

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 12th January, 2024

No. HC.VII-11/2024/429/A ##### The Hon'ble Gauhati High Court has been pleased to direct the following cadre of the district Court of Assam to participate in the "***Refresher Programme for Court Staff & N Step Training (ECT_8_2024)***" on 29-01-2024 from 03.00 p.m. to 05.00 p.m. in their respective district Court:

Cadre Name	Respective Establishment
Chief Administrative Officer	Establishment of the District and Sessions Judge
Head Assistant	• Establishment of the District and Sessions Judge;
Nazir	• Establishment of the Chief Judicial Magistrate;
	• Establishment of the Motor Accident Claim Tribunal;
Process Server	• Establishment of the Family Court;
	• Establishment of the CBI Court & NIA

No. HC.VII-11/2024/430/A ##### On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to nominate the **Master Trainer Judicial Officers** and **Master Trainer Systems Officers/Master Trainer Systems Assistant**, as **Resource Persons** to conduct ***Refresher Programme for Court Staff & N Step Training (ECT_8_2024)*** on **29-01-2024** from **03.00 P.M. to 05.00 P.M.** in the respective district Court.

The list of Master Trainer Judicial Officers and Master Trainer Systems Officers/Master Trainer Systems Assistant and the Schedule of the programme are enclosed along with the notification.

By Order,
Sd/- S. Dhar

REGISTRAR (JUDICIAL)

Dated: 12-01-2024

Memo No. HC.VII-11/2024/431-450/A

Copy forward for information and necessary action to:

1. Smti. R. Arulmozhiselvi, Member (Human Resource), e-Committee, Supreme Court of India, New Delhi.

2. The L.R. & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
3. The Registrar (Admin./Vigilance/), Gauhati High Court, Guwahati.
4. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice (Acting), Gauhati High Court, Guwahati.
5. The District & Sessions Judge,
Bajali / Baksa / Barpeta / Bongaigaon / Biswanath / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Tinsukia / Udalguri / West Karbi Anglong.

(He/She is requested to inform to all concerned about the notification).

6. The Presiding Officer, Industrial Tribunal, Guwahati/Dibrugarh/Cachar, Silchar.
7. The Member, MACT Kamrup/Cachar/Kamrup (M) No. 1, No. 2 & No. 3/ Nalbari/ Sonitpur/ Nagaon/ Goalpara/ Dhubri/ Barpeta.
8. The Presiding Officer, Labour Court, Dibrugarh/Kamrup (M).
9. The Special Judge, Assam.
10. The Special Judge CBI & NIA, Guwahati, Assam.
11. The Special Judge, CBI, Addl. Court No. 1/ No. 2/ No. 3 Guwahati, Assam.
12. The Principal Judge, Family Court, Kamrup (M) No. 1/ No. 2 & No. 3/ Nalbari/ Dhubri/ Barpeta/ Cachar, Silchar.
13. The Chief Judicial Magistrate
Bajali / Baksa / Barpeta / Bongaigaon / Biswanath / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Tinsukia / Udalguri / West Karbi Anglong.

(He/She is requested to inform to all concerned about the notification).

14. The Treasury Officer,

Golaghat / Kokrajhar / Nagaon / Sonitpur.

[The Resource Person/court official is placed on deputation for the program on condition that (a) he will be treated as on duty during the training period & (b) he will be entitled T.A. & D.A. as admissible under the Rules].

15. The Project Manager, Gauhati High Court, Guwahati.

(He is requested to upload the Notification immediately in the official website of the Gauhati High Court, Guwahati).


16. The Administrative Officer, Judicial Academy, Assam with a request to place the Notification before the Hon'ble Director, Judicial Academy.

17. All the Systems Officers/Systems Assistants of district Court of Assam.

18. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak, Gauhati High Court, Guwahati for his Lordship's kind information.

19. The CA to the Registrar General, Gauhati High Court, Guwahati.

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


REGISTRAR (JUDICIAL)



JUDICIAL ACADEMY, ASSAM
REFRESHER PROGRAMME & NSTEP TRAINING FOR COURT STAFFS
(ECT_8_2024)
(For Administrative head, Nazarat, Process Servers of District Courts of Assam)
Date: 29.01.2024
Time: 03.00 p.m. to 05.00 p.m.

