

By e-MAIL

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

No.HC.VII-167 (Pt.-IV)/2014/4399/A

From: Smti Aparna Ajitsaria  
Registrar (Judicial)  
Gauhati High Court  
Guwahati

To  
**The District & Sessions Judge  
Lakhimpur, North Lakhimpur**

*Dated- Guwahati, the 25<sup>th</sup> July, 2018*

Sub: Joint Conference on the "Role of Drawal and Disbursing Officers of District Judiciary, Assam and the Staff of Subordinate Courts" & "Skill Development Programme for the Staff of Subordinate Courts", ***scheduled to be held from 11.08.2018 to 12.08.2018 at Lakhimpur, North Lakhimpur.***

Ref. (i) Notification No. HC.VII-167(Pt.-III)/2014/1955/A, dated 4<sup>th</sup> April, 2018.  
(ii) Your letter No. DJL/5954/2018, dated 19<sup>th</sup> July, 2018.

Sir,

With reference to the subject cited above, I am directed to inform you that in view of the State Lok Adalat to be held on 11.08.2018 and to enable the Judicial Officers to participate in the Joint Conference, **the agenda of the Joint Conference** on the "Role of Drawal and Disbursing Officers of District Judiciary, Assam and the Staff of Subordinate Courts" & "Skill Development Programme for the Staff of Subordinate Courts", **scheduled to be held at Lakhimpur, North Lakhimpur (for the Districts of Dhemaji and Lakhimpur) w.e.f. 11.08.2018 to 12.08.2018, has been revised.**

***Now, the programme at Lakhimpur will be held from 11.08.2018 to 12.08.2018 as per the revised Agenda, enclosed herewith.***

***You are requested to take necessary steps for arranging the programme accordingly and to intimate the same to all concerned (including the participants of the participating Districts through the concerned District & Sessions Judge).***

With regards,

Yours faithfully

Encl: As stated above.

*25.7.18*

**Registrar (Judicial)**

Memo No. HC.VII-167 (Pt.-III)/2014/4400 - 4426/A dated 25.07.2018

Copy forwarded for information and necessary action to:

1. The Director, Judicial Academy, Assam.

*25.7.18*

2. The L.R.-cum-Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati.
3. The Principal Accountant General (A&E), Assam, Beltola, Guwahati, for information and necessary action (in reference to the Notification No. HC.VII-167(Pt.-III)/2014/1955/A, dated 4<sup>th</sup> April, 2018)
4. The Registrar (Vigilance / Admn.), Gauhati High Court, Guwahati.
5. The Registrar-cum- Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
6. The District & Sessions Judge,  
Kamrup (M), Guwahati / Kamrup, Amingaon / Barpeta / Nalbari / Darrang, Mangaldoi / Sonitpur, Tezpur / Dibrugarh/ **Dhemaji** / Tinsukia / Sivasagar / Jorhat / Golaghat / Nagaon / Morigaon / Cachar, Silchar / Karimganj / Hailakandi / Dhubri / Goalpara / Kokrajhar / Bongaigaon / Udalguri / Chirang, Kajalgaon / Baksa, Mushalpur / Karbi Anglong, Diphu / Dima Hasao, Haflong.

