OFFICE OF THE DISTRICT & SESSIONS JUDGE
NAGAON :::::::::::::::::::::ASSAM

ORDER
03.11.2025

Pursuant to the Hon'ble Gauhati High Court's Notification No. 76 dated 22.08.2025 and Notification No. 58 dated 24.06.2021 and continuation to the earlier order of this office on dated 26.03.2021, all the Courts of Nagaon District Judiciary are hereby directed to upload all Judgments/Orders in Case Information System (CIS) on daily basis. The same will be ensured by the respective Presiding Officers.

Further, all the Courts are requested to use the QR code generated from CIS in the Judgment template as much as possible.

Inform all concerned accordingly.

03/11/25

District & Sessions Judge,
Nagaon.

No. DJN/ 10365-10382 /

Dated 03.11.2025

Copy for information and necessary action to-

1. The Addl. District & Sessions Judge, No-1, Nagaon.
2. The Addl. Sessions Judge- cum- Special Judge, POCSO, Nagaon.
3. The Addl. District & Sessions Judge, No-2, Nagaon.
4. The Addl. District & Sessions Judge, No-3, Nagaon.
5. The Addl. District & Sessions Judge(FTC), Nagaon.
6. The Civil Judge (Sr.Div.), Nagaon.
7. The Chief Judicial Magistrate, Nagaon.
8. The Addl. Chief Judicial Magistrate, Nagaon.
9. The Sub Divisional Judicial Magistrate(S),Nagaon.
10. The Sub Divisional Judicial Magistrate(M),Kaliabor.
11. The Civil Judge (Jr. Div.) No.1 –cum- JMFC, Nagaon.
12. The Civil Judge (Jr. Div.) No.2 –cum- JMFC, Nagaon.
13. The Civil Judge (Jr. Div.) –cum- JMFC,Kaliabor.
14. Smti. A. Goswami, Judicial Magistrate First Class, Nagaon.
15. Smti. A. Kalita, Judicial Magistrate First Class, Nagaon.
16. Smti. R. Baruah, Judicial Magistrate First Class, Nagaon.
17. The Court Manager.
18. The Systems Officer.

03/11/25

District & Sessions Judge,
Nagaon.

THE GAUHATI HIGH COURT

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION NO. 76

Dated Guwahati, the 22nd of August, 2025

In continuation to this Registry's earlier Notification No. 58 dated 24.06.2021, it is hereby directed that all Judicial Officers are mandatorily required to upload all orders / judgments on the CIS and, thereafter, replicate the data on the NJDG on the same day such orders / judgments are passed.

This Notification shall come into force with immediate effect.

By Order,
Sd/- Raktim Duarah
REGISTRAR GENERAL

Memo No. HC. III-07/2024/3375-3396 / G, Dated the 22nd August, 2025.

Copy to:-

1. The L.R.- cum- Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati-6.
2. The Registrar (Vigilance/Admin/Judicial/Establishment), Gauhati High Court, Guwahati.
3. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
4. The District & Sessions Judges/Chief Judicial Magistrates, _____, Assam. *(They are requested to forward this Notification amongst all the Judicial Officers under their jurisdiction.)*
5. The Principal Judge, Family Court, _____, Assam.
6. The Member, MACT, _____, Assam.
7. The Special Judge-cum-Judge Designated Court, Assam.
8. The Special Judge, Assam.
9. The Special Judge, NDPS Court, Guwahati, Assam.
10. The Special Judge, CBI & NIA, Assam.
11. The Special Judge, CBI, Assam, Addl. CBI Court No. 1, 2 & 3, Guwahati.
12. The Presiding Officer, Labour Court/ Industrial Tribunal, Kamrup (M), Guwahati/Dibrugarh, Assam.
13. The Presiding Officer, Industrial Tribunal, Cachar, Assam.
14. The Joint Registrar (_____), Gauhati High Court, Guwahati.
15. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
16. The Asstt. Registrar (_____), Gauhati High Court, Guwahati.
17. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
18. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
19. The P.S. to Hon'ble Mr. /Mrs. Justice _____, Gauhati High Court, Guwahati.
20. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court.*
21. The Court Master, Court No. _____, Gauhati High Court, Guwahati.
22. The C.A. to the Registrar General, Gauhati High Court, Guwahati.

REGISTRAR GENERAL

22-8-25

THE GAUHATI HIGH COURT AT GUWAHATI

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION NO. 58

Dated: Guwahati, the 24th June, 2021

For proper functioning and timely upload of data to the CIS and NJDG portal from the Subordinate Courts, the Gauhati High Court has been pleased to set the following guidelines:-

(i) The District Courts shall start the process of uploading the final judgments/orders for the disposed off cases. The District Courts shall enter summarized short daily / routine order in the "Business" field available in the Court proceeding of CIS.

