

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE,
KAMRUP (METRO), GUWAHATI

NOTIFICATION

Dated: Guwahati, the 25th day of May, 2026

In terms of the Notification No. 32 dated 21st May, 2026, issued by the Hon'ble Gauhati High Court, the following guidelines are issued in respect of the Courts under the establishment of Chief Judicial Magistrate, Kamrup (Metro), Guwahati with immediate effect:

STANDARD OPERATING PROCEDURE (SOP)

1. Pooling of Official Vehicles/ Cars: Judicial Officers and staff are encouraged to adopt pooling of official vehicles/cars wherever feasible for official duties, inspections, and inter-establishment coordination.

2. Virtual Court / Video Conferencing

1. Virtual hearing facilities are available and may be utilized wherever appropriate.
2. Advocates, litigants, and stakeholders may request virtual hearings in advance through the concerned Bench Assistant.
3. Bench Assistants shall coordinate for scheduling and smooth conduct of virtual proceedings.
4. Priority shall be given to:
 - Procedural hearings;
 - Case management matters;
 - Adjournments;
 - Interlocutory applications not requiring evidence.

3. Conduct of Meetings

1. Administrative and review meetings shall preferably be conducted through virtual mode.
2. Physical meetings shall be held only when:
 - Confidentiality is required;
 - Technical limitations exist;
 - Urgent necessity so demands.

This SOP shall come into force with immediate effect and shall remain operative until further orders.

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Chief Judicial Magistrate
Kamrup (Metro) District, Guwahati
Kamrup (Metro) District
Guwahati
25/05/2026