

**MONTHLY MEETING OF THE OFFICERS & STAFFS OF THE  
ESTABLISHMENT OF THE CHIEF JUDICIAL MAGISTRATE, TEZPUR,  
DATED 27/11/2017**

*(As per order No. 24 dated 24/04/2013 of the Gauhati High Court)*

In pursuant of the order dated 24/04/2013 of the Hon'ble Gauhati High Court, a monthly meeting was held in the Court of Ms. S. Garg, Judicial Magistrate First class, Tezpur amongst the staffs of the establishment of the Chief Judicial Magistrate, Tezpur and the Judicial officers presided by the Learned Chief Judicial Magistrate, Mrs. R. Das on 27/11/2017 at 4:30 pm. The meeting highlighted mainly upon,-

- **Fixing of cases and preparation for the Lok Adalat to be held on 23.12.2017.**
- **Discussion regarding segregation of A file and B file to be completed within month of January.**
- **Discussion about the Swatcha Action Plan (SAP)/cleanliness drive to be carried out by the judicial officers as well as the staffs of the court establishment.**
- **Direction to copyist for preparation of copies on time.**
- **Miscellaneous issues.**

The meeting discusses about the segregation of the case records and bench assistants are directed to prepare 'A' file and 'B' file of both disposed of and the pending cases of their respective Courts.

The meeting also discussed about the Lok Adalat to be held in the month of December 2017. The Bench Assistants are directed to take steps of the cases fixed for the Lok Adalat well in advance for good disposal.

The meeting also discussed about discipline, punctuality, proper dress code and good behaviour among the staffs and with the bar as well as the letigants.

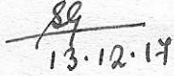
The meeting focused on the proper utilisation of A4 size papers and all the staffs were directed not misuse the paper and utilise it without any wastage.



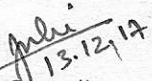
(D. Goswami)  
J.M.F.C, Tezpur



(Neha Saikia)  
J.M.F.C cum Railway Magistrate, Tezpur

  
13.12.17

(S. Garg)  
J.M.F.C, Tezpur

  
13.12.17

(J. Gogoi)  
J.M.F.C, Tezpur

Memo No.CJM(S) 15-17 Dated, Tezpur, the 3.1.18

222

Copy forwarded to :-

1. The District & Sessions Judge, Sonitpur, Tezpur for favour of kind information.
2. The System Officer, Sonitpur District Judiciary . He is directed to upload the resolution in the official website.
3. Office file.



(R. Das)  
Chief Judicial Magistrate,  
Sonitpur, Tezpur