

THE GAUHATI HIGH COURT AT GUWAHATI

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION NO. 34

Dated Guwahati, the 27th March, 2023

DUTY ALLOTMENT ORDER

This Registry has been pleased to partially modify the earlier Notification No. 32 dated 23.03.2023 and Notification No. 33 dated 24.03.2023, in connection with duty allotment to the Officers and staff for the celebration of the Platinum Jubilee of the Hon'ble Gauhati High Court, which is scheduled to be held from 1st April to 14th April 2023.

The modified duty allotment list is specified below:

Sl.	LOCATION	JUDICIAL OFFICERS	OFFICERS & STAFF
1.	Lokpriya Gopinath Bordoloi International Airport	<ul style="list-style-type: none">i. Shri Utpal Rajkhowa, Registrar (Admn.).ii. Shri Kangkan Bhardwaj, Deputy Registrar (Vigilance)iii. Shri Rinku Boro. Railway Magistrate, 1st Class.	<ul style="list-style-type: none">i. Shri Jayanta Barman, Protocol Officer.ii. Shri Rupak Kumar Kalita, Asst. Protocol Officer.iii. Shri Damien Lushai, SJAiv. Shri Rubul Sharma, SJA, Vehicle Inchargev. Shri Himpal Kalita, JA <p style="text-align: center;"><u>Grade IV staff</u></p> <ul style="list-style-type: none">i. Shri Montu Rabha, Lawn Attendantii. Shri Pranjal Bezbarua, Lift Operatoriii. Shri Pankaj Kr. Bhakat, Farashiv. Pankaj Bora, Court Attendant
2.	Maa Kamakhya Devalaya	---	<ul style="list-style-type: none">i. Shri Madhu Nath Sarma, Jt. Registrar (Admn.-II)ii. Shri Bhabendra Nath Das, AO (J)iii. Shri Gautam Das, AO (J)iv. Shri Nayan Jyoti Nath, SJA.v. Shri Moon Kumar Borah, JAvi. Shri Debabrata Talukdar, JAvii. Shri Rohit Rajak, JA <p style="text-align: center;"><u>Grade IV staff</u></p> <ul style="list-style-type: none">i. Shri Sujit Das, Court Attendant.ii. Shri Munin Baishya, Court Keeperiii. Shri Manoj Sarma, Court Attendantiv. Shri Jitu Patowary, Court Attendant

3.	Vivanta by Taj	<ul style="list-style-type: none"> i. Shri R.A. Tapadar, Registrar (Judicial) ii. Shri Ratnadip Bhattacharjee, Faculty, Judicial Academy, Assam iii. Smti Shivani Handique, Research Officer, Judicial Academy, Assam iv. Shri Bidyut Medhi, Deputy Secretary, Judicial Department 	<ul style="list-style-type: none"> i. Shri Rajib Kumar Roy, Private Secretary ii. Smt. Christellyn S. Marak, A.O(J) iii. Smt. Rosmita Ardao, JA <p style="text-align: center;"><u>Grade IV staff</u></p> <ul style="list-style-type: none"> i. Smti Minu Bayan, Court Attendant ii. Shri N. Hansing, Court Attendant
4.	Cotton University	<ul style="list-style-type: none"> i. Shri Utpal Rajkhowa, Registrar (Admn.) ii. Smti Kanchan Newar, Secretary, GHCLSC iii. Shri R.A. Tapadar, Registrar (Judicial) iv. Dr. Pooja Sinha, Joint Registrar (Recruitment) v. Shri Kangkan Bhardwaj, Deputy Registrar (Vigilance) vi. Shri Ratnadip Bhattacharjee, Faculty, Judicial Academy, Assam vii. Smti Shivani Handique, Research Officer, Judicial 	<p style="text-align: center;"><u>IT Team</u></p> <ul style="list-style-type: none"> i. Shri Pranab Duara, Senior SO ii. Shri Pranab Phukan, SO iii. Shri Debashish Sarma iv. Shri Utpal Das, Court Attendant v. Shri Pranjal Kalita, Court Attendant

