

OFFICE OF THE DISTRICT & SESSIONS JUDGE

NAGAON :: ASSAM

ORDER

Dated Nagaon the 6th July ,2023

In continuation to the earlier Order vide Memo No. DJN-1940-1951 dtd. 06.03.2020, the following staff are directed to manage the technological tools for smooth functioning of ICT works in addition to their day to day official duties in the Court Complexes at SDJM, Kaliabor which do not require any technical expertise.

1. Sri Abhijit Paul, Computer Typist, O/O the Munsiff, Kaliabor.
2. Sri Tapan Madhab Borah, O/O the Munsiff, Kaliabor.
3. Sri Dipjyoti Sarmah, O/O the SDJM, Kaliabor.

The following instructions are issued to the above mentioned staff for managing various Technological tools by taking proper training from Smti. Dipanjali Borah, Systems Assistant:

1. They shall perform daily data transfer to National Judicial data Grid, switching on and off servers and other devices.
2. They shall take daily backup of CIS database and run SMS sending module.
3. They shall monitor and analyse the data uploaded in the NJDG in order to generate report.
4. They shall use email communication.
5. They shall use other technological tool as per training provided by Systems Officer/Systems Assistants.

Inform all concern.


District & Sessions Judge
Nagaon, Assam
District & Sessions Judge,
Nagaon : Assam

Memo No.DJN- 5378-85

Date 06.07.2023

Copy for information and necessary action to:-

1. The Chief Judicial Magistrate, Nagaon.
2. The Sub Divisional Judicial Magistrate, Kaliabor.
3. The Munsiff cum JMFC, Kaliabor.
4. Smti. Dipanjali Borah, Systems Assistant, Nagaon for provide training to the above mentioned staff.
5. Sri Abhijit Paul, Computer Typist, O/O the Munsiff, Kaliabor.
6. Sri Tapan Madhab Borah, O/O the Munsiff, Kaliabor.
7. Sri Dipjyoti Sarmah, O/O the SDJM, Kaliabor.
8. Office file.


District & Sessions Judge
Nagaon, Assam