SCHEDULE

Resource Person: Master Trainer Judicial Officers/Systems Officers / Systems Assistants of District Courts

Topic
<ul style="list-style-type: none">➤ Electronic Case Management Tools for general public<ul style="list-style-type: none">• eCourts related Websites.• eCommittee website (https://ecommitteesci.gov.in/)• NJDG (https://njdg.ecourts.gov.in/njdgnew/index.php)• eCourts services (https://services.ecourts.gov.in/ecourtindia_v6/)• District Court Websites (https://districts.ecourts.gov.in/)
<ul style="list-style-type: none">❖ Service Delivery in Court Complexes and maintenance<ul style="list-style-type: none">➤ eSewa Kendra➤ Kiosks➤ Digital Display Boards➤ Other Services<ul style="list-style-type: none">• Online certified copies, eGate Pass
❖ Role of Administrative Head, Nazarat, Process servers
❖ Process Generation through CIS
<ul style="list-style-type: none">❖ National Service and Tracking of Electronic Processes (NSTEP)<ul style="list-style-type: none">➤ Introduction➤ User ID format for process administrator, bailiff/process servers➤ Activities to Be Performed by Process Administrator<ul style="list-style-type: none">• Consume Data• Process Allocation• Process Delivery• Process Status.
<ul style="list-style-type: none">❖ NSTEP Mobile App<ul style="list-style-type: none">➤ Introduction➤ List of processes allocated to bailiff/process servers➤ Process Service<ul style="list-style-type: none">• View PDF and handover the physical copy• Capture Photo• Signature• Capturing Location details on map• Status of process – Served/Unserved➤ Side Menu<ul style="list-style-type: none">• Upload/Delete/Logout➤ View process status in nstep website of eCourt.
❖ Queries and discussion

List of Master Trainer Judicial Officers and Master Trainer Systems Officers/Systems Assistant (Resource Person)

A.

District/Place of Posting	Master Trainer Judicial Officers	Systems Officers/Systems Assistant
Bajali		Shri Rafiqul Islam Ansary
Baksa		Sri Nikun Kalita
Barpeta		Smti. Deepti Dhadumia
Bongaigaon		Sri Maniruddin Mansuri
Cachar		Sri Sandip Biswas
Charaideo		Smti. Roselin Shyam
Darrang	Shri Raj Sekhar Duara, JMFC	Shri Rajib Sahariah
Dhemaji		Shri Amar Jyoti Das
Dhubri	Smti Prateeksha Mohan, Civil Judge (Jr. Div.) No. 1	Shri Durjoy Kr. Nath
Dibrugarh		Shri Yuga Sunder Gogoi
Dima Hasao		Shri Prabal Medhi
Goalpara		Shri Mrinal Kanti Das
Golaghat	Smti Tintina Devi Hazarika, Civil Judge (Jr. Div.) No 1 cum JMFC	
Hailakandi		Shri Prabeer Biswas
Hojai		Shri Rejaul Ahmed Pathan
Jorhat		
Kamrup(M)	Shri Navneet Kashyap, Sub-Divisional Judicial Magistrate(S) No.-2	Shri Kishor Talukdar
Kamrup	Shri Pallab Bordoloi, Civil Judge (Jr. Div) cum JMFC	Smti. Udesha Deka
Karimganj		Shri Mohammed Bilal
Karbi Anglong		Shri Dhrubajyoti Saikia
Kokrajhar	Shri Anup Khanal, Civil Judge (Sr. Div.) & Assistant Sessions Judge	
Lakhimpur		Smti. Priyanka Bora
Majuli		Shri Diganta Pathak
Morigaon		Shri Mahbub Ali Ahmed
Nagaon	Shri Chaturjya Prasad Talukdar, Addl. District and Sessions Judge No. 4	
Nalbari		Shri Samarjit Baishya
Sivasagar	Smti Mayurakshi Roy Medhi, Civil Judge(Jr. Div)-cum-Judicial Magistrate, 1st Class, Nazira	Shri Jitul Borah
Sonitpur	Shri Tarkeshwer Sinha, Sub-Divisional Judicial Magistrate	
Tinsukia	Shri Sundeep Kashyap Das, Additional Chief Judicial Magistrate	Shri Abjijit Borah
Udalguri		Shri Sasanka Sekhar Chakraborty
South Salmara, Mankachar		Shri Mehedi Hassan Prodhani

B. The Following Systems Officers/Systems Assistants are directed to conduct the training programme on 29-01-2024 from 03.00 p.m. to 05.00 p.m. in the following districts since Master Trainer Systems Officers/Systems Assistants are not available in the respective districts.

Master Trainer Systems Officers/Systems Assistant	District
Shri Dhruba Jyoti Bora, Systems Officer, Sonitpur	Biswanath
Shri Monowar Hussain, Systems Assistant, Kokrajhar	Chirang
Shri Abhijit Dutta, Systems Officer, Nagaon	West Karbi Anglong
Shri Juganta Jaradhara, Systems Officer, Golaghat	Jorhat