

**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 22<sup>nd</sup> of July, 2024

**NO. HC.VII-138/2019/6072/##** On recommendation of the Judicial Academy, Assam, the following trainee Judicial Officers in Grade-I of Assam Judicial Service (presently undergoing Induction Training at Judicial Academy, Assam ) are deputed to undergo Field training w.e.f. **24-07-2024 to 07-09-2024** in the respective stations, as shown below:

Sl. No.	Name & Designation	Station and period of Field attachment
1.	<b>Dr. Taznara Khan,</b> Addl. District & Sessions Judge , FTC, North Lakhimpur	<b>(at Barpeta)</b> <b>24.07.2024 to 29.08.2024</b> Under the establishment of District & Sessions Judge, Barpeta & in the Courts of <ul style="list-style-type: none"><li>• Special Judge,POCSO-2 days</li><li>• MACT-2 days</li><li>• Family Court-2 days</li></ul>
		<b>[at Kamrup(M)]</b> <b>30.08.2024 to 07.09.2024</b> in the Courts of <ul style="list-style-type: none"><li>• Special Judge,Assam-3 days</li><li>• Special Judge,CBI &amp; NIA-2 days</li><li>• Special Judge,CBI- 2 days</li></ul>
2.	<b>Shri Nuruddin Ahmed,</b> Addl. District & Sessions Judge, Cachar,Silchar	<b>[at Kamrup(M)]</b> <b>24.07.2024 to 30.08.2024</b> Under the establishment of District & Sessions Judge, Kamrup(M) & <b>31.08.2024 to 07.09.2024</b> in the Courts of <ul style="list-style-type: none"><li>• Special Judge,Assam-2 days</li><li>• MACT-2 days</li><li>• Family Court-2 days</li><li>• Special Judge,CBI &amp; NIA-2 days</li></ul>

On completion of their Field Training, the Trainee Officers are to report back to the Judicial Academy, Assam on **09-09-2024(08.09.2024 being Sunday)** for last phase of their Institutional Training.

A copy of the guidelines for the said Field Training is enclosed herewith.

By Order,  
Sd/- S.K.Poddar  
**REGISTRAR GENERAL**

**Memo No.HC.VII-138/2019/6073/A**

**Date:22-07-2024**

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, 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/Judl./Esstt(i/c), 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,  
Kamrup(M)/Barpeta.

***(He/She is requested to make all necessary arrangements for the Field Training as per guidelines).***

6. Dr. Taznara Khan, Addl. District & Sessions Judge ,FTC, North Lakhimpur.
7. Shri Nuruddin Ahmed, Addl. District & Sessions Judge, Cachar, Silchar.
8. The Project Manager, Gauhati High Court, Guwahati.

***(He is requested to upload the Notification immediately to the official website of the Gauhati High Court, Guwahati).***

9. 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.
10. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak, Gauhati High Court, Guwahati for his Lordship's kind information.

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

  
**REGISTRAR GENERAL**

**GUIDELINES IN RESPECT OF FIELD TRAINING (COURT ATTACHMENT) OF THE  
NEWLY RECRUITED OFFICER IN GRADE-I OF ASSAM JUDICIAL SERVICE**

**Guidelines for the District & Sessions Judges, Nominated Officers  
and the Trainees.**

1. The District & Sessions Judge shall 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 shall **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 letter No.JAA.23/2016/639 dtd.15.10.2016.
4. The trainees shall be **attached to the Officers nominated by concerned District Judge on rotational basis.** One trainee shall be attached with an Officer for a period of seven days and after that with another nominated Officer. The District Judge shall ensure that the trainee is attached with every nominated Officer on rotational basis. While preparing the roster, the District Judges shall ensure that a trainee is attached to both **Civil Court and Criminal Court for equal number of days** as far as possible. The District Judge shall also send a copy of roster to the High Court.
5. In every district, a coordinating Judicial Officer shall be appointed to look into the affairs relating to the field training of the trainees.
6. The service of the trainee shall be utilized with a view to increasing the disposal of the courts, wherein the trainees are attached.
7. The District & Sessions Judge, and nominated officers concerned shall take interest in imparting practical training to the Trainees open heartedly.
8. The nominated officers, with whom the trainee is attached, shall not feel irritated for the presence of the trainee and they shall put all their possible endeavors to answer the queries posed by the trainee. In other words, there shall be a congenial environment of the training in the Courts.
9. District & Sessions Judge shall ensure the presence of the trainee in weekly/monthly meeting of the Judicial Officers held in the respective districts.

10. The trainee shall **sit in the Court** with the Officer with whom he is attached at least one half of the day and during the other half they shall do following works-
  - a. **Examining the case records.**
  - b. **Examining different registers, statements etc.**
  - c. **Preparing Field Training Diary** to be maintained by the respective trainees.
11. The trainee shall also accompany the District & Sessions Judge/ Chief Judicial Magistrate during their **Jail Inspection**. At least three such visits during the whole period of field training is recommended.
12. The trainee shall spend at least two days inspecting the **record room** ( District Judges 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.
13. The trainee shall spend one day to observe as to how **accounts** are maintained in the Office.
14. The trainee shall spend one day at the **District Legal Aid Cell** and observe its functioning. The trainee shall observe the works of the DLSA, functions of Chairman, DLSA.
15. The trainee shall be made familiar to the **work done in each and every table of the Office** of both of District Judges establishment.
16. The trainee shall also spend at least one day in the **Nazarat Section & Copying Section** of the District Judges establishment.
17. The trainee shall also attend at least three sittings of the **Children's Court**.
18. The trainee shall also prepare a brief report on application of **computer technology** in the Courts of the Districts in which he is placed.
19. The trainee shall also attend at least 1(one) **Crime Conferences** in the District along with District & Sessions Judge/ CJM, if any.
20. The trainee 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.

21. *The trainee shall attend at least 10 **bail matter** hearing and 5 injunction matter hearing.*
22. ***The trainee shall be asked to write at least 1 (one) draft judgment by the Nominated Officers.***
23. *The trainee shall be asked to prepare draft issues in Title Suits and Money Suits.*
24. *The trainee shall be asked to prepare at least 5 (five) draft Bail orders u/s 438, 439 Cr.P.C..*
25. *The trainee shall be asked to prepare draft questionnaires under section 313 Cr.P.C., draft charges.*
26. *While examining the **case records** as mentioned in 11 (a) above special attention should be taken to examine the following –*
  - (a) *At least ten sessions cases.*
  - (b) *At least ten Criminal Revision cases.*
  - (c) *At least ten Criminal Appeal cases*
  - (d) *At least twenty Civil Appeal*
  - (e) *At least ten NDPS cases.*
  - (f) *At least ten POCSO Act cases.*
  - (g) *At least ten cases before Children’s Court.*
  - (h) *At least ten Title Suit cases.*
  - (i) *At least ten Money Suit cases.*
  - (j) *At least five Money Execution Proceedings*
  - (k) *At least five Title Execution Proceedings.*
  - (l) *At least 5 MACT cases*
  - (m) *At least 5 Divorce cases.*
  - (n) *At least 5 probate cases, 5 Succession matters*
  - (o) *At least 5 Compensation proceeding in DLSA*
  - (p) *At least 10 CBI investigated cases*
  - (q) *At least 5 cases investigated by NIA*
  - (r) *At least 5 cases investigated by CID*
  - (s) *Administrative Orders of District Judge*

27. 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 the 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 shall certify the **Field Training Diary** daily and the District & Sessions Judge shall certify the same every week.
28. 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.



Research Officer  
Judicial Academy, Assam