

MONTHLY MEETING OF THE OFFICERS & STAFFS OF THE ESTABLISHMENT OF THE CHIEF JUDICIAL MAGISTRATE, TEZPUR, DATED 06/03/2017

(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. B. Khakhlary, Judicial Magistrate First Class, Tezpur amongst the staff of the establishment of the Chief Judicial Magistrate, Tezpur and the Judicial officers presided by the learned Chief Judicial Magistrate, Mrs. R. Das on 06/03/2017 at 3:30 P.M. The meeting highlighted mainly upon,-

- **Action taken on the resolutions taken up in the last meeting and their compliance.**
- **Arrangement of the case records as per the Criminal Rules and Orders.**
- **Maintenance of case records.**
- **Maintenance of Court and Court diary.**
- **Fixing of cases and preparation for the Lok Adalat to be held on 08.04.2017.**
- **Miscellaneous issues for the smooth functioning and positive environment in the Court premise.**

The meeting discussed about segregation of the case records. Bench Assistants are directed to complete preparation of 'A' file and 'B' file of both disposed of and the pending cases of their respective courts as early as possible.

The meeting also discussed about the requirement of providing Antivirus for the computers provided to Stenographers, on being requested by the Stenographers of C.J.M establishment and one U.P.S for G.R. Branch. The Learned C.J.M assured that necessary communicationa will be made with the concerned Authorities.

In the meeting learned S.D.J.M Mrs. J. Sarma gave a basic knowledge to the Bench Assistants of the concerned courts regarding requirement of sanction in some offences under the I.P.C and other Laws and also provided a list of offences where sanction is necessary prior to taking cognizance. Bench Assistants are directed to carefully verify the case records before sending the same to the Hon'ble Court of Sessions during committal.

The staff were encouraged to work with a positive attitude, maintain discipline and punctuality in the Court.



(R. Das)

Chief Judicial Magistrate,

Sonitpur, Tezpur



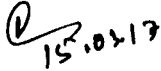
(K.K. Sharma,)

Addl. C.J.M. Sonitpur, Tezpur



(J. Sarma)

S.D.J.M.(S), Tezpur



(P. Chakravarty)

J.M.F.C, Tezpur



(A. Begum)

Munsiff Cum. J.M.F.C, Tezpur



(B. Khakhlary)

J.M.F.C, Tezpur

Memo No.CJM(S) -----706-08----- Dated, Tezpur, the 15th March, -----, 2017

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