5.	Conference Venue	<p>i. Shri Utpal Rajkhowa, Registrar (Admn.)</p> <p>ii. Shri Romen Baruah, Registrar (Vigilance)</p> <p>iii. Smti Kanchan Newar, Secretary, GHCLSC</p> <p>iv. Shri R.A. Tapadar, Registrar (Judicial)</p> <p>v. Shri Obang Mize, Joint Registrar (PM&P).</p> <p>vi. Dr. Pooja Sinha, Joint Registrar (Recruitment)</p> <p>vii. Shri Saptarshi Garg, Joint Registrar (Vigilance)</p> <p>viii. Shri Nayan Shankar Baruah, Member-Secretary, ASLSA, Guwahati.</p> <p>ix. Shri Chinmoy Barua, OSD</p> <p>x. Dr. Debasish Kashyap, OSD E-courts</p> <p>xi. Shri Kangkan Bhardwaj, Deputy Registrar (Vigilance)</p> <p>xii. All the 28 (twenty-eight) trainee Judicial Officers of Assam Judicial Service and Mizoram Judicial Service and 1 (one) trainee Judicial Officer of Arunachal Pradesh Judicial Service, who are presently undergoing training in the Judicial Academy, Assam.</p>	<p>i. Shri Madhu Nath Sarma, Jt. Registrar (Admn.-II)</p> <p>ii. Shri P. B. Dutta, O.S.D. (Protocol)</p> <p>iii. Shri P.P. Upadhyay, Deputy Registrar</p> <p>iv. Smt. Panchai Sarma, Deputy Registrar</p> <p>v. Shri Newman J. Sangma, Assistant Registrar</p> <p>vi. Shri Neil J. Sangma, AO(J)</p> <p>vii. Shri Benjamin Nampui, Protocol Officer</p> <p>viii. Shri J. Islam, Court Officer-I</p> <p>ix. Shri Hengoumang Lhoujiem, Court Officer-II</p> <p>x. Shri Anjum Borah, Court Master</p> <p>xi. Smti Gitanjali Mayour, Court Master</p> <p>xii. Smti. Mousumi Choudhury, Court Master</p> <p>xiii. Shri Rupam Kumar Sarma, Court Master</p> <p>xiv. Shri Bikram Sarma, Court Master</p> <p>xv. Shri Madhurja Protim Bordoloi, Court Master</p> <p>xvi. Shri Samujjal Saikia, Court Master</p> <p>xvii. Shri Ujjal Dutta, Court Master</p> <p>xviii. Shri Krishanu Bordoloi, SJA</p> <p>xix. Shri Anjan Gogoi, SJA</p> <p>xx. Shri Dipjyoti Deka, JA</p> <p style="text-align: center;"><u>IT Team</u></p> <p>i. Shri Diganta Barman, Senior IT Consultant</p> <p>ii. Shri Prakash Sarma, Project Manager</p> <p>iii. Shri Pranab Duara, Senior SO</p> <p>iv. Shri Pranab Phukan, SO</p> <p>v. Shri Utpal Das, Court Attendant</p> <p style="text-align: center;"><u>Grade IV Staff</u></p> <p>i. Shri Deep Sonowal, Court Keeper</p> <p>ii. Shri Dhanjit Narzary, Court Attendant</p> <p>iii. Shri Dharmeswar Choudhury, Court Attendant.</p> <p>iv. Shri Bikash Pator, Court Attendant.</p> <p>v. Shri Sumal Basumatary, Court Attendant.</p> <p>vi. Smti. Sunita Das, Court Attendant.</p> <p>vii. Smt. Asrita Ekka, Court Attendant.</p> <p>viii. Smti Sapna Das, Court Attendant</p>
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ATTACHED WITH HON'BLE JUDGES OF SUPREME COURT OF INDIA

SL.	NAME OF OFFICER	DESIGNATION
1.	Shri R. A. Tapadar	Registrar (Judl)
2.	Smti Kanchan Newar	Secretary, GHCLSC
3.	Shri Saptarshi Garg	Joint Registrar (Vigilance)
4.	Dr. Pooja Sinha	Joint Registrar (Recruitment)
5.	Shri Chinmoy Barua	OSD
6.	Dr. Debasish Kashyap	OSD (e-Courts)
7.	Shri Saumarjyoti Dutta	Deputy Registrar (Bench)
8.	Shri Ratnadip Bhattacharjee	Faculty, Judicial Academy, Assam
9.	Smti Sujata Dutta	Secretary, District Legal Services Authority
10.	Smti Mridu Chanda Bordoloi	Judge, Designated Court

