

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

N O T I F I C A T I O N

Dated- Guwahati, the 4th April, 2018

No.HC.VII-167 (Pt.-III)/2014/1955 /A.### On recommendation of the Judicial Academy, Assam, Hon'ble the High Court has been pleased to direct the Judicial Officers and selected staff of Subordinate Judiciary to participate in a Joint Conference on the "Role of Drawal and Disbursing Officers of District Judiciary, Assam and the Staff of Subordinate Courts" & "Skill Development Programme for the Staff of Subordinate Courts", as per the following arrangement-

SL No.	DIVISION	VENUE	DISTRICTS	DATE
1.	LOWER ASSAM -II	BONGAIGAON	GOALPARA, BONGAIGAON, BARPETA	28.4.2018 & 29.4.2018
2.	LOWER ASSAM-III	KOKRAJHAR	KOKRAJHAR, CHIRANG, DHUBRI	12.5.2018 & 13.5.2018
3.	CENTRAL ASSAM-I	NAGAON	NAGAON, MORIGAON, DIMA HASAO, KARBI ANGLONG	26.5.2018 & 27.5.2018
4.	BARAK VALLEY	CACHAR	KARIMGANJ, CACHAR, HAILAKANDI	9.6.2018 & 10.6.2018
5.	CENTRAL ASSAM-II	MANGALDAI	DARRANG, UDALGURI, SONITPUR	23.6.2018 & 24.6.2018
6.	UPPER ASSAM -I	DIBRUGARH	DIBRUGARH, TINSUKIA, SIVASAGAR	14.7.2018 & 15.7.2018
7.	UPPER ASSAM -II	JORHAT	JORHAT, GOLAGHAT	28.7.2018 & 29.7.2018
8.	NORTH ASSAM	LAKHIMPUR	DHEMAJI, LAKHIMPUR	11.8.2018 & 12.8.2018
9.	LOWER ASSAM -I	JUDICIAL ACADEMY, ASSAM, AMINGAON	KAMRUP (M), KAMRUP, AMINGAON, NALBARI, BAKSA	8.9.2018 & 9.9.2018

All the Judicial Officers of the concerned Districts are to attend the programme **as per the programme schedule**. One Officer may, however, be detailed at the respective Stations to deal with urgent judicial work. After the Joint Conference, the Judicial Officers will be relieved and the remaining programme will continue for the staff of Subordinate Court.

The District & Sessions Judges are to select staff as per the criterion mentioned in the Programme Schedule and depute them to undergo the training programme. For imparting training to the Staff, the services of a Judicial Officer, as nominated by the District & Sessions Judge of the host District and the Systems Officers of host and any participating District may also be availed.

The District & Sessions Judges of the host District will notify the venue (that will be decided by the District Judge of the host District) to the officers & staff of the participating District through the concerned District Judge. Arrangement for Projector / Sound System etc. is to be made at the venue.

The Programme Schedule and necessary particulars of the programme is uploaded in the official website of the Gauhati High Court, Guwahati (at the link : 'Training Notice').

By order,
Sd/- Aparna Ajitsaria
Registrar (Judicial)
Gauhati High Court, Guwahati

Memo No. HC.VII-167 (Pt.-III)/2014/ 1956 - 1985 /A dated 04.04.2018
Copy forwarded for information and necessary action to:

1. The Director, Judicial Academy, Assam.
2. The L.R.-cum-Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati.
3. The Principal Accountant General (A&E), Assam, Beltola, Guwahati, for information and necessary action.

The Officers are placed on deputation for the programme on condition that (a) the Officers will be treated as on duty during the period, (b) they will be entitled to T.A. & D.A. as admissible under the Rules.


4. The Registrar (Vigilance / 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 / Kamrup, Amingaon / Barpeta / Nalbari / Darrang, Mangaldoi / Sonitpur, Tezpur / Lakhimpur, North Lakhimpur / Dhemaji / Dibrugarh / Tinsukia / Sivasagar / Jorhat / Golaghat / Nagaon / Morigaon / Cachar, Silchar / Karimganj / Hailakandi / Dhubri / Goalpara / Kokrajhar / Bongaigaon / Udalguri / Chirang, Kajalgaon / Baksa, Mughalpur / Karbi Anglong, Diphu / Dima Hasao, Haflong.

