

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

NOTIFICATION

Dated: Guwahati, the 13th May, 2022

NO. HC.VII-138/2019/ 3236 /A ### On recommendation of the Judicial Academy, Assam & NEJOTI, the following trainee Grade – III Judicial Officers of Assam Judicial Service are deputed to undergo their second phase of field training for a period of **3 (three)** months w.e.f. **18-05-2022 to 17-08-2022** in the respective stations, as shown below:

Sl. No.	Name of the Officer	Designation & Place of posting	Attached to the establishment of District and Sessions Judge
1	Smti. Jusmita Borgohain	Judicial Magistrate, 1 st Class, Darrang, Mangaldai	Kamrup (Metro)
2	Shri Pallav Ranjan Bora	Judicial Magistrate, 1 st Class, Tinsukia	Dibrugarh
3	Smti. Princy Agarwal	Munsiff No. 3, Dhubri	Kamrup (Metro)
4	Smti. Nabanita Buragohain	Judicial Magistrate, 1 st Class, Golaghat	Dhemaji
5	Smti. Salma Begum Laskar	Munsiff No.2, Karimganj	Cachar, Silchar
6	Shri Nitesh Sharma	Munsiff No. 2, Dima Hasao	Kamrup, Amingaon
7	Smti. Pallavi Kalita	Judicial Magistrate, 1 st Class, Sivasagar	Kamrup, Amingaon
8	Smti. Moazzida Begum	Judicial Magistrate, 1 st Class, Barpeta	Nalbari
9	Shri Haidar Ali	Munsiff No.2, Dhemaji	Tinsukia
10	Shri Dimbeswar Roy	Judicial Magistrate, 1 st Class, Baksa	Goalpara
11	Smti. Nidhi Agarwal	Judicial Magistrate, 1 st Class, Hojai	Kamrup (Metro)
12	Smti. Nilakshi Bhattacharya	Judicial Magistrate, 1 st Class, Barpeta	Nalbari
13	Shri Sanjay Karmakar	Munsiff No.3, Cachar, Silchar	Kamrup (Metro)

13.05.22

14	Smti. Debaborninee Devi	Munsiff No.2, Tinsukia	Dibrugarh
15	Smti. Reeti Goswami	Judicial Magistrate, 1 st Class, Hojai	Sonitpur, Tezpur
16	Smti. Bhashyarima Bhuyan	Munsiff No. 5, Kamrup (M), Guwahati	Sonitpur, Tezpur
17	Smti. Dipika Sarma	Munsiff, Bilasipara, Dhubri	Nagaon
18	Shri Gitartha Kumar	Judicial Magistrate, 1 st Class, Chirang	Kamrup, Amingaon
19	Shri Prosoon Sur	Munsiff No.4, Silchar	Tinsukia
20	Smti. Margaret Thomas Deka	Judicial Magistrate, 1 st Class, Jorhat	Nagaon
21	Smti. Purabi Rahang	Munsiff No.2, Sivasagar	Kamrup (Metro)
22	Smti. Adrita Goswami	Judicial Magistrate, 1 st Class, Sonitpur, Tezpur	Kamrup (Metro)
23	Smti. Dipshikha Pathak	Judicial Magistrate, 1 st Class, Nagaon	Kamrup (Metro)
24	Shri Manash Pratim Bhuyan	Munsiff No.2, Karbi Anglong,	Kamrup (Metro)
25	Shri Dharendra Newar	Munsiff No.2, Nalbari	Sivasagar
26	Smti. Chayanika Hazarika	Judicial Magistrate, 1 st Class, Lakhimpur	Kamrup (Metro)
27	Smti. Mayurakshi Bordoloi	Judicial Magistrate, 1 st Class, Chirang	Morigaon

The trainee Judicial Officers are to report to the concerned District and Sessions Judge on **18-05-2022 at 10 A.M.** positively. On completion of their field training, the trainee Officers are to report back to the Judicial Academy, Assam, on **18-08-2022** for further 1 (one) month institutional training.

The guidelines for the said Field Training is enclosed herewith.

By Order,
Sd/- R.A. Tapadar
REGISTRAR (JUDICIAL)

Memo No.HC.VII-138/2019/ 3237-3247/A Date:13.05.2022

Copy forwarded for information & necessary action to:

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

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

3. The Registrar (Admin./Vig./Estt.), 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,
Cachar / Dhemaji / Dibrugarh / Goalpara / Kamrup(M) / Kamrup /
Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / Tinsukia
(He/She is requested to make all necessary arrangements for the Field Training as per guidelines).
6. All Trainee Judicial Officers.
7. The Deputy Registrar (Finance/Protocol), Gauhati High Court, Guwahati.
8. 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).
9. The Administrative Officer, Judicial Academy, Assam with a request to place the matter before the Hon'ble Director, Judicial academy and to circulate the same amongst the concerned trainee Officers.
10. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak, Gauhati High Court, Guwahati for his Lordship's kind information.
11. The CA to the Registrar General, Gauhati High Court, Guwahati.

