

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 13th June, 2022

NO. HC.VII-122/2018(Pt.)/4256/A ##### On the recommendation of the Judicial Academy, Assam the Hon'ble Gauhati High Court has been pleased to nominate the Master Trainer System Officers/System Assistants of District Court of Assam as **Resource persons** to conduct the one-day "**Refresher Programme & NSTEP (National Service and Tracking of Electronic Processes) Training (ECT_8_2022)**" for the Heads of Nazarat Branch (Nazirs) and Process Servers of the District Court of Assam on **17-06-2022** from **10:00 A.M.** to **3:00 P.M.** at the District Head quarter.

Further, the Master Trainer Judicial Officers if available in the district or any other Judicial Officers having working knowledge of CIS and NSTEP, to be nominated as **Co-ordinator** by the District & Sessions Judges.

NO. HC.VII-122/2018(Pt.)/4257/A ##### The Hon'ble Gauhati High Court has been pleased to direct the heads of Nazarat Branch (Nazirs) and Process Server of the District Court of Assam to participate in the one-day "**Refresher Programme & NSTEP (National Service and Tracking of Electronic Processes) Training (ECT_8_2022)**" on **17-06-2022** from **10:00 A.M.** to **3:00 P.M.** physically at the District Head quarter.

The Training Schedule and the list of nominated Master Trainer Judicial Officers and the Master Trainer System Officers/System Assistants of District Court of Assam are enclosed with this Notification.

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

Memo HC.VII-122/2018(Pt.)/4258-4282/A Dated: 13-06-2022

Copy forward for information and necessary action to:

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

13.06.22

2. The L.R. & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
3. 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 T.A. & D.A. as admissible under the Rules].

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

(He/She is requested to inform the Co-ordinators, Resource Persons and the participants under his/her control. They are also requested to make all the necessary arrangements for smooth conduct of the training programme including the logistics and refreshments etc.

7. The District & Sessions Judge, Bajali / Biswanath /Majuli,

He/She is requested to inform nominated participants to attend the Training Programme in the following manner:

Name of District	Nominated Participants	Place of Training
Bajali	Nazir and Process Server	Barpeta
Biswanath		Tezpur, Sonitpur
Majuli		Jorhat

Further, the District & Sessions Judge of Biswanath is requested to inform the Co-ordinator accordingly.

8. The Presiding Officer, Industrial Tribunal, Guwahati/Dibrugarh/Cachar, Silchar.

13.06.22

9. The Member, MACT, Kamrup, Amingaon/Cachar, Silchar/Kamrup (M) No. 1, No. 2 & No. 3/ Nalbari/ Sonitpur/ Nagaon/ Goalpara/ Dhubri/ Barpeta.
10. The Presiding Officer, Labour Court, Dibrugarh/Kamrup (M).
11. The Special Judge-cum-Judge, Designated Court, Assam.
12. The Special Judge, Assam.
13. The Special Judge, NDPS Court, Guwahati, Assam
14. The Special Judge CBI & NIA, Guwahati, Assam.
15. The Special Judge, CBI, Addl. Court No. 1/ No. 2/ No. 3 Guwahati, Assam.
16. The Principal Judge, Family Court, Kamrup (M) No. 1, No. 2 & No. 3 / Nalbari / Dhubri / Barpeta / Cachar, Silchar.

(He/She is requested to inform the nominated Official(s) of their respective Court about this Notification)

17. The Joint Registrar (Judl./ PM &P) Gauhati High Court, Guwahati.
18. The Chief Judicial Magistrate,

Baksa / Barpeta / Bongaigaon / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karimganj / Karbi Anglong / Kokrajhar / Lakhimpur / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Tinsukia / Udalguri.

(He/She is requested to inform the Co-ordinators and the participants under his/her control about this Notification.)

Further, the Chief Judicial Magistrate of Bajali / Biswanath / Majuli is requested to inform the nominated participants to attend the Training Programme in the following manner:

Name of District	Nominated Participants	Place of Training
Bajali	Nazir and Process Server	Barpeta
Biswanath		Tezpur, Sonitpur
Majuli		Jorhat

19. The Joint Registrar (Finance), Gauhati High Court, Guwahati.

20. The Treasury Officer,

Bajali / Baksa / Barpeta / Biswanath / Bongaigaon / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karimganj /

13.06.22

Karbi Anglong / Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur / South Salmara-Mankachar / Tinsukia / Udalguri.

(The nominated Court Officials will be treated as on duty during the training period and they will be entitled to TA as admissible under the Rules).

21. 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).

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

23. The System Officers/System Assistants,

Bajali / Baksa / Barpeta / Biswanath / Bongaigaon / 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.

(The System Officers/System Assistants are directed to make a dummy Server of CIS and computer sets, as per the requirement for the training).

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

25. 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
13.06.22

REGISTRAR (JUDICIAL)



JUDICIAL ACADEMY, ASSAM
REFRESHER PROGRAMME & NSTEP TRAINING FOR COURT STAFFS
(ECT_8_2022)
(For Nazarat and Process servers of District Courts of Assam)
Date: 17.06.2022

SCHEDULE

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

Duration	Topic
10.00 AM to 11.15 AM	<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
	<ul style="list-style-type: none">❖ How to scan the document and make PDF❖ Making accessible PDFs❖ Uploading documents
	<ul style="list-style-type: none">❖ Role of Administrative Head, Nazarat, Process servers
	<ul style="list-style-type: none">❖ Process Generation through CIS
11.15 AM to 11.30 AM (TEA BREAK)	
11.30 AM to 01.15 PM	<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.

