

By e-MAIL

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

No.HC.VII-167 (Pt.-IV)/2014/4958/A

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

To
**The District & Sessions Judge
Kamrup (M), Guwahati / Kamrup, Amingaon / Nalbari / Baksa**

Dated- Guwahati, the 27th August, 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 08.09.2018 to 09.09.2018 at the Judicial Academy, Assam (Amingaon).***

Ref. Notification No. HC.VII-167(Pt.-III)/2014/1955/A, dated 4th April, 2018.

Sir / Madam,

With reference to the subject cited above, I am directed to inform you that in view of the National Lok Adalat to be held on 08.09.2018 and to enable the Judicial Officers to participate in the Joint Conference, ***the agenda of the programme pertaining to 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 from 08.09.2018 to 09.09.2018 at the Judicial Academy, Assam (Amingaon), has been revised.***

Now, the said programme will be held from 08.09.2018 to 09.09.2018 at the Judicial Academy, Assam (Amingaon), ***as per the revised Agenda, enclosed herewith.*** Please note that according to the revised Agenda, the Joint Conference is scheduled on 09.09.2018.

You are requested to intimate the same to all concerned including the participants.

With regards,

Yours faithfully

Encl: As stated above.

27.8.18

Registrar (Judicial)

Memo No. HC.VII-167 (Pt.-IV)/2014/4959 - 4984/A dated 27.08.2018

Copy forwarded for information and necessary action to:

1. The Director i/c, Judicial Academy, Assam.

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 4th 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 Special Judge, Assam, Guwahati.
7. The Principal Judge, Family Court, Kamrup (No. 1 / No. 2).
8. The Counsellor, Family Court, Kamrup (No. 1 / No. 2).
9. The Presiding Officer, Labour Court, Guwahati.
10. The Presiding Officer, Industrial Tribunal, Guwahati.
11. The Member Secretary, Assam State Legal Services Authority, Guwahati.
12. The Special Judge, CBI & NIA Court.
13. The Judge, Designated Court, Assam, Guwahati.
14. The PO STAT & Member MACT No. 1, Kamrup, Guwahati
15. The Judge, Special Court for trial of Sessions Case No.59(K) of 2011, Kamrup (M), Guwahati
16. The Member MACT, Kamrup, Guwahati (No. 2 / No. 3)/ Kamrup, Amingaon / Nalbari.
17. The Special Judge, Addl. CBI Court (No. 1/No. 2/No.3), Guwahati.
18. The Deputy Secretary, ASLSA.
19. The Under Secretary, ASLSA.
20. The Secretary-cum-Registrar, O/o Lokayukta, Assam, Guwahati
21. The Treasury Officer,
Kamrup (M), Guwahati / Kamrup, Amingaon / Nalbari / Baksa, Mushalpur.
22. The Joint Registrar (_____), Gauhati High Court, Guwahati.
23. The Research Officer, Judicial Academy, Assam.
24. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
25. The Systems Analyst, Gauhati High Court, Guwahati. *He is requested to upload the letter in the official web site of the Gauhati High Court immediately.*
26. CA to the Registrar General, Gauhati High Court, Guwahati.

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

27.8.18

Registrar (Judicial)

**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.	ICT in Courts (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.	TEA BREAK	
11.45 A.M. – 01.00 P.M.	ICT in Courts	-Do-
01.00 A.M. – 02.00 P.M.	LUNCH	

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.	TEA BREAK	
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.		REGISTRATION & BREAKFAST
TIME	TOPIC	RESOURCE PERSON
10.00 A.M. – 11.30 A.M.	Role & Responsibilities of DDOs	Mr. N.N. Bora 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.	TEA BREAK	
11.45 A.M. – 01.00 P.M.	Role & Responsibilities of DDOs	-Do-
01.00 A.M. – 02.00 P.M.	VALEDICTION FOLLOWED BY LUNCH	