

OFFICE OF THE DISTRICT & SESSIONS JUDGE: TINSUKIA
TINSUKIA DISTRICT

NOTIFICATION

Dated 25th of May, 2026

In pursuance of the Notification no. 32, dated 21st May 2026 issued by Hon'ble Gauhati High Court regarding Standard Operating Procedure of the courts, the following Standard Operating Procedure (SOP) are hereby adopted by the District & Sessions Judge establishment till 10.06.2026.

1. Judicial Proceeding & Cause List Management

- Virtual Hearings: All matters listed before the Courts on Mondays and Fridays will be heard preferably through video-conferencing.
- Video Conferencing links will be provided for all such hearings.
- The Bench Assistants and Systems Assistant shall co-ordinate with all the stakeholders for smooth functioning of the Court proceedings.



2. Fuel Conservation & Logistics

- Car- Pooling for Judicial Officers: To ensure optimum utilization of fuel, the learned judicial Officers of the District Judiciary are encouraged to adopt car- pooling arrangement whenever possible/ feasible.

3. Staff management:

The following staff has been allotted Roaster Duty. However they must be ready to work from home mode. They cannot leave the station without prior approval from the authority. In case of any emergency, they have to make themselves ready to attend office at short notice, if required.

Sl No.	Name of the employee	Designation	Duty allotted
1	Photick Chandra Neog	Head Administrative Officer	27 th , 30 th of May 2026 and 3 rd , 5 th , 8 th , 10 th , 12 th , 16 th , 18 th , 20 th , 23 rd , 25 th of June 2026.
2	Suvarnagiri Borhazowal	JAA	27 th , 30 th of May 2026 and 3 rd , 5 th , 8 th , 10 th , 12 th , 16 th , 18 th , 20 th , 23 rd , 25 th of June 2026.



Sl No.	Name of the employee	Designation	Duty allotted
3	Nelay Ghosh	JAA	26 th , 29 th of May 2026 and 2 nd , 4 th , 6 th , 9 th , 11 th , 15 th , 17 th , 19 th , 22 nd and 24 th of June 2026.
4	Bhorot Bora	Process Server	26 th , 29 th of May 2026 and 2 nd , 4 th , 6 th , 9 th , 11 th , 15 th , 17 th , 19 th , 22 nd and 24 th of June 2026.
5	Madan Kalita	Process Server	27 th , 30 th of May 2026 and 3 rd , 5 th , 8 th , 10 th , 12 th , 16 th , 18 th , 20 th , 23 rd , 25 th of June 2026.
6	Ranjit Das	Process Server	27 th , 30 th of May 2026 and 3 rd , 5 th , 8 th , 10 th , 12 th , 16 th , 18 th , 20 th , 23 rd , 25 th of June 2026.
7	Basanta Sharma	Process Server	27 th , 30 th of May 2026 and 3 rd , 5 th , 8 th , 10 th , 12 th , 16 th , 18 th , 20 th , 23 rd , 25 th of June 2026.
8	Amarjyoti Sonowal	Process Server	26 th , 29 th of May 2026 and 2 nd , 4 th , 6 th , 9 th , 11 th , 15 th , 17 th , 19 th , 22 nd and 24 th of June 2026.

- In absence of Shri. Photick Chandra Neog, Chief Administrative Officer will look after his work.

4. Administrative Meeting of the Committee:

All meetings, except the internal meetings of the District Judiciary, shall be conducted through Video Conferencing, as far as possible.

This SOP will come into force from 26th of May, 2026 and will remain operational until 26th of June 2026, subject to further review and modification thereafter.

— Sd —

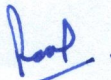
District & Sessions Judge
Tinsukia

No. DJT/3238-41/2026

Dated, Tinsukia the 25 / 05 /2026

Copy forwarded to:

- 1) All the Ld. Judicial Officers.
- 2) The President/ Secretary, Tinsukia Bar Association.
- 3) All concerned staff.
- 4) Systems Assistant to upload it in the Official website.
- 5) Office File.


District & Sessions Judge
Tinsukia

