

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 18th May, 2023

NO. HC.VII-138/2019/ 4428 /A ### On recommendation of the Judicial Academy, Assam & NEJOTI, the following trainee Judicial Officers in Grade-III of Assam Judicial Service (presently deputed to Judicial Academy, Assam & NEJOTI for undergoing training for 1 year) are deputed to undergo Field training for a period of **3 (three)** months w.e.f. **01-06-2023 to 31-08-2023** in the respective stations, as shown below:

Sl. No.	Name of the Officers	Place of posting	Under the establishment of District Judiciaries of:	
			01.06.2023 to 15.07.2023	16.07.2023 to 31.08.2023
1.	Shri Hriday Jyoti Kashyap	Judicial Magistrate 1 st Class, Sonitpur, Tezpur	Kamrup	Kamrup(M)
2.	Smti. Khusboo Damani	Munsiff-cum-Judicial Magistrate 1 st Class, Karbi Anglong, Diphu	Kamrup	Kamrup(M)
3.	Shri Pratik Parashar Sarmah	Munsiff-cum-Judicial Magistrate 1 st Class, Majuli	Kamrup	Kamrup(M)
4.	Smti. Sukanya Hazarika	Munsiff-cum-Judicial Magistrate 1 st Class, Biswanath	Kamrup	Kamrup(M)
5.	Smti. Bristi Rekha Mahanta	Judicial Magistrate 1 st Class, Hojai	Kamrup(M)	Kamrup
6.	Smti. Sangeeta Hazarika	Judicial Magistrate 1 st Class, Silchar	Kamrup(M)	Kamrup
7.	Smti. Hema Prava Deori	Munsiff No.3, Cachar, Silchar	Kamrup(M)	Kamrup
8.	Smti. Plabita Boro	Munsiff-cum-Judicial Magistrate 1 st Class, Bajali	Kamrup(M)	Kamrup
9.	Shri Deepseng Shyam	Munsiff No.2, Darrang, Mangaldoi	Kamrup(M)	Kamrup
01.06.2023 to 31.08.2023				
10.	Smti. Pallavi Joshi	Munsiff No.2, Dhemaji	Sivasagar	
11.	Shri Hadi Alam	Judicial Magistrate 1 st Class, Dima Hasao, Haflong	Sonitpur	
12.	Smti. Puja Sarmah	Judicial Magistrate 1 st Class, Kamrup(M), Guwahati		
13.	Shri Aditya Vikram Das	Munsiff-cum-Judicial Magistrate 1 st Class, Dima Hasao, Haflong		

14.	Shri Kaustabh Moni Sarma	Munsiff-cum-Judicial Magistrate 1 st Class, West Karbi Anglong, Hamren	Morigaon
15.	Shri Debanga Bhusan Goswami	Judicial Magistrate 1 st Class, Dibrugarh	Golaghat
16.	Shri Anjan Nath	Munsiff, South Salmara-Mankachar	Kokrajhar
17.	Shri Monosijo Bhattacharjee	Judicial Magistrate 1 st Class, Karimganj	Hailakandi
18.	Smti. Jahnabi Das	Judicial Magistrate 1 st Class, Darrang, Mangaldoi	Bongaigaon
19.	Smti. Amrita Basumatary	Judicial Magistrate 1 st Class, Baksa, Mushalpur	Goalpara
20.	Smti. Monisha Das	Munsiff-cum-Judicial Magistrate 1 st Class, Dhakuakhana, Lakhimpur	Dibrugarh
21.	Shri Monojyoti Mili	Munsiff, Charaideo, Sonari	Dibrugarh
22.	Smti. Queensmita Saikia	Munsiff-cum-Judicial Magistrate 1 st Class, Jonai, Dhemaji	Tinsukia

The trainee Judicial Officers are to report to the concerned District and Sessions Judge on **01-06-2023 at 10 A.M.** positively. On completion of their Field Training, the trainee Officers are to report back to the Judicial Academy, Assam on **01-09-2023** for further Institutional Training.

The guidelines and the proposed time allocation for the said Field Training is enclosed herewith.

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

Memo No.HC.VII-138/2019/ 4429-4438 /A **Date:18-05-2023**

Copy forwarded for information & necessary action to:

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

(The Officers are placed on deputation for the programme 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./Vigilance/Esstt.), Gauhati High Court, Guwahati.

4. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
5. The District & Sessions Judge,
Bongaigaon / Dibrugarh / Goalpara / Golaghat / Hailakandi / Kamrup (M) /
Kamrup / Kokrajhar / Morigaon / Sivasagar / Sonitpur, Tezpur / Tinsukia.
***(He/She is requested to make all necessary arrangements
for the Field Training as per the guidelines enclosed herewith).***
6. All the Trainee Judicial Officers.
7. 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).***
8. The Administrative Officer, Judicial Academy, Assam with a request to
place the Notification before the Hon'ble Director, Judicial academy and to
circulate the same amongst the concerned trainee Officers.
9. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak,
Gauhati High Court, Guwahati for his Lordship's kind information.
10. 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

18.05.23

REGISTRAR (JUDICIAL)

**GUIDELINES IN RESPECT OF FIELD TRAINING (COURT ATTACHMENT) OF THE
TRAINING OF THE NEWLY APPOINTED 22 (TWENTY-TWO) 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 Senior Officers on Civil and Criminal side (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 2 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 Services Authority** 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.
11. The trainees shall also attend at least 1 (one) **Crime Conferences** in the District along with District & Sessions Judge/ CJM.
12. 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.
13. The trainees shall attend at least 10 (ten) **bail matter** hearings and 5 (five) injunction matter hearings.
14. Every trainee shall be asked to write at least 1 (one) draft judgment by the Nominated Officers.
15. The trainees shall be asked to prepare draft issues in Title Suits and Money Suits.
16. The trainees shall be asked to prepare at least 5 (five) draft injunction orders.
17. The trainees shall be asked to prepare draft questionnaires under section 313 Cr.P.C., draft charges, draft bail orders.
18. The trainees shall be asked to prepare draft TIP and confessional statement, if any.
19. 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. (J) 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

20. 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

**Proposed time allocation for field attachment of the trainee
Judicial Officers to be followed by concern District Judiciary**

1st 45 days of field attachment

Sl. No.	Court/Office	Days	Name of the Court for attachment
1.	Criminal proceedings	19 days	CJM/ACJM/SDJM, preferably with senior officer
2.	Record room	2 days	
3.	Jail inspection	1 day	
4.	Malkhana	1 day	
5.	Civil proceedings	19 days	Civil Judge/Munsiff having sufficient experience on civil side
6.	JJB	3 days	Juvenile Justice Board

2nd 45 days of field attachment

Sl. No.	Court/Office	Days	Name of the Court for attachment
1.	Criminal proceedings	19 days	CJM/ACJM/SDJM, preferably with senior officer
2.	Attachment to Account section	2 days	
3.	Attachment to Nazarat Branch	1 day	
4.	Attachment to Copying section	1 day	
5.	District Legal Service Authority	1 day	
6.	Civil proceedings	19 days	Civil Judge/Munsiff having sufficient experience on civil side
7.	Family Court for observing Section 125 proceedings	2 days	In stations where family court is not available, the trainee may be attached with a senior Judicial Magistrate having section 125 proceedings and the proceeding of like nature