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

R. A. Tapadar
13.05.22

REGISTRAR (JUDICIAL)

**GUIDELINES IN RESPECT OF FIELD TRAINING (COURT ATTACHMENT) OF THE
TRAINING OF THE NEWLY APPOINTED 27 (TWENTY-SEVEN) JUDICIAL
OFFICERS OF ASSAM JUDICIAL SERVICE**

Guidelines for the District & Sessions Judges, Nominated Officers

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, preferably with Senior Officers on Criminal and Civil side having sufficient experience, keeping in view of the responsibilities of the nominated Officers, more particularly point no. 8 & 10 mentioned below. 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 and they may not be attached with each and every officer of the District.
5. Arrangements may be made to attach the trainee with two (2) Senior Officers on Civil side and two (2) Senior Officers on Criminal side (preferably Civil Judge/CJM/Addl. CJM/SDJM), throughout the field training. However, arrangement may be made so that the trainee is able to examine records of all types of cases.
The district, where Family Court is established and proceedings u/s 125 Cr.P.C. are taken up by the Family Court, trainee officer shall be attached with the Family Court for 7 days. The District Judge is also to send a copy of roster to the Gauhati High Court.
6. In every district, a coordinating Judicial Officer is to be appointed to look into the affairs relating to the field training of the trainees.
7. The service of the trainees shall be utilized with a view to increasing the disposal of the courts, wherein the trainees are attached.

8. The District & Sessions Judge, CJMs and nominated officers concerned are to take interest in imparting practical training to the Trainees open heartedly.
9. All the trainees are to be instructed to report to the coordinating Judicial Officer on regular basis.
10. 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.
11. District & Sessions Judges and CJMs are to ensure the presence of the trainees in weekly/monthly meeting of the Judicial Officers held in the respective districts.

Guidelines to the Trainee Officers

1. 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.** (pending as well as disposal records)
 - b. **Examining different registers, statements, etc.** (Trainee shall see monthly and quarterly statements)
 - c. **Preparing Field Training Diary** to be maintained by the respective trainees.
2. The trainees shall also accompany the District & Sessions Judge/ Chief Judicial Magistrate during their **Jail Inspection**. At least 1 (one) such visits during the whole period of field training are recommended.
3. 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.
4. The trainees shall spend one day to observe as to how **accounts** are maintained in the Office.
5. The trainees shall spend one day at the **District Legal Aid Cell** and observe its functioning.

6. 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.
7. The trainees shall also spend at least one day in the **Nazarat Section & Copying Section** of the District Judges establishment and CJM establishment.
8. The trainees shall also attend at least 3 (three) sittings of the **Juvenile Justice Board**
9. The trainees shall also prepare a brief report on application of **computer technology** in the Courts of the Districts in which they are placed.
10. The trainees shall also spend at least one hour in the **Central Library** of the District Court.
12. The trainees shall also attend at least 1 (one) **Crime Conferences** in the District along with District & Sessions Judge/ CJM.
13. 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.
14. The trainees shall attend at least 10 (ten) **bail matter hearings** and 5 (five) injunction matter hearings.
15. Every trainee shall be asked to write at least 1 (one) draft judgment by the **Nominated Officers**.
16. The trainees shall be asked to prepare draft issues in Title Suits and Money Suits.
17. The trainees shall be asked to prepare at least 5 (five) draft injunction orders.
18. The trainees shall be asked to prepare draft questionnaires under section 313 Cr.P.C., draft charges, draft bail orders.
19. The trainees shall be asked to prepare draft TIP and confessional statement, if any.
20. While examining the **case records** as mentioned in 1 (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 two forest cases.
 - (f) At least ten cases before Juvenile Justice Board.
 - (g) At least ten Title Suit cases.

- (h) At least ten Money Suit cases.
- (i) At least five Money Execution Proceedings.
- (j) At least five Title Execution Proceedings.
- (k) At least five cases under Domestic Violence Act.
- (l) At least 10 Misc. (I) cases for temporary injunction.
- (m) Five Motor Vehicle Act Cases
- (n) Five Assam Shops and Establishment Act cases
- (o) Five Excise Act Cases
- (p) Five Miscenellous applications under Order 1 Rule 10, Order 6 Rule 17, Order 9 Rule 4, Order 9 Rule 13, Order 9 Rule 7 CPC, Order 26 Rule 9, Rule 10 A CPC etc.
- (q) Two cases registered on the basis of Narazi / protest petitions
- (r) Ten case records of pre trial stage involving police bail, zimma petitions, recording of statements u/s 164 Cr.P.C etc.
- (s) Five case diaries of disposed records

21. 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 is to certify the same every week.

Trainee officers shall make maximum utilization of the field training by carefully observing the Court proceedings. They shall go through the case records carefully to understand the stages involved in various types of cases/ proceedings.

- 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/her.


 Research Officer
 Judicial Academy, Assam