He / she is requested to ensure circulation of the Notification to all concerned. Further, the Judicial Officers may be informed that their programme will be over by 1:00 P.M. followed by lunch on Day 1. They are requested to go through the programme schedule which is uploaded in the official website of the Gauhati High Court, Guwahati (at the link : 'Training Notice'). For any queries, following Officer may be contacted:

Name : Sri C. Chaturvedy
Designation : Research Officer, Judicial Academy, Assam
Mobile No. : 9401101321
E-mail ID : ccvedy@gmail.com

7. The Special Judge, Assam, Guwahati.
8. The Principal Judge, Family Court, Kamrup (No. 1 / No. 2)/ Barpeta / Cachar, Silchar.
9. The Counsellor, Family Court, Kamrup (No. 1 / No. 2) / Barpeta / Cachar, Silchar.
10. The Presiding Officer, Labour Court, Guwahati / Dibrugarh.
11. The Presiding Officer, Industrial Tribunal, Guwahati / Silchar / Dibrugarh.
12. The Member Secretary, Assam State Legal Services Authority, Guwahati.
13. The Special Judge, CBI & NIA Court.
14. The Judge, Designated Court, Assam, Guwahati.
15. The PO STAT & Member MACT No. 1, Kamrup, Guwahati
16. The Judge, Special Court for trial of Sessions Case No.59(K) of 2011, Kamrup (M), Guwahati
17. The Member MACT, Kamrup, Guwahati (No. 2 / No. 3)/ Kamrup, Amingaon / Nalbari / Barpeta / Sonitpur, Tezpur / Nagaon / Goalpara / Cachar, Silchar / Dhubri.
18. The Special Judge, Addl. CBI Court (No. 1/No. 2/No.3), Guwahati.
19. The Deputy Secretary, ASLSA.
20. The Under Secretary, ASLSA.
21. The Secretary-cum-Registrar, O/o Lokayukta, Assam, Guwahati
22. The Treasury Officer,
Kamrup (M), Guwahati / Kamrup, Amingaon / Barpeta / Nalbari / Darrang, Mangaldoi / Sonitpur, Tezpur / Lakhimpur, North Lakhimpur / Dhemaji / Dibrugarh / Tinsukia / Sivasagar / Jorhat / Golaghat / Nagaon / Morigaon / Cachar, Silchar / Karimganj / Hailakandi / Dhubri / Goalpara / Kokrajhar / Bongaigaon / Udalguri / Chirang, Kajalgaon / Baksa, Mushalpur / Karbi Anglong, Diphu / Dima Hasao, Haflong.
23. The Joint Registrar (_____), Gauhati High Court, Guwahati.
24. The Research Officer, Judicial Academy, Assam.
25. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
26. The Systems Analyst, Gauhati High Court, Guwahati. *He is requested to upload the Notification in the official web site of the Gauhati High Court immediately.*
27. The Private Secretary to Hon'ble Mr. Justice Hrishikesh Roy, Gauhati High Court, Guwahati.
28. The Private Secretary to Hon'ble Mr. Justice Manojit Bhuyan, Gauhati High Court, Guwahati.
29. The Private Secretary to Hon'ble Mr. Justice Suman Shyam, Gauhati High Court, Guwahati.
30. The CA to Registrar General, Gauhati High Court, Guwahati.

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

 4.4.18
Registrar (Judicial)

**JOINT CONFERENCE ON THE ROLE OF DRAWAL AND DISBURSING OFFICERS OF DISTRICT
JUDICIARY, ASSAM AND THE STAFF OF SUB-ORDINATE COURTS
&
SKILL DEVELOPMENT PROGRAMME FOR THE STAFF OF SUB-ORDINATE COURTS**

VENUE:

MAXIMUM PARTICIPANTS: - 65 (ALL JUDICIAL OFFICERS, EXCEPT ONE, AND 5 STAFFS FROM EACH COURT ESTABLISHMENT (DISTRICTS) AND 4 FROM SUB-DIVISION

DAY-1

9.30 A.M – 10.00 A.M	REGISTRATION & BREAKFAST
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**JOINT CONFERENCE ON THE ROLE OF DRAWAL AND DISBURSING OFFICERS OF DISTRICT
JUDICIARY, ASSAM AND THE STAFF OF SUB-ORDINATE COURTS**

