

THE GAUHATI HIGH COURT AT GUWAHATI

(HIGH COURT OF ASSAM : NAGALAND : MIZORAM AND ARUNACHAL PRADESH)

No. HC.VII-100(Pt-II)/2010/3167/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 27th May, 2014

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

Ref. Your letter No. HC(K)21/09/REG/330, dated 17th May, 2014

Sir,

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 03rd June, 2014 to 5th June, 2014 at Dimapur, Nagaland.**

You are, therefore, requested to select the ministerial staff from all the Judicial Courts at Dimapur to participate in the said training programme. While selecting the participants, representation from all the Courts of Dimapur must be confirmed.

Further, you are requested to make arrangement of Hall, Sound System, Pen, Note Book, Breakfast, Tea / Snacks and working lunch etc. for the participants in coordination with the District & Sessions Judge, Dimapur.

You are also requested to provide suitable accommodation as well as transportation to the Resource Persons from Judicial Academy, Assam.

Thanking you,

Yours faithfully

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

Memo No. HC.VII-100(Pt-II)/2010/3168 - 3180/A Dated 27.05.2014

Copy forwarded for information and necessary action to:

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

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