

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

**NOTICE**

Dated Guwahati, the 8<sup>th</sup> June, 2022

**No. HC.V- 60/2020 / 421 / Estt. ####** The Hon'ble Gauhati High Court has been pleased to nominate the following Officers and Staff to attend the **01 (one) day training programme** on Digitization (ECT\_6\_2022) to be organized by the Judicial Academy, Assam, scheduled to be held at **Judges' Conference Hall, 2<sup>nd</sup> Floor, Gauhati High Court (New Building) on 11.06.2022 (Saturday) from 10:00 AM onwards:**

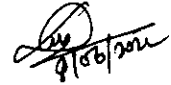
Sl.No	Name & Designation of the nominated Officers & Staff	Section
1	Sri Madhu Nath Sarma, Joint Registrar (Admn-II)	
2	Smti Utpala Phukan, Deputy Registrar	
3	Smti Madhu Chanda Das, Assistant Registrar (Estt)	
4	Sri Surjya Kanta Ramchiary, Assistant Registrar	
5	Sri Newman J. Sangma, Administrative Officer (Judicial)	Civil Rule (FA)
6	Sri Abdul Zabbar, Administrative Officer (Judicial)	Civil Rule (Disposal)
7	Sri Ranjan Jyoti Sarma, Sr. Judicial Assistant	Filing Section
8	Sri Jnandeep Bora, Sr. Judicial Assistant	Civil Rule (FA)
9	Sri Prasenjit Baruah, Judicial Assistant	Computer Section
10	Sri Rohit Rajak, Judicial Assistant	Record Room
11	Sri Kuntal Bharadwaj, Judicial Assistant	Computer Section (CIS)
12	Sri Sibanta Duwarah, Judicial Assistant	Computer Section (CIS)
13	Sri Ravi Kumar Rabha, Sr. Computer Assistant	Accounts Section
14	Sri Rahul Singh, Sr. Computer Assistant	Secretariat of Registrar (Judi)
15	Sri Sandeep Kumar Sarma, Sr. Computer Assistant	Computer Section (CIS)
16	Sri Pranjal Sharma, Sr. Computer Assistant	Filing Section
17	Sri Kushal Daimary, Computer Assistant	Computer Section (CIS)
18	Sri Kaushik Kumar Medhi, Computer Assistant	Bench Section
19	Sri Dayananda Nath, Computer Assistant	Correspondence Section
20	Sri Labu Sinha, Computer Assistant	Establishment Section



The nominated Officers and Staff are requested to report at the abovementioned venue for attending the training on **11.06.2022 at 09:30 AM as per the schedule enclosed herewith.**

The Project Manager, Guwahati High Court shall arrange the necessary IT supports for smooth execution of the training.

By Order



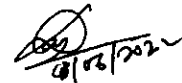
**REGISTRAR (ESTT)**

**Memo No. HC.V-60/2020/ 421A/Estt#**

**Dated 08.06.2022**

**Copy for information and necessary action to: -**

1. The Registrar General, Gauhati High Court, Guwahati.
2. The Registrar (Admn./Vigilance/Judl.), Gauhati High Court, Guwahati.
3. The Registrar cum Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
4. The Secretary, Gauhati High Court Legal Service Committee (GHCLSC), Gauhati High Court, Guwahati.
5. The Research Officer, Judicial Academy, Assam for information and necessary action.
6. The Joint Registrar \_\_\_\_\_, Gauhati High Court, Guwahati.
7. The Dy. Registrar \_\_\_\_\_, Gauhati High Court, Guwahati.
8. The Assistant Registrar, \_\_\_\_\_, Gauhati High Court, Guwahati.
9. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
10. The Librarian- cum- Research Officer, Gauhati High Court, Guwahati.
11. The Project Manager, Gauhati High Court, Guwahati with a direction to upload this order in the High Court website and also **directed to consult the Director, Judicial Academy, Assam for necessary I.T Supports required for the abovementioned training.**
12. The Court Manager, Gauhati High Court, Guwahati.
13. The A.O.(J) \_\_\_\_\_, Gauhati High Court, Guwahati.
14. The Court Officer No.1, Guahati High Court, Guwahati, **with a direction to arrange necessary logistics and refreshment for all the Officers and trainee.**
15. The Chief Security Officer, Gauhati High Court, Guwahati.
16. The CA to the Registrar General, Gauhati High Court, Guwahati.
17. The High Court Notice Boards (Old and New Blocks), Gauhati High Court, Guwahati.
18. All persons concerned.
19. The Order File.



**REGISTRAR (ESTT.)**



**JUDICIAL ACADEMY, ASSAM**  
**TRAINING PROGRAMME ON DIGITIZATION**  
**(ECT\_6\_2022)**  
**(For Officers and Staffs of the Hon'ble Gauhati High Court)**  
**Date: 11.06.2022**

**SCHEDULE**

<b>Duration</b>	<b>Topic</b>	<b>Resource Person</b>
10.00 AM to 10.05 AM	<b>Opening Remarks by Shri Gautam Baruah,</b> Registrar General, Hon'ble Gauhati High Court	
10.05 AM  to  11.30 AM	➤ <b>Case Record</b> <ul style="list-style-type: none"><li>• What is Case Record</li><li>• Parts of Case Record</li><li>• Preservation of Case Record</li><li>• Rule for Case Record preservation</li></ul>	<b>Sri Shishir Kr. Das,</b> Registrar (Establishment), Hon'ble Gauhati High Court
<b>11.30 AM to 11.45 AM (TEA BREAK)</b>		
11.45 AM  to  01.15 PM	➤ <b>Digitization</b> <ul style="list-style-type: none"><li>• Introduction</li><li>• Digitization Process</li></ul>	<b>1. Shri E.R. Subramanian,</b> Divisional Manager, Stockholding Document Management Service Limited  <b>2. Shri Roop Narayan Sharma,</b> Deputy Manager Stockholding Document Management Service Limited
<b>01.15 PM to 02.00 PM (LUNCH BREAK)</b>		
02.00 PM  to  04.00 PM	➤ <b>Practical Session</b>	<b>1. Shri E.R. Subramanian,</b> Divisional Manager, Stockholding Document Management Service Limited  <b>2. Shri Roop Narayan Sharma,</b> Deputy Manager Stockholding Document Management Service Limited