DAY-1 SESSION 1

TIME	TOPIC	RESOURCE PERSON
10.00 A.M -11.30 A.M	Role & Responsibilities of DDOs	Mr. N.N. Bora Former Director, Accounts & Treasuries, Govt. of Assam Presently, Domain Expert, Treasury Operations, Ministry of Finance, Govt. of Assam
11.30 A.M – 11.45 A.M	TEA BREAK	
11.45 A.M – 1.00 P.M	Role & Responsibilities of DDOs	-DO-
1.00 P.M – 2.00 P.M	LUNCH BREAK	

SKILL DEVELOPMENT PROGRAMME FOR THE STAFF OF SUB-ORDINATE COURTS

DAY-1 SESSION-2

TIME	TOPIC	RESOURCE PERSON
2.00 P.M -3.00 P.M	ICT in Courts (a) Digitization of Case Records (b) Inventory Application (c) File tracking System (d) Display of cause lists (e) Online Salary Bill application	2 Systems Officer as nominated
3.00 A.M – 3.15 P.M	TEA BREAK	
3.15 P.M – 4.30 P.M	ICT in Courts	-Do-

SKILL DEVELOPMENT PROGRAMME FOR THE STAFF OF SUB-ORDINATE COURTS

DAY-2 SESSION 1

TIME	TOPIC	RESOURCE PERSON
10.00 A.M -11.30 A.M	Criminal Rules & Orders	District & Sessions Judge of the host District or Judicial Officer(s) as nominated by the District & Sessions Judge
11.30 A.M – 11.45 A.M	TEA BREAK	
11.45 A.M – 1.00 P.M	Civil Rules & Orders	-DO-
1.00 P.M – 2.00 P.M	VALEDICTION FOLLOWED BY LUNCH BREAK	

PROGRAMME VENUE, DATE OF PROGRAMME AND DISTRICTS INCLUDED

SL No.	DIVISION	VENUE	DISTRICTS	DATE
1.	LOWER ASSAM -II	BONGAIGAON	GOALPARA, BONGAIGAON, BARPETA	28.4.2018 & 29.4.2018
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9.	LOWER ASSAM -I	JAA, AMINGAON	KAMRUP (M), AMINGAON, NALBARI, BASKA	8.9.2018 & 9.9.2018

DISTRICT WISE SUB DIVISION

SL No.	DISTRICT	SUB-DIVISION
1.	DHUBRI	2
2.	BONGAIGAON	1
3.	KOKRAJHAR	1
4.	GOALPARA	NIL
5.	CHIRANG	1
6.	BARPETA	1
7.	KAMRUP(M)	NIL
8.	AMINGAON	2
9.	NALBARI	1
10.	BASKA	NIL
11.	NAGAON	2
12.	MORIGAON	NIL
13.	SONITPUR	1
14.	DARRANG	NIL
15.	UDALGURI	NIL
16.	CACHAR	1
17.	KARIMGANJ	NIL
18.	HAILAKANDI	NIL
19.	DIBRUGARH	NIL
20.	SIVASAGAR	2
21.	JORHAT	1
22.	GOLAGHAT	2
23.	DHEMAJI	1
24.	LAKHIMPUR	1

COURSE MODULE

DDO SESSION: -

1. **GENERAL STATUTORY RULES**
 - a. FR & SR-Relevant aspects
 - b. Budget Manual
 - c. Finance Rules
2. **DUTIES & RESPONSIBILITIES OF DDOS**
 - a. Relevant extracts of Treasury Rules
 - b. Tax Deduction at Source
 - c. TAN
 - d. Principles of Office expenses
3. **E-GOVERNANCE**
 - a. E-payment
 - b. Online budget
 - c. Financial Management Information System
 - d. Public Financial Management System

CIVIL RULES AND ORDERS

- Maintenance of Court Diary-Rule 3-10
- Maintenance of Cause List –Rule 10 Form (M) 2
- Presentation of Plaintiff-Chapter 2 Rule 41 onwards
- Classification of Records Chapter 16
- Arrangement and Preparation of Records during Trial Chapter 17
- Information, Copies and Copying Department Chapter 24
- Prepare of decree
- Ascertainment of Cost to be incorporated in the decree
- Returns

CRIMINAL RULES AND ORDERS

- Cause List and Court Diary –Volume-I, Part B, Chapter I
- Arrangement and Preparation of Records during Trial Chapter 3
- General provisions relating to Records-Chapter 4
- Information, Copies and Copying Department Chapter 5
- Commitment of Case
- Returns