

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
Nagaon, Assam

Coatd...