Sanctioned strength, vacancy position etc. of officers & staff (Non judicial) of district Judiciary
(For substantive posts only)
Name of establishment : Office of the Principal Judge, Family Court-II, Kamrup (M), Guwahati

Sl. No.	Name of all the posts (in order of regular scale pay, as per ROP Rules/If a cadre consists of more than one post, all posts should be indicated in the list) (Example indicated below is not exhaustive)	Name of Incumbent/ Vacant from dd/mm/yyyy (Whichever is applicable)	Normal mode of recruitment (Direct/Promotion), as per existing Rules/Notifications etc. (Indicate compassionate appointment, If any)	Recruiting authority (Gauhati High Court/Head of the establishment, whichever is applicable)	Whether the post is Unreserved or reserved for (SC/ST(P)/ST(H)/OBC/MOBC/PWD/Woman	Govt. Sanction letter No. & date of creation of the post (Chronologically)
1	Chief Administrative Officer (earlier designated as Superintendent)	Ranjit Kalita	Promotion	Head of the establishment	Unreserved	JDJ.1016/27/2017-ESTT-JUDI/80 dtd.29.06.17
2	Head Assistant					
3	Executive Assistant, If any					
4	Stenographer Grade-I	Rakesh Sk	Promotion	Gauhati High Court	Unreserved	JDJ.83/2010/50 dtd.01.07.15
5	Stenographer Grade-I					
6	Stenographer Grade-II					
7	Stenographer Grade-II					
8	Stenographer Grade-III	Abdul Gafur Ahmed	Direct	Gauhati High Court	Unreserved	JDJ.83/2010/18 dtd.11.11.10
9	Stenographer Grade-III					
10	Senior Administrative Assistant (earlier designated as UDA)	Dhrubajyoti Das	Promotion	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
11	Administrative Officer (earlier designated as Nazir)	Bedanta Neog	Promotion	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
12	Record Keeper	Jyotsna Medhi Sarania	Promotion	Head of the establishment	Unreserved	JDJ.1016/27/2017-ESTT-JUDI/80 dtd.29.06.17
13	Junior Administrative Assistant (earlier designated as LDA)	Rupjyoti Kakati	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
14	Junior Administrative Assistant (earlier designated as LDA)	Pranab Kalita	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
15	Junior Administrative Assistant (earlier designated as LDA)	Ashok Moni Deka	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
16	Junior Administrative Assistant (earlier designated as Copyist)	Pintu Moni Kalita	Promotion	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
17	Junior Administrative Assistant (earlier designated as Typist)	Vacant w.e.f. 18.05.2022	Direct	Gauhati High Court	Unreserved	JDJ.83/2010/18 dtd.11.11.10
18	Junior Administrative Assistant (earlier designated as Computer Typist)	Vacant w.e.f. 14.03.2023	Direct	Gauhati High Court	Unreserved	JDJ.113/2015/6 dtd.19.06.15
19	Junior Administrative Assistant (earlier designated as Computer Typist)	Wazid Ahmed	Direct	Gauhati High Court	Unreserved	JDJ.113/2015/6 dtd.19.06.15
20	Process Server	Hitesh Das	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
21	Process Server	Kailash Das	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
22	Record Arranger	Vacant w.e.f. 29.06.17	Direct	Gauhati High Court	Unreserved	JDJ.1016/27/2017-ESTT-JUDI/80 dtd.29.06.17
23	Driver	Nipu Das	Direct	Head of the establishment	Unreserved	JDJ.147/2014/37 dtd.05.01.15
24	Attach Peon	Umesh Shah	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10
25	Peon	Vacant w.e.f. 08.06.2023	Direct	Head of the establishment	ST(P)	JDJ.83/2010/18 dtd.11.11.10
26	Chowkidar	Dhaneswar Mahanta	Direct	Head of the establishment	Unreserved	JDJ.83/2010/18 dtd.11.11.10

* **N.B.:** 1) The posts as mentioned above are re-designated as per Govt. Notification No. E 510267/2024/316 dated 16.09.2024.

2) The avenue of filling up of the posts of Peon and Record Arranger are under process.

Dhrubajyoti Das 5/6/25

Full signature & designation of dealing assistant with date

Senior Administrative Assistant
Family Court-II, Kamrup (M),
Guwahati

Ranjit Kalita 05/06/25

Full signature of Chief Administrative Officer with date

Chief Administrative Officer
Family Court-II, Kamrup (M),
Guwahati

5/6/25

Full signature of Presiding Officer with date & seal

Principal Judge
Family Court-II, Kamrup (M)
Guwahati

GOVERNMENT OF ASSAM
JUDICIAL DEPARTMENT :: JUDICIAL BRANCH
DISPUR ::: GUWAHATI-06
2nd Floor, 'E' Block, Janata Bhawan
e-mail: judicialdepttassam@gmail.com, website: judicial.assam.gov.in

ORDER BY THE GOVERNOR

NOTIFICATION

Dated Dispur the 16th September,2024

No.E-510267/2024/316 : In pursuance of the Cabinet decision dated 1.3.2024 and in terms of the Gaughti High Court's Letter bearing No. HC.VII-44/2018/3051/A dated 21.3.2024, the Governor of Assam is pleased to re-designate the following 12 nos. of posts of the staffs of sub-ordinate judiciary as mentioned below, subject to condition that the re-designated posts shall carry the same pay scale as are attached to the original posts i.e., without any change in pay band etc., -

Sl.No	Existing Designation	New Designation
1	Sheristadar to Addl. District Judge	Senior Administrative Officer
2	Head Assistant to District Judge	Head Administrative Officer to District Judge
3	Superintendent, Family Court	Chief Administrative Officer(Family Court)
4	Head Assistant to CJM	Head Administrative Officer to CJM
5	Sheristadar to Civil Judge	Administrative Officer
6	Sheristadar to Munsiff/ Superintendent / Supervisory Assistant	Junior Administrative Officer
7	Nazir	Administrative Officer
8	UDA(Upper Division Asstt.)	Senior Administrative Assistant (SAA)
9	LDA/Typists/Copyist/Computer Typist	Junior Administrative Assistant (JAA)
10	Head Jarikarak	Bailiff
11	Jarikarak	Process Server
12	Sweeper	Cleaner/Safai Karmachari

This has the concurrence of Finance Department vide e-File No.e-522127 dated 10.9.2024.

Signed by
Aditya Hazarika
Date: 16-09-2024 12:59:39

L.R & Secretary to the Govt. of Assam,
Judicial Department.

Memo No.E-510267/2024/316-A Dated Dispur the 16th September,2024.
Copy for information and necessary action.

1. The Accountant General(A&E) Department , Assam Beltola, Maidamgaon, Guwahati-29.
2. The Registrar General, Gauhati High Court, Guwahati-1.
3. The Secretary to the Govt. of Assam, Personnel Department, Dispur, Guwahati-6.
4. The Secretary to the Got. Of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-6.
5. The Secretary to the Govt. of Assam, Finance (EC-III) Department, Dispur, Guwahati-6.
6. All District & Sessions Judges, Assam.
7. The Director of Treasuries & Accounts, Assam, Dispur, Guwahati-6.
8. P.S. to Hon'ble law Minister, Assam.
9. The Treasury Officer(all).....Treasury.
10. The Director, Assam Govt. Press, Bamunimaidam, Guwahati-21, with a request to Published the same in the Assam Gazette.
11. Content Manager, Judicial Department for uploading the Judicial Department website.

By order etc.,

Signed by
M R Barbhuiya
Date: 16-09-2024 13:08:57

Secretary to the Govt. of Assam,
Judicial Department.