

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

NOTIFICATION
Dated Guwahati the 20th August, 2022

NO. HC.VII-90/2018/ 7098 /A ##### On the recommendation of the Judicial Academy, Assam & NEJOTI, the Hon'ble Gauhati High Court has been pleased to depute the following trainee Grade-III Judicial Officer of Arunachal Pradesh Judicial Service to undergo Field Training **w.e.f. 02-09-2022 to 01-02-2023**, as per the schedule given below.

Name of Officer	Duration of Field Training	Establishment for Field Training
Shri Lobsang Wangdi Babu	02-09-2022 to 01-01-2023 (4 Months)	Under the establishment of District & Sessions Judge, Kamrup(M)
	02-01-2023 to 01-02-2023 (1 Months)	Under the establishment of District & Sessions Judge, Yupia, Itanagar.

The trainee Judicial Officer is directed to report to the District & Sessions Judge, Kamrup(M), Guwahati on **02-09-2022 at 10:00 A.M.** positively for undergoing Field Training.

Further, on completion of Field Training, the trainee Judicial Officer is to report back to the Judicial Academy, Assam on **16-02-2023** for the last phase of Institutional Training.

The guideline for the said Field Training is enclosed herewith.

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

Memo No. HC.VII-90/2018/ 7099-7113 /A, dated 20-08-2022

Copy for information & necessary action to:

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


20.08.22

The Officer is placed on deputation for the programme on condition that (a) the Officer will be treated as on duty during the training period & (b) he will be entitled to T.A. & D.A. as admissible under the Rules.

4. The District & Sessions Judge, Kamrup(M), Guwahati with a request to make all the necessary arrangements, including preparing the training schedule, as per guidelines, for smooth training on the above mentioned days.
5. The Registrar (Admin./Vigilance), Gauhati High Court, Guwahati.
6. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
7. The Registrar, Gauhati High Court, Itanagar Permanent Bench, Naharlagun.

(He is requested to inform the District & Sessions Judge, Yupia, Itanagar about this Notification accordingly).

8. District & Sessions Judge, Yupia, Itanagar, with a request to make all the necessary arrangements, including preparing the training schedule, as per guidelines, for smooth training on the above mentioned days.
9. The Joint Registrar (Judl./ PM & P), Gauhati High Court, Guwahati.
10. Shri Lobsang Wangdi Babu, Trainee Judicial Officer.
11. The Joint Registrar, (Finance), Gauhati High Court, Guwahati.
12. 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).

13. The Administrative Officer, Judicial Academy, with a **request to place the Notification before the Hon'ble Director, Judicial Academy, Assam and to inform the trainee Officer undergoing training at the Judicial Academy accordingly.**
14. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak, Gauhati High Court, Guwahati for his Lordship's kind information.
15. The CA to the Registrar General, Gauhati High Court, Guwahati.

[THE LIST OF OFFICERS HEREINABOVE IS NOT NECESSARILY IN ORDER OF SENIORITY]

R. M. Tapadar
20.08.22
REGISTRAR(JUDICIAL)

**GUIDELINES IN RESPECT OF FIELD TRAINING (COURT ATTACHMENT) OF THE
TRAINING OF THE NEWLY APPOINTED 1 (ONE) JUDICIAL OFFICER OF
ARUNACHAL PRADESH JUDICIAL SERVICE**

Guidelines for the District & Sessions Judges, Nominated Officer

1. *The District & Sessions Judge is to keep a strict vigil on the discipline and punctuality of the trainee and in case of any deviance, report the matter to the High Court immediately.*
2. *The District & Sessions Judge is to introduce the trainee to the Members of the Bar.*
3. *The leave of absence of the trainee 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 trainee is 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. 10 & 12 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.
6. *The District Judge Kamrup shall arrange for his attachment at Land & Revenue Revenue Department and Sub- Registrar Office Kamrup Metro for enabling the Trainee Officer to know the procedure regarding maintenance of land records involving chitha, jamabandi, mutation, registration of deeds etc.*
7. *The District Judge is also to send a copy of roster to the Gauhati High Court.*

8. *In every district, a coordinating Judicial Officer is to be appointed to look into the affairs relating to the field training of the trainee.*
9. *The service of the trainee shall be utilized with a view to increasing the disposal of the courts, wherein the trainee is attached.*
10. *The District & Sessions Judge, CJMs and nominated officers concerned are to take interest in imparting practical training to the Trainee open heartedly.*
11. *The trainee is to be instructed to report to the coordinating Judicial Officer on regular basis.*
12. *The nominated officers, with whom the trainee is 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.*
13. *District & Sessions Judges and CJMs are to ensure the presence of the trainee in weekly/monthly meeting of the Judicial Officers held in the respective districts.*

Guidelines to the Trainee Officer

1. *The trainee shall sit in the Court with the Officer with whom 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 trainee 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 trainee shall spend at least two days inspecting the record room (both of District Judges establishment and CJM establishment) maintained in the district. He shall also examine the registers, which are maintained in the record room. The trainee shall spend at least one day inspecting the Court Malkhana, various registers maintained in the Malkhana. He shall also prepare the Malkhana inspection report in their field training diary.*

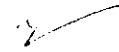
4. *The trainee shall spend one day to observe as to how accounts are maintained in the Office.*
5. *The trainee shall spend one day at the District Legal Aid Cell and observe its functioning.*
6. *The trainee shall be made familiar to the work done in each and every table of the Office of both of District Judges establishment and CJM establishment.*
7. *The trainee shall also spend at least one day in the Nazarat Section & Copying Section of the District Judges establishment and CJM establishment.*
8. *The trainee shall also attend at least 3 (three) sittings of the Juvenile Justice Board.*
9. *The trainee shall also prepare a brief report on application of computer technology in the Courts of the Districts in which they are placed.*
10. *The trainee shall also spend at least one hour in the Central Library of the District Court.*
14. *The trainee shall also attend at least 1 (one) Crime Conferences in the District along with District & Sessions Judge/ CJM.*
15. *The trainee shall also attend at least one Lok Adalat conducted in the district. He shall also attend at least one legal awareness camp conducted by the District Legal Service Authority.*
16. *The trainee shall attend at least 10 (ten) bail matter hearings and 5 (five) injunction matter hearings.*
17. *The trainee shall be asked to write at least 1 (one) draft judgment by the Nominated Officers.*
18. *The trainee shall be asked to prepare draft issues in Title Suits and Money Suits.*
19. *The trainee shall be asked to prepare at least 5 (five) draft injunction orders.*
20. *The trainee shall be asked to prepare draft questionnaires under section 313 Cr.P.C., draft charges, draft bail orders.*
21. *The trainee shall be asked to prepare draft TIP and confessional statement, if any.*
22. *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 Suits.*
- (h) *At least ten Money Suits.*
- (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) *At least 5 temporary injunction violation cases.*
- (n) *Five Motor Vehicle 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 22 , Order 26 Rule 9, Rule 10A CPC, along with condonation of delay petition 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*

23. While preparing *Field Training Diary*, the trainee shall maintain a record of how he has spent each and every day in the Court, he shall also mention what he has noticed during his observation in the court and in different departments and sections of the Office of the Court. He shall also mention about his observation on the case records, which he has examined. The Officer with whom trainee is attached is to certify the *Field Training Diary* daily and the District & Sessions Judge is to certify the same every week.

Trainee officer shall make maximum utilization of the field training by carefully observing the Court proceedings. He 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 trainee to any other area / field as may be considered necessary by him/her.*



Research Officer
Judicial Academy, Assam