati. He is requested to upload the Notification in the High Court Website immediately.
12. CA to the Registrar General, Gauhati High Court, Guwahati.
13. All trainees

28/01/19
Registrar (Judicial)
28.01.19

**GUIDELINES IN RESPECT OF FIELD TRAINING (COURT ATTACHMENT) PHASE
OF THE TRAINING OF THE NEWLY RECRUITED 2 (TWO) OFFICERS IN GRADE-II
OF THE ARUNACHAL PRADESH JUDICIAL SERVICE**

**Guidelines for the District & Sessions Judges, Nominated Officers
and the Trainees.**

1. The District & Sessions Judge shall keep a strict vigil on the **discipline and punctuality** of the trainees and in case of any deviance, report the matter to the High Court immediately.
2. The District & Sessions Judge shall **introduce the trainees to the Members of the Bar.**
3. The leave of absence of the trainees shall be dealt with as per the guidelines formulated by the Hon'ble Gauhati High Court and communicated vide Notification No.JAA.23/2016/639 dtd.15.10.2016.
4. The trainees shall be **attached to the Officers nominated by concerned District Judge on rotational basis.** One trainee shall be attached with an Officer for a period of seven days and after that with another nominated Officer. The District Judge shall ensure that every trainee is attached with every nominated Officer on rotational basis. While preparing the roster, the District Judges shall ensure that a trainee is attached to both **Civil Court and Criminal Court for equal number of days** as far as possible. The District Judge shall also send a copy of roster to the High Court.
5. In every district, a coordinating Judicial Officer shall be appointed to look into the affairs relating to the field training of the trainees.
6. The service of the trainees shall be utilized with a view to increasing the disposal of the courts, wherein the trainees are attached.
7. The District & Sessions Judge, CJMs and nominated officers concerned shall take interest in imparting practical training to the Trainees open heartedly.
8. All the trainees shall be instructed to report to the coordinating Judicial Officer on daily basis.
9. The nominated officers, with whom the trainees are attached, shall not feel irritated for the presence of the trainees and they shall put all their possible endeavors to answer the queries posed by the trainees. In other words, there shall be a congenial environment of the training in the Courts.

10. District & Sessions Judges and CJMs shall ensure the presence of the trainees in weekly/monthly meeting of the Judicial Officers held in the respective districts.
11. The trainees shall sit in the Court with the Officer with whom they are attached at least one half of the day and during the other half they shall do following works-
 - a. Examining the case records.
 - b. Examining different registers, statements etc.
 - c. Preparing **Field Training Diary** to be maintained by the respective trainees.
12. The trainees shall also accompany the District & Sessions Judge/ Chief Judicial Magistrate during their **Jail Inspection**. At least three such visits during the whole period of field training is recommended.
13. The trainees shall spend at least two days inspecting the **record room** (both of District Judges establishment and CJM establishment) maintained in the district. They shall also examine the registers, which are maintained in the record room. The trainees shall spend at least one day inspecting the Court Malkhana, various registers maintained in the Malkhana. They shall also prepare the Malkhana inspection report in their field training diary.
14. The trainees shall spend one day to observe as to how **accounts** are maintained in the Office.
15. The trainees shall spend one day at the **District Legal Aid Cell** and observe its functioning.
16. The trainees shall be made familiar to the **work done in each and every table of the Office** of both of District Judges establishment and CJM establishment.
17. The trainees shall also spend at least one day in the **Nazarat Section & Copying Section** of the District Judges establishment and CJM establishment.
18. The trainees shall also attend at least three sittings of the **Juvenile Justice Board**.
19. The trainees shall also prepare a brief report on application of **computer technology** in the Courts of the Districts in which they are placed.
20. The trainees shall also spend at least one hour in the **Central Library** of the District Court.
21. The trainees shall also attend at least two **Crime Conferences** in the District along with District & Sessions Judge/ CJM.

22. The trainees shall also attend at least one **Lok Adalat** conducted in the district. They shall also attend at least one **legal awareness camp** conducted by the District Legal Service Authority.
23. The trainees shall attend at least 10 **bail matter** hearing and 5 injunction matter hearing.
24. Every trainee shall be asked to write at least 1 (one) draft judgment by the **Nominated Officers**.
25. The trainees shall be asked to prepare draft issues in Title Suits and Money Suits.
26. The trainees shall be asked to prepare at least 5 (five) draft injunction orders.
27. The trainees shall be asked to prepare draft questionnaires under section 313 Cr.P.C., draft charges, draft bail orders.
28. The trainees shall be asked to prepare draft TIP and confessional statement, if any.
29. While examining the **case records** as mentioned in 11 (a) above special attention should be taken to examine the following –
 - (a) At least ten warrant procedure cases.
 - (b) At least ten summons procedure cases.
 - (c) At least ten cases under Section 125 Cr.P.C.
 - (d) At least twenty final report submitted by Police.
 - (e) At least five food adulteration cases.
 - (f) At least five forest cases.
 - (g) At least ten cases before Juvenile Justice Board.
 - (h) At least ten Title Suit cases.
 - (i) At least ten Money Suit cases.
 - (j) At least five Money Execution Proceedings
 - (k) At least five Title Execution Proceedings.
 - (l) At least five cases under Domestic Violence Act.
 - (m) At least 10 Misc. (J) cases for temporary injunction.
30. While preparing **Field Training Diary**, the trainees shall maintain a record of how they have spent each and every day in the Court, they shall also mention what they have noticed during their observation in the court and in different departments and sections of the Office of the Court. They shall also mention about their observation on

the case records, which they have examined. The Officer with whom trainees are attached shall certify the **Field Training Diary** daily and the District & Sessions Judge shall certify the same every week.

31. Over and above these guidelines, the concerned District Judge is at liberty to expose the trainees to any other area / field as may be considered necessary by him.

J. K. Borah

Research Officer
Judicial Academy, Assam