মুখ্য ন্যায়িক দণ্ডাধীশৰ কার্য্যালয়, তিনিচুকীয়া

OFFICE OF THE : **CHIEF JUDICIAL MAGISTRATE** : TINSUKIA

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O R D E R

Date:- 25.05.2026.

In pursuance of the Notification No.32 dated 21st May, 2026 of the Hon'ble Gauhati High Court in respect of Standard Operating Procedure of the Courts, the following Standard Oprating Procedure (SOP) shall hereby be adopted by the Office of the Chief Judicial Magistrate, Tinsukia till 30.06.2026.

1. **Judicial Proceeding & Cause List Management**:-
   As far as feasible the matters listed before the Courts on Monday and Friday shall be heard through Video Conferencing. Links for VC for each Courts shall be provided, and the Bench Assistants & System Assistant shall co-ordinate with all the stakeholders in this regard for smooth functioning of Court proceeding.
2. **Fuel Conservation & Logistics**:-
   It will be followed as per the Order/Notification of the Hon'ble District & Sessions Judge, Tinsukia issued on 25.05.2026 vide Memo No.DJT/3238-41/2026, Dated 25.05.2026.
3. **Staff Management**:-
   The following staff has been allotted Roster Duty.

Sl. No.	Name of the staff / employee	Designation	Date(s) on which they have to appear physically
1.	Smt. Papari Borah Biswas	HAO	25th, 27th & 30th May, 2026 and 3rd, 5th, 8th, 10th, 12th, 16th, 18th, 20th, 23rd, 25th & 30th June, 2026
2.	Sri Prasanta Baruah	SAA	26th & 29th May, 2026 and 2nd, 4th, 6th, 9th, 11th, 15th, 17th, 19th, 22nd, 24th & 29th June, 2026
3.	Sri Biju Phukan	SAA	26th & 29th May, 2026 and 2nd, 4th, 6th, 9th, 11th, 15th, 17th, 19th, 22nd, 24th & 29th June, 2026
4.	Smt. Sabita Goswami Mahanta	SAA	25th, 27th & 30th May, 2026 and 3rd, 5th, 8th, 10th, 12th, 16th, 18th, 20th, 23rd, 25th & 30th June, 2026
5.	Sri Manuj Kumar Das	SAA	25th, 27th & 30th May, 2026 and 3rd, 5th, 8th, 10th, 12th, 16th, 18th, 20th, 23rd, 25th & 30th June, 2026
6.	Smt. Urbashi Borah	JAA	26th & 29th May, 2026 and 2nd, 4th, 6th, 9th, 11th, 15th, 17th, 19th, 22nd, 24th & 29th June, 2026
7.	Sri Dibyananda Saikia	Process Server	26th & 29th May, 2026 and 2nd, 4th, 6th, 9th, 11th, 15th, 17th, 19th, 22nd, 24th & 29th June, 2026
8.	Sri Dilip Gogoi	Process Server	25th, 27th & 30th May, 2026 and 3rd, 5th, 8th, 10th, 12th, 16th, 18th, 20th, 23rd, 25th & 30th June, 2026

Chief Judicial Magistrate
Tinsukia
25.5.26

The staff on roster 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.

Further, in absence of Sri Prasanta Baruah during his roster, Smt. Sabita Goswami Mahanta is hereby directed to work as In-Charge, Record Room until further order.

Again, in absence of Sri Manuj Kumar Das during his roster, Sri Biju Phukan is hereby directed to work as In-Charge, Copy Branch in addition to his normal works until further order.

Also in in absence of Smt. Urbashi Borah during her roster, Smt. Parismita Mech is hereby directed to work as F.R. Assistant in addition to her normal works until further order.

4. **Administrative Meeting of the Committee**:-

It will be followed as per the Order/Notification of the Hon'ble District & Sessions Judge, Tinsukia issued on 25.05.2026 vide Memo No.DJT/3238-41/2026, Dated 25.05.2026.

Inform all concerned accordingly.

Sd/- Moitri Dekadoloi

Chief Judicial Magistrate,
Tinsukia.

Memo No.JDLT/ 1543 – 47 /2026, Dated Tinsukia the 25th May, 2026.

Copy forwarded to:-

1) The Hon'ble District & Sessions Judge, Tinsukia for information.
2) The Officers concerned.
3) The staff concerned.
4) System Assistant for information and to upload the same in the official website of Tinsukia District Judiciary.
5) Notice Board, O/O. the C.J.M., Tinsukia.
6) Office file.

Chief Judicial Magistrate,
Tinsukia

Chief Judicial Magistrate
Tinsukia
25.5.26