

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 29th June, 2022

NO. HC.VII-122/2018(Pt.)/4744/A #### On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to direct all the Judicial Officers of Assam to participate in the one-day "***Computer Skill Enhancement Programme- Level I & II (EC_13_2022)***" on **02-07-2022** (Saturday), after Court hours in the District Court of Assam.

The District & Sessions Judges are directed to continue the training programme on the next working day (after Court hours), if the training could not be completed on **02-07-2022**.

NO. HC.VII-122/2018(Pt.)/4745/A #### On the recommendation of the Judicial Academy, Assam, the Hon'ble Gauhati High Court has been pleased to nominate the Master Trainer Judicial Officers of Assam as ***Resource Persons*** to conduct the one-day "***Computer Skill Enhancement Programme- Level I & II (EC_13_2022)***" on **02-07-2022** (Saturday), after Court hours in the District Court of Assam.

Further, the District & Sessions Judges are directed to nominate any other Judicial Officers having adequate knowledge of Computer Application as ***Resource Persons*** for the aforesaid programme, if Master Trainer Judicial Officer is not available in the District.

The Training Schedule and the list of nominated Master Trainer Judicial Officers of Assam are enclosed with this Notification.

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

Memo HC.VII-122/2018(Pt.)/ 4746-4769/A Dated: 29-06-2022

Copy forward for information and necessary action to:

1. Smti. R. Arulmozhiselvi, Member (Human Resource), e-Committee, Supreme Court of India, New Delhi.

29.06.22


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

[The Officers are placed on deputation for the program on condition that (a) the Officers will be treated as on duty during the training period & (b) they will be entitled T.A. & D.A. as admissible under the Rules].

4. The Registrar (Admin./Vigilance/ Esstt.), 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,
Bajali/Baksa/Barpeta/Biswanath/Bongaigaon/Cachar/Charaideo/Chirang/
Darrang/Dhemaji/Dhubri/Dibrugarh/Dima Hasao/Goalpara/Golaghat/
Hailakandi/Hojai/Jorhat/Kamrup(M)/Kamrup/Karimganj/Karbi Anglong/
Kokrajhar/Lakhimpur/Majuli/Morigaon/Nagaon/Nalbari/Sivasagar/Sonitpur/
South Salmara-Mankachar/Tinsukia/Udalguri.

(He/She is requested to inform all the Judicial Officers, Resource Persons and the System Officers/System Assistants under his/her control about this Notification and make necessary arrangements for smooth conduct of the training programme)

7. The Secretary, Gauhati High Court Legal Services Committee.
8. The Presiding Officer, Industrial Tribunal, Guwahati/Dibrugarh/Cachar, Silchar.
9. The Member, MACT, Kamrup, Amingaon/Cachar, Silchar/Kamrup (M) No. 1, No. 2 & No. 3/ Nalbari/ Sonitpur/ Nagaon/ Goalpara/ Dhubri/ Barpeta.
10. The Presiding Officer, Labour Court, Dibrugarh/Kamrup (M).
11. The Special Judge-cum-Judge, Designated Court, Assam.
12. The Special Judge, Assam.
13. The Special Judge, NDPS Court, Guwahati, Assam.
14. The Special Judge, CBI & NIA, Guwahati, Assam.
15. The Special Judge, CBI, Addl. Court No. 1/ No. 2/ No. 3, Guwahati, Assam.


27.06.22

16. The Principal Judge, Family Court, Kamrup (M) No. 1/ No. 2 & No. 3/ Nalbari/ Dhubri/ Barpeta/ Cachar, Silchar.

(He/She is requested to inform all the Judicial Officers of the respective Court about this Notification)

17. The Member Secretary, Assam State Legal Services Authority

(He/ She is requested to inform all the Judicial Officers of State Legal Services Authority and District Legal Services Authority about this Notification)

18. The Joint Registrar (Judl./PM&P), Gauhati High Court, Guwahati.

19. The Chief Judicial Magistrate,

Bajali/Baksa/Barpeta/Biswanath/Bongaigaon/Cachar/Charaideo/Chirang/
Darrang/Dhemaji/Dhubri/Dibrugarh/Dima Hasao/Goalpara/Golaghat/
Hailakandi/Hojai/Jorhat/Kamrup(M)/Kamrup/Karimganj/Karbi Anglong/
Kokrajhar/Lakhimpur/Majuli/Morigaon/Nagaon/Nalbari/Sivasagar/Sonitpur/
South Salmara-Mankachar/Tinsukia/Udalguri.

(He/She is requested to inform all the Judicial Officers, Resource Persons and the System Officers/System Assistants under his/her control about this Notification).

20. The Project Manager, Gauhati High Court, Guwahati.

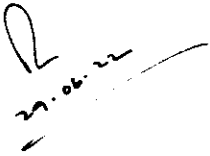
(He is requested to upload the Notification immediately in the official website of the Gauhati High Court, Guwahati).