FELICITATION TEAM

SL.	MEMBERS
1.	Shri. Romen Baruah, Registrar (Vigilance)
2.	Shri Chinmoy Barua, OSD
3.	Shri Saumarjyoti Dutta, Deputy Registrar (Bench)
4.	Smt. Utpala Phukan, Deputy Registrar
5.	Smt. Madhu Chanda Das, Asst. Registrar
6.	Smt. Ditimoni Gogoi, Special Officer
7.	Smt. Mitali Kotoki Chief Translator
8.	Smt. Shivani Gautam, Pvt. Secretary
9.	Smt. Parimita Kalita (Pvt. Secretary)
10.	Smt. Moushumi Chowdhury, Court Master
11.	Smt. Gautami Chakravarty, SJA
12.	Smt. Ipshita Dutta, JA
13.	Smt. Madhurima Dey, JA
14.	Dr. Archana Devi, Jr. Gd. Translator
15.	Smt. Kangkana Bora, Jr. Gd. Translator
16.	Smt. Mayashree Mahanta, Jr. Gd. Translator
17.	Smt. Jahnvi Gogoi, Jr. Gd. Translator

VEHICLE/PROTOCOL TEAM

SL.	MEMBERS
1.	Shri Utpal Rajkhowa, Registrar (Admn.).
2.	Shri P. B. Dutta, O.S.D. (Protocol)
3.	Shri Neil J. Sangma, AO(J)
4.	Shri Dhruva Das, AO(J)
5.	Shri Hitesh Ch. Das, AO(J)
6.	Shri Manoj Kr. Ojah, AO(J)
7.	Shri Manajit Das, SJA
8.	Shri Dhurjjati Kakoty, SJA
9.	Shri Bhaskar Protim Saud, SJA
10.	Shri Himanshu Dutta, SJA
11.	Shri Hriday Ranjan Malakar, SJA
12.	Shri Adhiraj Hazarika, SJA
13.	Shri Gautam Bezbaruah, SJA
14.	Shri Gunindra Nath Baishya, JA
15.	Shri Lalramvulzing Khobung, JA
16.	Shri Robert L. Thiek, JA
17.	Shri Moon Kumar Borah, JA
18.	Shri Debabrata Talukdar, JA
19.	Shri Parashar Deka, Computer Assistant
20.	Shri Diganta Das, FAX Operator
21.	Shri Bubul Barman, Court Attendant
22.	Shri Dipak Boro, Court Attendant
23.	Shri Ratul Das, Court Attendant
24.	Shri David Momin, Court Attendant
25.	Shri Seikhosiem Singson, Lawn Attendant
26.	Shri Jitumoni Patowary, Court Attendant

STAGE TEAM

SL.	MEMBERS
1.	Shri Kabir Rahman Bora, CM
2.	Shri Mriganka Choudhury, CM
3.	Shri Bikram Sarma, CM
4.	Shri Madhurja Protim Bordoloi, CM
5.	Shri Samujjal Saikia, CM

FOOD COUNTER TEAM

SL.	MEMBERS
1.	Shri Romen Baruah, Registrar (Vigilance)
2.	Shri Shishir Kr. Das, Registrar (Establishment)
3.	Shri Madhu Nath Sarma, Jt. Registrar (Admn.-II)
4.	Shri P.P. Upadhyay, Deputy Registrar
5.	Shri Newman J. Sangma, Assistant Registrar
6.	Shri Jahirul Islam, Court Officer - I
7.	Shri Rakesh Das, Court Master

GIFT HAMPER TEAM

SL.	MEMBERS
1.	Smti Kanchan Newar, Secretary, GHCLSC
2.	Dr. Pooja Sinha, Joint Registrar (Recruitment)
3.	Shri Iftekar Hussain Ahmed, Court Manager, GHC
4.	Smt. Christellyn S. Marak, A.O (J)
5.	Shri Neil Jongske Sangma, A.O (J)
6.	Shri Hengoumang Lhoujiem, Court Officer-II
7.	Smt. Maitreyi Devi, Court Master

JAMADARS

SL.	NAME
1.	Shri Ashikur Rahman Saikia
2.	Shri Bhanu Bhakta Bohora
3.	Shri Gilbert Singh
4.	Shri Bubul Baruah
5.	Shri Dibakar Deka
6.	Shri Biren Chandra Das
7.	Shri Biren Mahanta
8.	Shri Sugriv Kushwaha
9.	Shri Baijnath Sharma
10.	Shri Pranab Barman

N.B.:

1. *The duty list is not exhaustive. The authority may allot duties to additional officers and staff as and when required.*

2. *The authority may allot additional duty to the officers and staff apart from the duties indicated above.*
3. *The above list is not based on hierarchy.*

Sd/-
Gautam Baruah
REGISTRAR GENERAL

Memo No. HC.III-26/2022/1785-1813/G

dated Guwahati the 27th March, 2023.

