

**MONTHLY MEETING OF THE OFFICERS & STAFFS OF THE
ESTABLISHMENT OF THE CHIEF JUDICIAL MAGISTRATE, TEZPUR,
DATED 24.04.2018**

(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. Sparsita 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, Sri D. Saikia on 24/04/2018 at 4:30 pm. The meeting highlighted mainly upon-

- **Direction to the staffs to be punctual in their work and maintain discipline.**
- **Direction to Copyist for preparation of copies and to maintain of record of the copies they have prepared in a month.**
- **Discussions regarding maintenance of registers including "Warrant of Imprisonment Register".**
- **Discussion about the Swatcha Action Plan (SAP)/Cleanliness drive.**
- **Discussions regarding segregation of A files and B files.**
- **Training to be provided to the Bench Assistant (B/A).**
- **Digitization of records since 2000.**
- **Proper utilization of papers.**
- **Miscellaneous issues.**

The staffs were directed to maintain discipline and be punctual in their regular work for the proper functioning of the court.

Copyists attached to each court were directed to prepare the copies without causing unnecessary delay. The copyists attached to each court were directed to maintain a register keeping a detail track of the copies they have prepared in a month.

In the meeting a discussion was held regarding the segregation of "A" files and "B" files of both disposed of and pending cases of their respective courts. It was decided that a training would be provided to the Bench Assistants (B/A) for two days for ½ hour. It was also resolved that in the training senior staffs and officers will be present. Head Assistants were directed to provide the names of staffs who will assist in training. However, the date of training will be notified in a short time.

A discussion of Swatcha Action Plan was held in the said meeting wherein all the staffs were directed to take active participation in cleaning the court campus as well as their respective courts. Accordingly on 26.04.2018 a cleanliness drive will be conducted in the CJM establishment by judicial officers and staffs ensuring that the court rooms and its surroundings including the court campus are kept clean.

The staffs of CJM establishment including the staffs of every court were directed to make proper utilisation of the A-4 papers/papers used for official works.

The meeting also resolved to maintain "A" and "B" file of case records of each court of both existing and disposed of cases.

Lastly the staffs were encouraged to work with a positive attitude and also maintain collective responsibility amongst them.

Finally the meeting concluded with a positive note by appreciating the staffs for their hard work and efforts with regards to the fulfilment of the earlier resolutions.



(D. Saikia)

Chief Judicial Magistrate,
Sonitpur, Tezpur



(A. Rahman)
Addl. C.J.M. Sonitpur, Tezpur



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

(S. Bharadwaj)
Munsiff 1 Cum. J.M.F.C, Tezpur



(J. Hazarika)
Munsiff 2 Cum. J.M.F.C, Tezpur



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



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

Memo No.CJM(S) 1043-45 Dated, Tezpur, the 02nd May, 2018

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.



(D. Saikia)

Chief Judicial Magistrate,
Sonitpur, Tezpur