

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

ORDER
DATED 03.01.2024

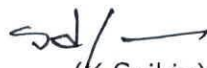
In supersession of earlier orders and for smooth functioning of the office, the employees are assigned duties on the matters showing against their names with immediate effect.

SI No.	NAMES	DUTIES ASSIGNED
1	Sri Arun Saikia, SAA	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, JAA	Bench Assistant, Judgment uploading in CIS. Maintaining of all registers in Bench including Disposal register, Judgment register etc. Prepare appeal record for High Court.
4	Mrs. Lipika Rani Taid, JAA	All MACT Cheque related matters including Identification of claimant for cheque disbursement required by Hon'ble GHC., In-charge over-all Cleanliness of the Office, stationery stock register maintenance, Reply of any mail communicated vide email from Hon'ble High Court. Tax related works. Assist in account works.
5	Sri. Pranjit Banik, JAA	New Filing (Computer) including Misc cases, Misc. Case related works, Maintaining of filing register, Maintaining action plan for arrear reduction as directed by Hon'ble High Court.
6	Sri. Nabajyoti Borah, JAA	Account related works, Issues of Certified Copy, maintenance of Copy record, record, Bill register, Acquaintance register, Cash Book register, Budget register etc. Preparing of Monthly, Quarterly, Yearly Statement.
7	Sr. Hiranya Kumar Borah, Process Server	Process Service, Regular report to the B.A of his duty. Receipt and issue related matters.
8	Sri. Hiranya Ballav Bora, Office Peon.	Office peon, Assist in cheque related work, copy related work, Treasury & Bank works. Arrangement of judgment records.

9	Sri. Jitu Bora, Peon for Officer	Assist the Bench Assistant, AIR, DAR register maintenance. Peon attached to the Officer and any other work entrusted by the Officer.
10	Sri. Dadul Kalita, Day Chowkidar	Besides his regular duty as Day Chowkidar, he is also assigned to maintain office library. Any work assigned by the officer.
11	Sr. Nipul Bonia, Night Chowkidar	Maintaining of all records. 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 cases.
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 expected.

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. All leave application must be submitted in advance.** 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/03-04/25

Dated 03.01.2024.

Copy for kind information:

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


(K.Saikia)
Member, MACT, Nagaon.
Member, MACT
Nagaon, Assam