

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

NOTIFICATION

Dated: Guwahati, the 3rd April, 2019

No. HC.VII-43/2019/ 1706 /A: On recommendation of the Judicial Academy, Assam & NEJOTI, the following newly appointed Officers in Grade-I of the Assam Judicial Service, presently on Institutional 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. 09.04.2019 to 24.05.2019 –**

Sl. No.	Name
1.	Smti. Rubina Sarmah
2.	Smti. Poli Kataki
3.	Shri Kalyanjit Saikia
4.	Smti. Angjeeta Mahanta

The Officers are to report to the District & Sessions Judge, Kamrup (M), Guwahati on **09.04.2019 at 10.00 a.m.** positively, for undergoing Field Training. They will report back to the Judicial Academy, Assam & NEJOTI on **27.05.2019** 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-43/2019/ 1707 - 1718 /A, dated 03.04.2019

Copy forwarded for information and necessary action to:

1. The L.R.-cum-Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati.
2. The Principal Accountant General (A&E), Assam, Beltola, Guwahati
3. The Director, Judicial Academy, Assam.
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 District & Sessions Judge, Kamrup (M), Guwahati.

The trainee officers are to be attached to the Courts of Grade-I Officers during the period of field training. Guidelines are attached herewith for ready reference.

7. The Trainee Officer concerned.
8. The Administrative Officer, Judicial Academy, Assam.
He is requested to circulate the Notification amongst the concerned trainee officers in Grade I of the Assam 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.

(THE LIST OF OFFICERS HEREINABOVE IS NOT NECESSARILY IN ORDER OF SENIORITY.)

7/1
3.4.19
Registrar (Judicial)

02.04.19

GUIDELINES IN RESPECT OF FIELD TRAINING (COURT ATTACHMENT)
PHASE OF THE TRAINING OF THE NEWLY RECRUITED 4(FOUR)
OFFICERS IN GRADE-I OF THE ASSAM JUDICIAL SERVICE

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

1. *The District & Sessions Judge is to 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 is to 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 are to be attached to the Officers nominated by concerned District Judge on rotational basis. One trainee is to be attached with an Officer for a period of seven days and after that with another nominated Officer. The District Judge is to ensure that every trainee is attached with every nominated Officer on rotational basis. While preparing the roster, the District Judges are to 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 is also to send a copy of roster to the High Court.*
5. *In every district, a coordinating Judicial Officer is to 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 and nominated officers concerned are to take interest in imparting practical training to the Trainees open heartedly.*
8. *All the trainees are to be instructed to report to the coordinating Judicial Officer on daily basis.*
9. *The nominated officers, with whom the trainees are attached, are to 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 is to 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 one 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.
17. The trainees shall also spend at least one day in the **Nazarat Section & Copying Section** of the District Judges establishment.
18. The trainees shall also to exposed to application of **computer technology** in the Courts of the Districts in which they are placed.
19. The trainees shall also spend at least one hour in the **Central Library** of the District Court.
20. The trainees shall to the extent possible also attend at least one **Crime Conferences** in the District along with District & Sessions Judge.

21. 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.
22. The trainees shall attend at least 10 **bail matter hearing** and 5 **injunction matter hearing**.
23. Every trainee shall be asked to write at least 1 (one) **draft judgment by the Nominated Officers**.
24. The trainees shall be asked to prepare draft issues in appropriate category of cases.
25. The trainees shall be asked to prepare at least 5 (five) **draft injunction orders**.
26. The trainees shall be asked to prepare draft questionnaires under section 313 Cr.P.C., **draft charges, draft bail orders**.
27. The trainees shall be asked to prepare draft **TIP and confessional statement, if any**.
28. 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 is to certify the **Field Training Diary** daily and the District & Sessions Judge shall certify the same every week.
29. 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.

Ipsita Borahkore

Research Officer
Judicial Academy, Assam