

**GUIDELINES IN RESPECT OF FIELD TRAINING (COURT ATTACHMENT) PHASE OF THE PRE-APPOINTMENT TRAINING FOR SELECTED CANDIDATES FOR APPOINTMENT IN GRADE-III OF ASSAM JUDICIAL SERVICE.**

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

1. The District & Sessions Judge shall 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 shall be the authority to grant **leave of absence to the trainees in case of emergency & exceptional circumstance**. However, the High Court shall be informed about the same immediately.
3. The trainees shall be **attached to the Officers nominated by concerned District Judge on rotational basis**. One trainee shall be attached with an Officer for a period of seven days and after that with another nominated Officer. The District Judge shall ensure that every trainee is attached with every nominated Officer on rotational basis. While preparing the roster, the District Judges shall ensure that a trainee is attached to both **Civil Court and Criminal Court for equal number of days** as far as possible. The trainee officers need not be attached to courts manned by Grade-I Judicial Officers. The District Judge shall also send a copy of roster to the High Court.
4. In every District, a coordinating Judicial Officer shall be appointed to look into the affairs relating to the field training of the pre-appointment trainees.
5. The service of the trainees shall be utilized with a view to increasing the disposal of the courts, wherein the trainees are attached.
6. The District & Sessions Judge, CJMs and nominated officers concerned shall take interest in imparting practical training to the Pre-Appointment Trainees open heartedly.
7. All the trainees shall be instructed to report to the coordinating Judicial Officer on daily basis.
8. The nominated officers, with whom the trainees are attached, shall not feel irritated for the presence of the pre-appointment trainees and they shall put all their possible endeavors to answer the queries posed by the pre-appointment trainees. In other words, there shall be a congenial environment of the training in courts.
9. District & Sessions Judges and CJMs shall ensure the presence of the pre-appointment trainees in weekly/monthly meeting of the Judicial Officers held in the respective districts.
10. 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 the 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 three 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 and CJM establishment.
17. The trainees shall also spend at least one day in the **Nazarat Section & Copying Section** of the District Judges establishment and CJM establishment.
18. The trainees shall also attend at least three sittings of the **Juvenile Justice Board**.
19. The trainees shall also prepare a brief report on application of **computer technology** in the Courts of the Districts in which they are placed.
20. The trainees shall also spend at least one hour in the **Central Library** of the District Court.
21. The trainees shall also attend at least two **Crime Conferences** in the District along with District & Sessions Judge/ CJM.
22. 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.
23. The trainees shall attend at least 10 **bail matter hearing** and 5 **Injunction matter hearing**.
24. **Every trainee shall be asked to write at least 1 (one) draft judgment by the Nominated Officers.**
25. The trainees shall be asked to prepare draft issues in **Title Suits and Money Suits**.
26. The trainees shall be asked to prepare at least 5 (five) draft **Injunction orders**.
27. The trainees shall be asked to prepare draft questionnaires under section 313 Cr.P.C., **draft charges, draft bail orders**.
28. The trainees shall be asked to prepare draft **TIP and confessional statement, if any**.
29. While examining the **case records** as mentioned in 11 (a) above special attention should be taken to examine the following –
  - (a) At least ten warrant procedure cases.

- (b) At least ten summons procedure cases.*
- (c) At least ten cases under Section 125 Cr.P.C.*
- (d) At least twenty final report submitted by Police.*
- (e) At least five food adulteration cases.*
- (f) At least five forest cases.*
- (g) At least ten cases before Juvenile Justice Board.*
- (h) At least five sessions cases.*
- (i) At least five MACT cases.*
- (j) At least ten Title Suit cases.*
- (k) At least ten Money Suit cases.*
- (l) At least ten Title Appeal cases*
- (m) At least ten Money Appeal cases.*
- (n) At least ten Criminal Revisions.*
- (o) At least five Money Execution Proceedings*
- (p) At least five Title Execution Proceedings.*
- (q) At least five cases under Domestic Violence Act.*
- (r) At least 10 Misc. (J) cases for temporary injunction.*

*30. 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 shall certify the **Field Training Diary** daily and the District & Sessions Judge shall certify the same every week.*

*31. 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.*

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