21. The Administrative Officer, Judicial Academy, Assam with a **request to place the Notification before the Hon'ble Director, Judicial Academy.**

22. The System Officers/System Assistants,

Bajali/Baksa/Barpeta/Biswanath/Bongaigaon/Cachar/Charaideo/Chirang/
Darrang/Dhemaji/Dhubri/Dibrugarh/Dima Hasao/Goalpara/Golaghat/
Hailakandi/Hojai/Jorhat/Kamrup(M)/Kamrup/Karimganj/Karbi Anglong/
Kokrajhar/Lakhimpur/Majuli/Morigaon/Nagaon/Nalbari/Sivasagar/Sonitpur/
South Salmara-Mankachar/Tinsukia/Udalguri.

(The System Officers/System Assistants are directed to make necessary arrangement for Electronic Tools, V.C. Application etc., as per requirement for the training in their respective District)


22.06.22

23. The Private Secretary to Hon'ble Mr. Justice Manash Ranjan Pathak, Gauhati High Court, Guwahati for his Lordship's kind information.
24. The CA to the Registrar General, Gauhati High Court, Guwahati.

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

R. A. Tapadar
29.06.22

REGISTRAR (JUDICIAL)



JUDICIAL ACADEMY, ASSAM
COMPUTER SKILLS ENHANCEMENT PROGRAMME - LEVEL I & II
(EC_13_2022)

[For Judicial Officers of District Judiciary (All Cadre)]

Date: 02.07.2022

Resource Person: Master Trainer Judicial Officers/Systems Officers/Systems Assistants of the respective District Judiciary

SCHEDULE

Topic

Level-I

❖ **Fundamental Skills**

- Concept of Hardware and Software
- Identifying Major Computer Components
- Anatomy of Computer System
 - Computer Hardware, CPU, Input/Output Devices, Storage devices, System memory etc.
- How Computer Systems Work
- Some common devices/ peripherals and terminology
- Video Conference
 - How to appear/join video conference through various VC application

Level-II

❖ **Basic Computing and Applications**

- **Word Processing and Formatting (Example: MS Office)**
 - Create a new document: enter text; delete; save; save as
 - Use basic edit features: cut; copy; paste
 - Identify features: tool bar; icons; cursor
 - Use dictionary; spell check
 - Use find and replace
 - Operate print; print preview
 - Apply basic formatting: font; font size; font style; color; align text
 - Justify text
 - Import and paste images
 - Use tabs; line spacing etc.
- **Spreadsheet (Example: MS Excel)**
 - Recognize structure and purpose, active cell
 - Interpret simple spreadsheets and data
 - Make simple calculations
 - How to insert/delete rows/ columns; sort
 - How to format data: font; color; number; text; etc
 - Understand that a change to one cell impacts on another
 - Investigate formulas; Format dates, numbers
 - Apply filters
 - Know about graphs/charts/tables
 - Know how to work across multiple spreadsheets

➤ **Presentation (Example: MS Powerpoint)**

- Create simple powerpoint/ other slideshow
- Incorporating: animation; audio files; video; color; time delay etc.
- Insert links, graphs etc. into presentations
- Insert objects into presentations
- Adjust the layout/slide master of presentations
- Slideshow presentation

➤ **Internet and Email**

- Basic internet concepts include browser navigation, bookmarks, search terms, web addresses and hyperlinks.
- concept of web addresses, searching etc.
- Demonstrate awareness of ethical use of email and Internet
- Email fundamentals include sending, receiving, deleting and replying to email, adding attachments.

➤ **Computer virus and security**

- What is computer virus?
- How it infects systems and spread
- Prevention and security.
- Safety considerations

Judicial Officers Master Trainers of Assam

1.	Shri Kiran Lal Baishnab,	Civil Judge & Asstt. Sessions Judge Hailakandi
2.	Shri Satyajit Karmakar,	Secretary, District Legal Services Authority, South Salmara, Mankachar
3.	Shri Chaturjya Prasad Talukdar	Secretary, District Legal Services Authority, Kamrup (M), Guwahati
4.	Shri Anup Khanal	Secretary, District Legal Services Authority, Lakhimpur, North Lakhimpur
5.	Shri Debasish Kashyap	Addl. Chief Judicial Magistrate, Barpeta
6.	Shri Sundeep Kashyap Das	Sub-Divisional Judicial Magistrate (M), Margherita
7.	Shri Navneet Kashyap	Munsiff No. 2, Kamrup (M), Guwahati
8.	Shri Tarkeshwer Sinha	Munsiff-cum-Judicial Magistrate, Naharkatia
9.	Shri Saptarshi Das	Munsiff cum Judicial Magistrate 1st Class, Bokakhat
10.	Smti Prateeksha Mohan	Munsiff No. 1, Dhubri
11.	Shri Raj Sekhar Duara	Judicial Magistrate 1st Class, Darrang, Mangaldoi
12.	Shri Pallab Bordoloi	Munsiff, Bongaigaon
13.	Smti Tintina Devi Hazarika	Munsiff cum Judicial Magistrate 1st Class, Biswanath Chariali
14.	Smti Mayurakshi Roy Medhi	Munsiff, Rangia