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

No. HC.VII-133/2014/4367/A

From:- Shri R.A. Tapadar
Officer on Special Duty
Gauhati High Court, Guwahati &
Joint Director (Officiating)
Judicial Academy, Assam

To
**The Registrar
Gauhati High Court
Kohima Bench, Kohima**

Dated- Guwahati, the 17th September, 2015

Sub:- **Training on Court and Office Management.**

Madam,

With reference to the subject cited above, I am directed to inform you that Hon'ble the High Court has been pleased to accord permission to the Judicial Academy, Assam to **organize a Training Programme on Court and Office Management from 28.09.2015 to 01.10.2015 at Kohima, Nagaland.**

You are, therefore, requested to take necessary steps to inform the ministerial staff from all the Judicial Courts at Kohima to participate in the said training programme.

Further, you are requested to make arrangement of Hall, Sound System, Pen, Note Book, Breakfast, Tea / Snacks and working lunch etc. for the participants. You are also requested to provide suitable accommodation as well as transportation to the Resource Person, attending the training programme.

The expenses of the training programme will be borne by the Kohima Registry.

Thanking you,

Yours faithfully
17-09-15

OSD-CUM-JOINT DIRECTOR (OFFICIATING),
JUDICIAL ACADEMY, ASSAM

Memo No. HC.VII-133/2014/4368 - 4379/A Dated 17.09.2015

Copy forwarded for information and necessary action to:

1. The Registrar (Vigilance / Admn. / Judl.) Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The District & Sessions Judge, Kohima, Nagaland. **He is requested to take all necessary steps in consultation with the Registrar, Kohima Bench for the successful completion of the training programme.**
4. The Joint Registrar, Judl. / PM & P, Gauhati High Court, Guwahati.
5. The Administrative Officer, Judicial Academy, Assam.
6. The Dy. Registrar (Finance), Gauhati High Court, Guwahati.
7. Shri Nur Rahman, Retd. Sheristadar, C/o the District & Sessions Judge, Sivasagar. **He is requested to impart training to the staff at Kohima, as discussed.**
8. The Systems Analyst, Gauhati High Court, Guwahati. He is requested to upload the letter immediately in the official website of the Gauhati High Court, Guwahati.
9. The P.S. to Hon'ble Mr. Justice Hrishikesh Roy, Gauhati High Court, Guwahati.
10. The P.S. to Hon'ble Mr. Justice C.R. Sarma, Gauhati High Court, Guwahati.
11. The P.S. to Hon'ble Mr. Justice Nishitendu Chaudhury, Portfolio Judge for the State of Nagaland.
12. The P.S. to Hon'ble Mr. Justice Lanusungkum Jamir, Portfolio Judge for the State of Mizoram.
13. The C.A. to the Registrar General, Gauhati High Court, Guwahati.


OSD - CUM - JOINT DIRECTOR (OFFICIATING),
JUDICIAL ACADEMY, ASSAM