- ❖ NSTEP Mobile App
 - Introduction
 - List of processes allocated to bailiff/process servers
 - Process Service
 - View PDF and handover the physical copy
 - Capture Photo
 - Signature
 - Capturing Location details on map
 - Status of process – Served/Unserved
 - Side Menu
 - Upload
 - Delete
 - Logout
 - View process status in nstep website of eCourt.

01.15 PM to 02.00 PM (**LUNCH BREAK**)

02.00 PM
to
03.00 PM

- ❖ Queries and discussion

**Master Trainer (Systems Officers / Systems Assistants) of the
District Judiciary**

Sl. No.	Name	Designation and place of posting
1.	Sri Nikun Kalita	Systems Assistant, O/o the District & Sessions Judge, Baksa
2.	Smti. Deepti Dhadumia	Systems Officer, O/o the District & Sessions Judge, Barpeta
3.	Sri Maniruddin Mansuri	Systems Officer, O/o the District & Sessions Judge, Bongaigaon
4.	Sri Sandip Biswas	Systems Assistant, O/o the District & Sessions Judge, Cachar
5.	Smti. Roselin Shyam	Systems Assistant, O/o the District & Sessions Judge, Charaideo
6.	Shri Rafiqul Islam Ansary	Systems Assistant, O/o the District & Sessions Judge, Chirang
7.	Shri Rajib Sahariah	Systems Officer, O/o the District & Sessions Judge, Darrang
8.	Shri Amar Jyoti Das	Systems Assistant, O/o the District & Sessions Judge, Dhemaji
9.	Shri Durjoy Kr. Nath	Systems Officer, O/o the District & Sessions Judge, Dhubri
10.	Shri Yuga Sunder Gogoi	Systems Officer, O/o the District & Sessions Judge, Dibrugarh
11.	Shri Prabal Medhi	Systems Officer, O/o the District & Sessions Judge, Dima Hasao
12.	Shri Mrinal Kanti Das	Systems Officer, O/o the District & Sessions Judge, Goalpara
13.	Shri Juganta Jaradhara	Systems Officer, O/o the District & Sessions Judge, Golaghat
14.	Shri Prabeer Biswas	Systems Assistant, O/o the District & Sessions Judge, Hailakandi

15.	Shri Rejaul Ahmed Pathan	Systems Officer, O/o the District & Sessions Judge, Hojai
16.	Shri Diganta Pathak	Systems Assistant, O/o the District & Sessions Judge, Jorhat
17.	Shri Kishor Talukdar	Systems Officer, O/o the District & Sessions Judge, Kamrup (M)
18.	Smti. Udesha Deka	Systems Assistant, O/o the District & Sessions Judge, Kamrup
19.	Shri Dhrubajyoti Saikia	Systems Officer, O/o the District & Sessions Judge, Karbi Anglong
20.	Shri Mohammed Bilal	Systems Officer, O/o the District & Sessions Judge, Karimganj
21.	Shri Monowar Hussain	Systems Assistant, O/o the District & Sessions Judge, Kokrajhar
22.	Smti. Priyanka Bora	Systems Officer, O/o the District & Sessions Judge, Lakhimpur
23.	Shri Mahbub Ali Ahmed	Systems Officer, O/o the District & Sessions Judge, Morigaon
24.	Shri Abhijit Dutta	Systems Officer, O/o the District & Sessions Judge, Nagaon
25.	Shri Samarjit Baishya	Systems Officer, O/o the District & Sessions Judge, Nalbari
26.	Shri Jitul Borah	Systems Officer, O/o the District & Sessions Judge, Sivasagar
27.	Shri Dhruba Jyoti Bora	Systems Officer, O/o the District & Sessions Judge, Sonitpur, Tezpur
28.	Shri Abjijit Borah	Systems Assistant, O/o the District & Sessions Judge, Tinsukia
29.	Shri Naweed Anzum Ilahi	Systems Assistant, O/o the District & Sessions Judge, Udalguri
30.	Shri Mehedi Hassan Prodhani	Systems Assistant, O/o the District & Sessions Judge, South Salmara

Judicial Officers Master Trainers of Assam

1.	Shri Chaturjya Prasad Talukdar	Secretary, District Legal Services Authority, Kamrup (M), Guwahati
2.	Shri Anup Khanal	Secretary, District Legal Services Authority, Lakhimpur, North Lakhimpur
3.	Shri Debasish Kashyap	Addl. Chief Judicial Magistrate, Barpeta
4.	Shri Sundeep Kashyap Das	Sub-Divisional Judicial Magistrate (M), Margherita
5.	Shri Navneet Kashyap	Munsiff No. 2, Kamrup (M), Guwahati
6.	Shri Tarkeshwer Sinha	Munsiff-cum-Judicial Magistrate, Naharkatia
7.	Shri Saptarshi Das	Munsiff cum Judicial Magistrate 1st Class, Bokakhat
8.	Smti Prateeksha Mohan	Munsiff No. 1, Dhubri
9.	Shri Raj Sekhar Duara	Judicial Magistrate 1st Class, Darrang, Mangaldoi
10.	Shri Pallab Bordoloi	Munsiff, Bongaigaon
11.	Smti Tintina Devi Hazarika	Munsiff cum Judicial Magistrate 1st Class, Biswanath Chariali
12.	Smti Mayurakshi Roy Medhi	Munsiff, Rangia