

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

**NOTIFICATION NO. 58**

Dated: Guwahati, the 24<sup>th</sup> June, 2021

For proper functioning and timely upload of data to the CIS and NJDG portal from the Subordinate Courts, the Gauhati High Court has been pleased to set the following guidelines:-

- (i) The District Courts shall start the process of uploading the final judgments/orders for the disposed off cases. The District Courts shall enter summarized short daily / routine order in the "Business" field available in the Court proceeding of CIS.
- (ii) The Family Courts shall start the process of uploading the final judgments/orders for the disposed off cases. The Courts shall enter summarized short daily / routine order in the "Business" field available in the Court proceeding of CIS. The Family Courts are directed to enable "Party Hide Feature" available in the CIS portal so as to avoid disclosure of parties' name in public.
- (iii) The concerned officers must monitor daily uploading of final judgments/orders by using the report on judgment uploading available in the CIS.
- (iv) The District Judges are directed to device and implement the best possible method to clear the entire backlog by uploading of judgments/orders to the CIS as per local conditions.
- (v) The hand-written/scanned judgments/orders must be uploaded to the CIS by compressing the PDF file for optimum utilization of server space.
- (vi) The Judicial Officers are encouraged to use digital signature in the soft version of the judgments/orders to be uploaded in the CIS.

  
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- (vii) The "Plead Guilty" module of the CIS may be used for managing petty cases where the Court imposes fine or simple imprisonment.


These guidelines will come into force with immediate effect.

**By Order,**  
Sd/- Raktim Duarah  
**REGISTRAR GENERAL**

**Memo No. HC.III-07/2015/2739-2759/G dated Guwahati, the 24<sup>th</sup> June, 2021.**

**Copy to:**

1. The Registrar (Vigilance/Judicial/Administration/Establishment), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The L.R. & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
4. The District & Sessions Judge, all districts under the jurisdiction of Gauhati High Court for strict compliance of the same.
5. The Principal Judge, Family Court, Barpeta / Cachar / Dhubri / Kamrup (M) – I, II & III / Nalbari, Assam.
6. The Member, MACT, Barpeta / Cachar / Dhubri / Goalpara / Kamrup (M) – I, II & III / Nagaon / Nalbari / Sonitpur / Kamrup (Amingaon), Assam.
7. The Special Judge, Assam.
8. The Special Judge, CBI, Assam.
9. The Special Judge, CBI, Assam, Addl. CBI Court No. 1, 2 & 3, Guwahati.
10. The Presiding Officer, Labour Court / Industrial Tribunal, Kamrup (M), Guwahati / Dibrugarh, Assam.
11. The Presiding Officer, Industrial Tribunal, Cachar, Assam.
12. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court.*
13. The Private Secretary to Hon'ble Mr. Justice Suman Shyam, Judge, Gauhati High Court, Guwahati.
14. The Private Secretary to Hon'ble Mr. Justice Kalyan Rai Surana, Judge, Gauhati High Court, Guwahati.
15. The Private Secretary to Hon'ble Mr. Justice Prasanta Kumar Deka, Judge, Gauhati High Court, Guwahati.

  
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16. The Private Secretary to Hon'ble Mr. Justice Manish Choudhury, Judge, Gauhati High Court, Guwahati.

17. The Private Secretary to Hon'ble Mr. /Mrs. Justice \_\_\_\_\_, Judge, Gauhati High Court, Guwahati.

18. The C.A. to the Registrar General, Gauhati High Court, Guwahati.

19. The Gauhati High Court Notice Board, (Old Block & New Block).

  
**REGISTRAR GENERAL**

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