

OFFICE OF THE MEMBER, MOTOR ACCIDENT CLAIMS TRIBUNAL
NAGAON, ASSAM

ORDER
DATED 05.01.2024

In supersession of earlier orders and for smooth functioning of the office, the employees are assigned duties on the matters showing against their names w.e.f. 17.01.2024

SI No.	NAMES	DUTIES ASSIGNED
1	Sri Arun Saikia, UDA	In-charge Sheristadar, Service Book updating, and any other matter not specifically assigned to any other staff members. Looking into all administrative works including record room.
2	Sri Pradeep Saikia, Steno Grd.III	Stenography and any other works assigned by the Officer.
3	Sri Binoy Kumar Bora, Computer Typist	New Filing (Computer), Judgment uploading in CIS, Identification of claimant for cheque disbursement from Hon'ble GHC. Maintaining of filing register.
4	Mrs. Lipika Rani Taid, LDA	All MACT Cheque related matters, High Court Matters, In-charge over-all Cleanliness of the Office, stationery stock register maintenance, prepare record for High Court.
5	Sri. Pranjit Banik, LDA	Bench Assistant, Misc. Case related works, put up case records, maintaining of all registers in Bench including Disposal register, Judgment register, preparing of Monthly, Quarterly, Yearly Statement


Member, MACT
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Co. of ...

6	Sri. Nabajyoti Borah, Copyist	Accounts Assistant, Issues of Certified Copy, maintenance of Copy record, record, Bill register, Acquaintance register, Cash Book register, Budget register etc.
7	Sr. Hiranya Kumar Borah, Process Server	Process Service, Regular report to the B.A of his duty, Tax related works.
8	Sri. Hiranya Ballav Bora, Office Peon.	Office peon, Assist in cheque related work, copy related work, arrangement of Judgment records, Treasury & Bank works. To trace out all put up case record.
9	Sri. Jitu Bora, Peon for Officer	Peon attached to the Officer, record room, Any other work entrusted by the Officer, Receipt & Issue letters, He will report his record room duty to the record room In-charge.
10	Sri. Dadul Kalita, Day Chowkidar	Besides his duty order dated 05.09.2023, he is also assigned to maintain office library.
11	Sr. Nipul Bonia, Night Chowkidar	Assist the Bench Assistant, AIR, DAR register maintenance. He will inform the Armed guard party before leaving the office and keep in contact with them during night hour over phone. To trace out all put up case record along with Sri Hiranya Ballav Bora.
12	Md. Mozibur Rahman, Driver	Driving the official vehicle and any other works assigned by the authority.
13	Sri. Rajen Harijan, Sweeper.	Cleaning works of the office and residence under the supervision of In-charge over-all cleanliness of the office. Minimum three times cleaning of bathroom is aspected.

It is directed that the Day Chowkidar along with the Peons, Sweeper of this office shall reach the Office positively at **9.30 AM**. It is made clear that apart from the assigned works, the staff members may be assigned any other additional task as may be required from time to time. Further, it is directed that the staff members shall in no case leave the office during office hours without informing the Officer. If office works is

not completed within office hours, the Day Chowkidar is to wait till the works complete.

Copy of the order be published in the Website of the Nagaon District judiciary.

(K.Saikia)

Member, MACT, Nagaon.

Member, MACT
Nagaon, Assam

Memo No: MACT/N/28

Dated 05.01.2024.

Copy for kind information:

1. The System Officer, Office of the District Judge, Nagaon. He is requested to upload the notice in the official Website of the Nagaon Judiciary

(K.Saikia)

Member, MACT, Nagaon.

Member, MACT
Nagaon, Assam