OFFICE OF THE
DISTRICT & SESSIONS JUDGE
KHOWAI JUDICIAL DISTRICT : KHOWAI

No. F.1(25)-DJ/KH/Estt/2023-26/9164-66 Dated, Khowai
The 10th. November 2026

// **N O T I F I C A T I O N** //

This is to notified for general information that :-

(1) An application is invited from bona-fied Indian citizen in prescribed format which is available to the 'Sr.Sheristadar' of this Court between 10.30 am to 4.00 pm in all working days from 10.11.2026 to 30.11.2026 for Licensed Clerk(including matter of renewal) to perform ministerial part of the work of his/her pleader or mukhtar to have access to the Court under the jurisdiction of Judicial District of Khowai, Tripura or to have any dealing with the ministerial officers attached thereto for the calendar year 2027 AD.

(2) Every application for grant of a license to a clerk shall be made to the licensing authority by the pleader or mukhtar desiring to employ him/her. It shall be accompanied by a statement of the clerk proposed to be employed that he/she is willing to be taken in as a licensed clerk of the pleader or mukhtar concerned and that he/she will employ himself/herself exclusively in the service of his/her employer for purpose of his bona-fide legal business.

(3) Every person who desires to be licensed as a clerk shall be required to write in the presence of the licensing authority or any person duly appointed by him/her for this purpose and no person whose hand-writing is illegible or bad shall be registered as a licensed clerk.

(4) Every application shall contain a certificate from pleader or mukhtar that the person proposed is to the best of his/her belief fit to be so employed and will be employed bona-fide in his/her own service and for the purpose of his/her legal business and the name or names of other licensed clerks, if any, under him/her.

(5) Any pleader or mukhtar applying for the registration of a clerk who was previously the licensed clerk of another pleader or mukhtar practicing at any station, shall file with the application a certificate of conduct granted by the previous pleader or mukhtar, or give a satisfactory explanation for omitting to so do.

(6) Not more than one clerk in the case of mukhtar, and not more than two clerks in the case of a pleader, shall ordinarily be licensed at a time. The licensed clerks of a firm of pleaders shall be deemed to be the common licensed clerks of each of the partners and no extra clerk for any partner in his/her individual capacity shall be licensed.

(7) No license shall be issued unless the licensing authority is satisfied that the clerk has sufficient knowledge of both English and Vernacular language of the jurisdiction of the Court and is fully conversant with the duties he/she has to perform.

Contd. NP.

(8) Any person who acts a clerk of a pleader or a mukhtar without a license granted to him/her in accordance with the rule, shall be deemed to be a 'tout' within the meaning of the section 3 of the Act and in this respect the provisions of Section 36 of the Act shall apply[Refer Rule 806 of CRO. Vol-I].

(9) Every duly filled up application should be filed to this office from 11.11.2026 to 30.11.2026 within 10'30 am to 4'00 pm in all working days accompanied with self-attested testimony of PRTC, educational certificate and 2(two) recent pass-port size photographs and no application in any way would be entertained beyond the stipulated period of time and every incomplete application or application received beyond the stipulated period of time shall be deemed to be rejected.

(10) No cost is to be filed in respect of the filing application for 'Licensed Clerk'.

(11) The knowledge in both English and Vernacular language of the jurisdiction of the Court and hand-writing of new applicant will be tested/examined and the date, time and place in this respect will be notified in due course of time.

(Mrs. M. Das)
Civil Judge(Sr.Divn)
Khowai Judicial District : Khowai
(IC.Licensing Authority)

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Copy to :-

1. The Secretary, Khowai Bar Association, Khowai Judicial District, Khowai, Tripura for information with a request to circulate the information among all licensed clerks of Ld. Members of this Bar for taking necessary step by the stipulated period of time.

2. Notice Board of the Court House.

3.System Officer for uploading Official Website.

Civil Judge(Sr.Divn)
Khowai Judicial District : Khowai
(IC.HOO)

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