

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
SRIBHUMI, ASSAM**

Order No. 201

Date: 25/05/2026

OFFICE ORDER

In pursuance of Notification No. 32 dated 21/05/2026 issued by the Hon'ble Gauhati High Court, Guwahati and in order to facilitate implementation of the measures contemplated therein within the District Judiciary, Sribhumi, the following Standard Operating Procedure (SOP) is hereby issued for observance by all Courts and Offices under the District Judiciary, Sribhumi:

STANDARD OPERATING PROCEDURE (SOP)

1. Judicial Proceedings and Cause List Management

- **Virtual Hearings** : Effort is to be made to conduct hearings in the Courts on Mondays and Fridays through Video Conferencing, wherever feasible and practicable, as per the discretion of the concerned Courts.
- **Video Conferencing Links** : In the event any Court decides to conduct hearings through Video Conferencing, links for the same shall be provided accordingly by the Systems Officer / Systems Assistant as and when directed by the concerned Courts.

2. Fuel Conservation & Logistics

- **Car Pooling by Judicial Officers** : All Judicial Officers are encouraged to adopt Car Pooling arrangements amongst themselves for their daily transportation with a view to minimize fuel consumption.
- **Transportation by Officers and Staff** : All other Officers and Staff are encouraged to arrange Car Pooling amongst themselves or to use public transport as much as possible. They are also encouraged to club multiple official requirements into a single trip, as much as possible, so as to conserve fuel. All peons involved in the delivery of official letters to other Courts and Government Departments are encouraged to club letters/documents pertaining to a particular route together so as to minimize travel.
- **Process Servers** : The Nazir shall ensure that the Process Servers deliver summons pertaining to the same route by clubbing such notices together, so that the same may be delivered in a single trip in order to minimize fuel consumption.

3. Meetings of Committees

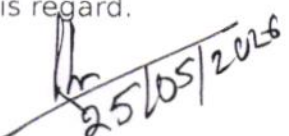
- **Virtual meetings** : Effort is to be made for arrangement of meetings of all Committees through Video Conferencing, wherever feasible and practicable, for which the necessary links shall be provided by the Systems Officer / Systems Assistant as directed.

4. Staff Management

- **Roster** : Considering the work load and staff strength in the Courts and Offices, roster arrangements, shall be considered separately in due course.
- **Administrative flexibility** : In the event any further directions or guidelines are received from higher authorities in future, or if administrative exigencies so require, appropriate modifications, additions or restrictions to the present SOP may be made by the undersigned as may be considered necessary.

5. Effective date of operation

- **SOP effective from** : This SOP shall come into effect immediately from **25/05/2026**. It shall continue till **26/06/2026** and shall be reviewed thereafter as per directions received from higher authorities in this regard.

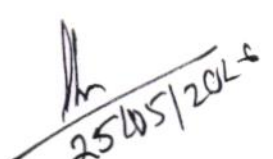

25/05/2026
District & Sessions Judge
Sribhum, Assam

Memo No. JKD/2026/3022-3026

Date 25/05/2026

Copy to: (for information and necessary implementation)

- 1) The Hon'ble Registrar General, Gauhati High Court, Guwahati
- 2) The Chief Judicial Magistrate, Sribhum
- 3) The Secretary, DLSA, Sribhum
- 4) The Systems Officer, O/o The District & Sessions Judge, Sribhum - he is directed to upload a copy of this SOP (Order) in the official website of Sribhum District Judiciary and to send emailed copies of the same to all the Judicial Officers and establishments of Sribhum District Judiciary.
- 5) All Notice Board


25/05/2026
District & Sessions Judge
Sribhum, Assam