

OFFICE OF THE DISTRICT & SESSIONS JUDGE:::BARPETA**O R D E R****DATED: 09 -04-2014**

As per direction of the Hon'ble Gauhati High Court, Guwahat, vide Letter No. HC.VII-143/2011/878/A dtd 17-02-2014, the training of the Sub-Ordinate Court Staff on "**Court and Office Management**" held w.e.f. 05-05-2014 to 09-05-2014 from 2.00 P.M. to 5.00 P.M. in the Conference Hall (2nd Floor) of the Judicial Court Building, Barpeta as per training schedule.

The following Judicial Officers and Office Staff are requested to present the Topics as Resource Person as noted below:

DATE	TOPICS	RESOURCE PERSON
05-05-2014	Session No. 1 (2.00 P.M. to 3.00 P.M.)	
	(A) Awareness relating to training of subordinates Staff in the District Judiciary. (B) Maintenance of Office Rules and Administrative Works.	1. Sri. P. C. Das, District & Sessions Judge, Barpeta. 2. Mr. N. Rahman, Retired Sheristadar , O/O the District & Sessions Judge, Sivasagar.
	Session No. 2 (3.00 P.M. to 4.00 P.M.)	
	(A) Presentation of Complaint/Pleading/Memorandum of Appeal/Revision etc. (B) Maintenance of various Registers as per Civil Rules and Orders and Criminal Rules and Orders of the Gauhati High Court	1. Smti. Deepali Bhuyan, Civil Judge & Asstt. Sessions Judge, Barpeta. 2. Mr. N. Rahman, Retired Sheristadar, O/O the District & Sessions Judge, Sivasagar. 3. Sri Anil Kr. Sarma, Sheristadar, O/O the District & Sessions Judge Barpeta. 4. Sri Girish Ch. Medhi, H/A, O/O the Chief Judicial Magistrate, Barpeta.
	Session No. 3 (4.00 P.M. to 5.00 P.M.)	
	(A) Track System. (B) Classification of Records. (C) Maintenance of Court Diary, Court fee Register and Cause List.	1. Smti Ranima Gogoi, Addl. District & Sessions Judge (FTC), Barpeta. 2. Mr. N. Rahman, Retired Sheristadar , O/O the District & Sessions Judge, Sivasagar. 3. Smti. Bandana Das, H/A, O/O the District & Sessions Judge, Barpeta. 4. Sri Dinesh Pathak, U.D. Asstt. (Return Asstt), O/O the District & Sessions Judge, Barpeta
06-05-2014	Session No. 4 (2.00 P.M. to 3.00 P.M.)	
	(A) Division of Case Records into files (B) Arrangement/Maintenance of Case Records during the time of trial.	1. Mr. N. Rahman, Retired Sheristadar , O/O the District & Sessions Judge, Sivasagar. 2. Sri Anil Kr. Sarma, Sheristadar, O/O the District & Sessions Judge Barpeta. 3. Sri Dinesh Pathak, U.D. Asstt. (Return Asstt), O/O the District & Sessions Judge, Barpeta
	Session No. 5 (3.00 P.M. to 4.00 P.M.)	
	(A) Preparation of Decree. (B) Presentation of Case Records with copies of	1. Smti. Mamta Bhadani, S.D.J.M.(S), Barpeta.

	Judgment of appellate Courts, immediately after received from appellate Courts before the respective Presiding Officers.	2. Mr. N. Rahman, Retired Sheristadar, O/O the District & Sessions Judge, Sivasagar. 3. Sri Girish Ch. Medhi, H/A, O/O the Chief Judicial Magistrate, Barpeta.
06-05-2014	Session No. 6 (4.00 P.M. to 5.00 P.M.)	
	(A) Execution of Decree. (B) Transfer of Decree	1. Md. Abdul Hakim, Addl. Chief Judicial Magistrate, Barpeta 2. Smti. N. A. Ahmed, S.D.J.M.(M), Bajali at Pathsala. 3. Mr. N. Rahman, Retired Sheristadar, O/O the District & Sessions Judge, Sivasagar.
07-05-2014	Session No. 7 (2.00 P.M. to 3.00 P.M.)	
	Nazarat Section	
	(A) Duties of Nazir (B) Execution and Services of Court process by the bailiff.	1. Smti R. A. Rahman, Chief Judicial Magistrate, Barpeta. 2. Smti. Monalisa Das, Munsiff No. 1, Barpeta. 3. Mr. N. Rahman, Retired Sheristadar, O/O the District & Sessions Judge, Sivasagar.
	Session No. 8 (3.00 P.M. to 4.00 P.M.)	
	Copying Section	
	(A) Maintenance of Copying Register. (B) Distribution of copy application to the hand written copyist. (C) Role of comparing assistant/incharge. (D) Role of certifying Officer.	1. Smti. Deepali Bhuyan, Civil Judge & Asstt. Sessions Judge, Barpeta. 2. Smti. Moitri Deka Dolo, Munsiff cum J.M.F.C., Bajali at Pathsala. 3. Mr. N. Rahman, Retired Sheristadar, O/O the District & Sessions Judge, Sivasagar.
	Session No. 9 (4.00 P.M. to 5.00 P.M.)	
	(A) Maintenance of dispose of case records in the district record room/ record room. (B) Maintenance of Law Books and Journals in the Central, District Library.	1. Smti. Deepali Bhuyan, Civil Judge & Asstt. Sessions Judge, Barpeta. 2. Smti R. A. Rahman, Chief Judicial Magistrate, Barpeta. 3. Mr. N. Rahman, Retired Sheristadar, O/O the District & Sessions Judge, Sivasagar.
	Session No. 10 (2.00 P.M. to 3.00 P.M.)	
08-05-2014	(A) Transmission of disposed of case records to the district records room/ records room. (B) Destruction of disposed of case record. (C) Sending of Case Records on requisition to the appellate Courts.	1. Smti Ranima Gogoi, Addl. District & Sessions Judge (FTC), Barpeta. 2. Smti. R. A. Rahman, Chief Judicial Magistrate, Barpeta 3. Mr. N. Rahman, Retired Sheristadar , O/O the District & Sessions Judge, Sivasagar.
	Session No. 11 (3.00 P.M. to 4.00 P.M.)	
	(A) Accounts Management (B) MACT, Cases	1. Sri P. C. Das, District & Sessions Judge Cum I/C Member MACT, Barpeta. 2. Mr. N. Rahman, Retired Sheristadar, O/O the District & Sessions Judge, Sivasagar. 3. Sri Kamalswar Basumatary, U.D Asstt (Accountant) , O/O the District & Sessions Judge,