(ii) The Family Courts shall start the process of uploading the final judgments/orders for the disposed off cases. The Courts shall enter summarized short daily / routine order in the "Business" field available in the Court proceeding of CIS. The Family Courts are directed to enable "Party Hide Feature" available in the CIS portal so as to avoid disclosure of parties' name in public.

(iii) The concerned officers must monitor daily uploading of final judgments/ orders by using the report on judgment uploading available in the CIS.

(iv) The District Judges are directed to device and implement the best possible method to clear the entire backlog by uploading of judgments/orders to the CIS as per local conditions.

(v) The hand-written/scanned judgments/orders must be uploaded to the CIS by compressing the PDF file for optimum utilization of server space.

(vi) The Judicial Officers are encouraged to use digital signature in the soft version of the judgments/orders to be uploaded in the CIS.

(vii) The "Plead Guilty" module of the CIS may be used for managing petty cases where the Court imposes fine or simple imprisonment.

These guidelines will come into force with immediate effect.

By Order,
Sd/- Raktim Duarah
REGISTRAR GENERAL

Memo No. HC.III-07/2015/2739-2759/G dated Guwahati, the 24th June, 2021.
Copy to:

1. The Registrar (Vigilance/Judicial/Administration/Establishment), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The L.R. & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
4. The District & Sessions Judge, all districts under the jurisdiction of Gauhati High Court for strict compliance of the same.
5. The Principal Judge, Family Court, Barpeta / Cachar / Dhubri / Kamrup (M) – I, II & III / Nalbari, Assam.
6. The Member, MACT, Barpeta / Cachar / Dhubri / Goalpara / Kamrup (M) – I, II & III / Nagaon / Nalbari / Sonitpur / Kamrup (Amingaon), Assam.
7. The Special Judge, Assam.
8. The Special Judge, CBI, Assam.
9. The Special Judge, CBI, Assam, Addl. CBI Court No. 1, 2 & 3, Guwahati.
10. The Presiding Officer, Labour Court / Industrial Tribunal, Kamrup (M), Guwahati / Dibrugarh, Assam.
11. The Presiding Officer, Industrial Tribunal, Cachar, Assam.
12. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court.*
13. The Private Secretary to Hon'ble Mr. Justice Suman Shyam, Judge, Gauhati High Court, Guwahati.
14. The Private Secretary to Hon'ble Mr. Justice Kalyan Rai Surana, Judge, Gauhati High Court, Guwahati.
15. The Private Secretary to Hon'ble Mr. Justice Prasanta Kumar Deka, Judge, Gauhati High Court, Guwahati.

24/6/2021

OFFICE OF THE DISTRICT & SESSIONS JUDGE
NAGAON :: ASSAM

ORDER
Date : 26/03/2021

Pursuant to the direction of Hon'ble Chief Justice of the Gauhati High Court , Guwahati through video conferencing on 24/03/2021 , all the Presiding Officers of Nagaon District Judiciary are hereby requested to ensure 100% uploading of Judgment/order in Case Information System (CIS) on regular basis.

Further, all the Presiding Officers are also requested to instruct concerned staffs under his disposal to upload the Final Order/Judgment in Case Information System (CIS) for the cases disposed prior to March, 2021 gradually, of their respective Courts so as to minimize the "Final Order/Judgment Not Uploaded" count in CIS as well as National Judicial Data Grid (NJDG).

Inform all concerned.

Sd/-
District & Sessions Judge,
Nagaon : : Assam.

Memo No.DJN/ 2385(A) - 2385(O) Date : 26.03.2021

Copy for information and necessary action to :

1. The Member, MACT, Nagaon.
2. The Addl. District & Sessions Judge No.3, Nagaon.
3. The Addl. District & Sessions Judge, FTC, Nagaon.
4. The Addl. District & Sessions Judge No.1, Nagaon.
5. The Addl. District & Sessions Judge No.2, Nagaon.
6. The Chief Judicial Magistrate, Nagaon.
7. The Civil Judge & Asstt. Sessions Judge, Nagaon.
8. The Addl. Chief Judicial Magistrate, Nagaon.
9. The Sub-Divisional Judicial Magistrate (S), Nagaon.
10. The Sub-Divisional Judicial Magistrate (M), Kaliabor, Nagaon.
11. The Munsiff No.1-cum-JMFC, Nagaon.
12. The Munsiff No.2-cum-JMFC, Nagaon.
13. The Munsiff, Kaliabor, Nagaon.
14. Smti. S. Kurmi, JMFC, Nagaon.
15. Smti. D. Kakati, JMFC, Nagaon.

26/3/21
District & Sessions Judge,
Nagaon : : Assam.