

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, BAJALI AT
PATHSASLA**

ORDER

Dated 22.05.2026

In Pursuant to the notification dated **21.05.2026** of the Hon'ble Gauhati High Court, Guwahati, the undersigned has pleased to issue the following guidelines in respect of the District Courts under this establishment w.e.f 25.05.2026 till 26.06.2026.

STANDARD OPERATING PROCEDURE(SOP)

1. Judicial Proceedings & Cause list Management:

a. Virtual Hearings: All the matters listed before the Courts on Mondays and Fridays shall, as far as practicable, be heard through video conferencing.

b. Video Conferencing Links:

Sl.No.	Name of the Court	Link for Virtual Court
1.	District & Sessions Judge	https://meet.google.com/jsq-iikr-mra
2.	Chief Judicial Magistrate	https://meet.google.com/vqu-ijyh-rsm
3.	Sub-Divisional Judicial Magistrate(M), Bajali	https://meet.google.com/rdq-jdwi-qis
4.	Civil Judge(Sr.Div), Bajali	https://meet.google.com/kjx-yxdc-igd
5.	Civil Judge (Jr.Div), Bajali	https://meet.google.com/pyh-adem-whj

c. Coordination by Systems Staff: The Systems Assistant (**Mobile No. 7002628982**) shall coordinate with all stakeholders to ensure smooth functioning of the Court proceedings conducted through video conferencing.

2. Fuel Conservation & Logistics:

a. Car-Pooling by the Officers: To ensure optimum utilization of fuel, all Judicial Officers are encouraged to adopt car-pooling and/or use public transportation, wherever feasible.

b. Transportation by Staff: Staff members are encouraged to use public transportation and adopt car-pooling arrangements. They shall also, wherever possible, club multiple official requirements into a single trip to minimize fuel consumption.

c. For process Server: Process Servers are encouraged to use public transportation for service of notices. They shall, as far as possible, club notices relating to the same route/are for service in a single trip. Civil Nazir and Baillif are directed to make necessary arrange in this regards.

3. Meeting of the Committee:

a. All the meetingd of the different Committees will be held through video conferencing and the brief of the meetings will be shared through email to the Committee Members.

b. The System Officer/System Assitant shall make all the necesssary arrangements for conducting the said meetings.

4. Staff Management:

Roster: As the District Establishment is presently functioning through conventional file movement and not through e-office, the present section-wise deployment of staff shall continue for the time being. Any roster arrangement, if found necessary, shall be considered separately upon review of operational requirements and feasibility.

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District & Sessions Judge,
Bajali, Pathsala
District and Sessions
Judge, Bajali, Pathsala

Memo.No. DJ/BAJ/2026/597-603/E

Dated 22.05.2026

Copy forwarded for information & necessary action to:

1. The Learned Chief Judicial Magistrate, Bajali Pathsala,
2. The Learned Civil Judge (Sr. Div), Bajali, Pathsala,
3. The Learned Sub-Divisional Judicial Magistrate (M), Bajali, Pathsala,
4. The Learned Civil Judge (Jr.Div)-Cum- JMFC, Bajali, Pathsala,
5. The President/Secretary, Bajali District Bar Association to circulate this order among all the members of the Bar Association.
6. The System Assistant, Bajali to upload this order in the official website of Districty Judiciary, Bajali
7. The PSI, Bajali, Pathsala


District & Sessions Judge,
Bajali, Pathsala
**District and Sessions
Judge, Bajali, Pathsala**