08-05-2014		Barpeta. 4. Sri. Phanidhar. Goswami, Bench Asstt., MACT, Barpeta.
	Session No. 12 (4.00 P.M. to 5.00 P.M.) (A) Activities of DLSA (District Legal Services Authority) (B) R.T.I. Act. (C) Consumer Forum (District Consumers Disputes Redressal Forum)	1. Smti. Deepali Bhuyan, Civil Judge & Asstt. Sessions Judge, Barpeta. 2. Sri. Mrinal Newpane, J.M.F.C, Barpeta 3. Mr. N. Rahman, Retired Sheristadar, O/O the District & Sessions Judge, Sivasagar.
09-05-2014	Session No. 13 (2.00 P.M. to 3.00 P.M.) (A) Maintenance of Guard file. (B) Order/Notifications/Circulars issued by Gauhati High Court. (C) Notification/Circulars issued by Central and State Govt. (D) Maintenance of District Vigilance Cell	1. Mr. N. Rahman, Retired Sheristadar, O/O the District & Sessions Judge, Sivasagar. 2. Sri Anil Kr. Sarma, Sheristadar, O/O the District & Sessions Judge Barpeta. 3. Sri Girish Ch. Medhi, H/A, O/O the Chief Judicial Magistrate, Barpeta.
	Session No.14 (3.00 P.M. to 4.00 P.M.) (A) Maintenance of Office Files. (B) Preparation of various statements (C) Punctually, discipline, behavior and prevention of corruption. (D) Annual inspection of Court and Office (E) Monthly Inspection of District Jail/Sub-Divisional Jail	1. Smti Ranima Gogoi, Addl. District & Sessions Judge (FTC), Barpeta. 2. Smti. R. A. Rahman, Chief Judicial Magistrate, Barpeta. 3. Mr. N. Rahman, Retired Sheristadar , O/O the District & Sessions Judge, Sivasagar. 4. Sri Dinesh Pathak, U.D. Asstt. (Return Asstt), O/O the District & Sessions Judge, Barpeta
	Session No. 15 (4.00 P.M. to 5.00 P.M.) (A) The Guardians and Wards Act 1890. (B) The Indian Succession Act. (C) Probate Matters. (D) Custody, Preservation, Inspection and Production of Will.	1. Sri. P. C. Das, District & Sessions Judge, Barpeta. 2. Smti Ranima Gogoi, Addl. District & Sessions Judge (FTC), Barpeta. 3. Mr. N. Rahman, Retired Sheristadar O/O the District & Sessions Judge, Sivasagar

Inform all concerned.

(P. C. Das)

District & Sessions Judge,
Barpeta

Memo No. DJB - 863-80 (E) Dated, Barpeta the 09th day of April, 2014

Copy forwarded for information and necessary action to:-

1. The Member MACT, Barpeta
2. The Addl. District & Sessions Judge, Barpeta.
3. The Civil Judge & Asstt. Sessions Judge, Barpeta.
4. The Chief Judicial Magistrate, Barpeta.

5. The Addl. Chief Judicial Magistrate, Barpeta.
6. The Sub-Divisional Judicial Magistrate (S), Barpeta
7. The Sub-Divisional Judicial Magistrate (M), Bajali at Pathsala.
8. The Munsiff No. 1, Barpeta
9. The Munsiff No. 2 & Judicial Magistrate 1st Class, Barpeta.
10. The Munsiff and Judicial Magistrate 1st Class, Bajali at Pathsala.
11. The Judicial Magistrate 1st Class, Barpeta.

They are requested to inform the employees of their respective Offices to attend the Training as per training Schedule.

12. Mr. N. Rahman, Retired Sheristadar O/O the District & Sessions Judge, Sivasagar.
13. Sri Anil Kr. Sarma, Sheristadar, O/O the District & Sessions Judge Barpeta. He is directed to show the above order and Training Schedule to all the employees of the Office of the undersigned.
14. Smti. Bandana Das, H/A, O/O the District & Sessions Judge Barpeta.
15. Sri Girish Ch. Medhi, H/A, O/O the chief Judicial Magistrate, Barpeta.
16. Sri Dinesh Pathak, U.D. Asstt. (Return Asstt), O/O the District & Sessions Judge, Barpeta
17. Sri Kamalswar Basumatary, U.D Asstt (Accountant) , O/O the District & Sessions Judge, Barpeta.
- ✓ 18. .Sri. Phanidhar Goswami, Bench Asstt., MACT, Barpeta
- ✓ 19. The Systems Asstt., Barpeta District Judiciary. He is directed to upload this order in the Barpeta Judiciary website.
20. Office File.

A
District & Sessions Judge,
Barpeta / 9/4/14