Copy to:

1. The Director, Judicial Academy, Assam, Hajo Road, Amingaon, Guwahati- 781031.
2. The L.R. – cum-Commissioner & Secretary to the Government of Assam, Judicial Department, Dispur, Guwahati-6. *He is requested to circulate this order among the officer, under his/ her jurisdiction, who have been allotted duties.*
3. The Registrar (Vig./Admn./Judl./Estt.), Gauhati High Court, Guwahati.
4. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
5. The Secretary, Gauhati High Court Legal Services Committee, Gauhati High Court, Guwahati.
6. The Member Secretary, Assam State Legal Services Authority, Guwahati.
7. The Secretary, District Legal Services Authority, Kamrup (M).
8. The Special Judge, Designated Court, Assam.
9. The Special Railway Magistrate, Special Railway Magistrate's Court Complex, 1st floor, Guwahati Railway Station, Guwahati.Pin-781001.
10. Smti Shivani Handique, AJS, Research Officer, Judicial Academy, Assam. She is requested to circulate this order amongst the trainee Judicial Officers.
11. Shri Ratnadip Bhattacharjee, Faculty, Judicial Academy, Assam.
12. The Chief Liaison Officer to the Hon'ble Chief Justice's Secretariat, Gauhati High Court, Guwahati.
13. The Senior Information Technology Consultant, Gauhati High Court, Guwahati.
14. The Joint Registrar (Vig./Judl./PM&P/Recruitment/Finance/Admn.-I/Admn.-II), Gauhati High Court, Guwahati.
15. The OSD (Protocol), Gauhati High Court, Guwahati. *He is requested to circulate this order amongst all the officers and staff, under his jurisdiction, who have been allotted duties.*
16. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
17. The Assistant Registrar (_____), Gauhati High Court, Guwahati.
18. The Assistant Registrar (Establishment). *He/She is requested to circulate and detail this order amongst all the officers and staff (including Court Masters), who have been allotted duties.*

19. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
20. The Special Officer (Translation Wing), Gauhati High Court, Guwahati. *She is requested to circulate and detail this order amongst all the officers and staff in her section who have been allotted duties.*
21. The P.S. to Hon'ble Mr./ Mrs. Justice _____, Gauhati High Court, Guwahati.
22. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this order in the website of Gauhati High Court.*
23. The Court Manager, Gauhati High Court, Guwahati.
24. The Programmer, Gauhati High Court, Guwahati. *He is requested to circulate and detail this order amongst all the officers and staff in the IT Team.*
25. The Chief Security Officer, Gauhati High Court, Guwahati.
26. The Administrative Officer (Judicial), _____ Section, Gauhati High Court, Guwahati.
27. The Administrative Officer (Judicial), Establishment/ Accounts/ Correspondence & RTI/ Statement/ Translation Wing/ Appointment/ Rule Committee/ Criminal Appeal/ Criminal Revision/ Copying/ Computer/ Recruitment Cell/ Protocol/ Civil Revision/ Judges' Library/ Bench/ Civil Appeal (FA)/ Civil Appeal (SA)/ Civil Appeal [Contempt (ROS)]/ Civil Rule (Disposal)/ Civil Rule (Pending)/ Writ Appeal/ Paper Book/ Despatch/ Record Room/ Filing/ PM&P Section, Gauhati High Court, Guwahati. *He/ she is requested to circulate this order amongst all the staff, in his/ her section, who have been allotted duties.*
28. The Court Officer No.-I & II, Gauhati High Court, Guwahati. *Heis requested to circulate and detail this order amongst all the Grade-IV staff who has been allotted duties.*
29. Notice Board, Gauhati High Court, Guwahati.


REGISTRAR GENERAL