***He / she is requested to ensure circulation of the Notification to all concerned.***

7. The Special Judge, Assam, Guwahati.
8. The Principal Judge, Family Court, Kamrup (No. 1 / No. 2)/ Barpeta / Cachar, Silchar.
9. The Counsellor, Family Court, Kamrup (No. 1 / No. 2) / Barpeta / Cachar, Silchar.
10. The Presiding Officer, Labour Court, Guwahati / Dibrugarh.
11. The Presiding Officer, Industrial Tribunal, Guwahati / Silchar / Dibrugarh.
12. The Member Secretary, Assam State Legal Services Authority, Guwahati.
13. The Special Judge, CBI & NIA Court.
14. The Judge, Designated Court, Assam, Guwahati.
15. The PO STAT & Member MACT No. 1, Kamrup, Guwahati
16. The Judge, Special Court for trial of Sessions Case No.59(K) of 2011, Kamrup (M), Guwahati
17. The Member MACT, Kamrup, Guwahati (No. 2 / No. 3)/ Kamrup, Amingaon / Nalbari / Barpeta / Sonitpur, Tezpur / Nagaon / Goalpara / Cachar, Silchar / Dhubri.
18. The Special Judge, Addl. CBI Court (No. 1/No. 2/No.3), Guwahati.
19. The Deputy Secretary, ASLSA.
20. The Under Secretary, ASLSA.
21. The Secretary-cum-Registrar, O/o Lokayukta, Assam, Guwahati
22. The Treasury Officer,  
Kamrup (M), Guwahati / Kamrup, Amingaon / Barpeta / Nalbari / Darrang, Mangaldoi / Sonitpur, Tezpur / Lakhimpur, North Lakhimpur / Dhemaji / Dibrugarh / Tinsukia / Sivasagar / Jorhat / Golaghat / Nagaon / Morigaon / Cachar, Silchar / Karimganj / Hailakandi / Dhubri / Goalpara / Kokrajhar / Bongaigaon / Udalguri / Chirang, Kajalgaon / Baksa, Mushalpur / Karbi Anglong, Diphu / Dima Hasao, Haflong.
23. The Joint Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
24. The Research Officer, Judicial Academy, Assam.
25. The Deputy Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
26. The Systems Analyst, Gauhati High Court, Guwahati. *He is requested to upload the Notification in the official web site of the Gauhati High Court immediately.*
27. The CA to Registrar General, Gauhati High Court, Guwahati.

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

~~25~~ 25.7.18

Registrar (Judicial)

25.7.18

**JOINT CONFERENCE ON THE ROLE OF DRAWAL AND DISBURSING OFFICERS OF DISTRICT  
JUDICIARY, ASSAM AND THE STAFF OF SUB-ORDINATE COURTS**

**&**

**SKILL DEVELOPMENT PROGRAMME FOR THE STAFF OF SUB-ORDINATE COURTS**

**VENUE :**

**MAXIMUM PARTICIPANTS -65 (ALL JUDICIAL OFFICERS, EXCEPT ONE, AND 5 STAFFS FROM EACH COURT ESTABLISHMENT (DISTRICTS) AND 4 FROM SUB-DIVISION.**

**DAY-1**

9.30 A.M. – 10.00 A.M.	REGISTRATION & BREAKFAST
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**SKILL DEVELOPMENT PROGRAMME FOR THE STAFF OF SUB-ORDINATE COURTS**

**DAY-1 SESSION -1**

TIME	TOPIC	RESOURCE PERSON
10.00 A.M. – 11.30 A.M.	<b>ICT in Courts</b> (a) Digitization of Case Records (b) Inventory Application (c) File Tracking System (d) Display of cause lists (e) Online Salary Bill application	2 Systems Officer as nominated
11.30 A.M. – 11.45 A.M.	<b>TEA BREAK</b>	
11.45 A.M. – 01.00 P.M.	<b>ICT in Courts</b>	-Do-
01.00 A.M. – 02.00 P.M.	<b>LUNCH</b>	

**DAY-1 SESSION -2**

TIME	TOPIC	RESOURCE PERSON
02.00 P.M. – 03.00 P.M.	Criminal Rules & Orders	District & Sessions Judge of the host District or Judicial Officer(s) as nominated by the District & Sessions Judge
03.00 P.M. – 03.15 P.M.	<b>TEA BREAK</b>	
03.15 P.M. – 04.30 P.M.	Civil Rules & Orders	-Do-

**JOINT CONFERENCE ON THE ROLE OF DRAWAL AND DISBURSING OFFICERS OF DISTRICT  
JUDICIARY, ASSAM AND THE STAFF OF SUB-ORDINATE COURTS**

**DAY-2 SESSION -1**

9.30 A.M. – 10.00 A.M.	<b>REGISTRATION &amp; BREAKFAST</b>	
TIME	TOPIC	RESOURCE PERSON
10.00 A.M. – 11.30 A.M.	Role & Responsibilities of DDOs	<b>Mr. N.N. Bora</b> Former Director, Accounts & Treasuries, Govt. of Assam, Presently, Domain Expert, Treasury Operation, Finance Department, Govt. of Assam.
11.30 A.M. – 11.45 A.M.	<b>TEA BREAK</b>	
11.45 A.M. – 01.00 P.M.	Role & Responsibilities of DDOs	-Do-
01.00 A.M. – 02.00 P.M.	<b>VALEDICTION FOLLOWED BY LUNCH</b>	