सत्यमेव जयते

OFFICE OF THE DISTRICT & SESSIONS JUDGE:BAKSA:MUSHALPUR

District Judicial Court Complex, Baksa, Pin – 781372

Email: baksa.session@gmail.com

NOTIFICATION

Dated 26.05.2026

In pursuance of Notification No. 32 dated 21.05.2026 issued by the Hon'ble Gauhati High Court prescribing Standard Operating Procedure (SOP) for the Principal Seat, Outlying Benches and all District Courts under its jurisdiction with effect from 25.05.2026 till 26.06.2026 or until further orders, the undersigned has pleased to issue the following guidelines for the District Judiciary, Baksa.

1. All Courts under the establishment of the District Judiciary, Baksa shall conduct proceedings through Video Conferencing (VC) on Mondays and Fridays. The concerned Bench Assistants shall ensure timely generation and circulation of VC links to all stakeholders, including learned Advocates, litigants and concerned officials.

2. All meetings of Committees constituted under the establishment of the District Judiciary, Baksa shall be conducted through virtual mode during the aforesaid period.

Contact person- **Shri Bubul Choudhury, System Assistant**
(Contact no. +91 8486933395)

3. Due to inadequacy of staff and pursuant to the vide Letter No. DJ/BAK/2026/2103 dated 22.05.2026 of this office; all staff of this establishment shall continue to perform their regular duties for smooth functioning of the Court and office until further order.

4. All the officers are encouraged to adopt car-pooling and use of public transportation wherever feasible to ensure optimum utilisation of fuel

5. All the staff members are encouraged to use public transportation and adopt carpooling arrangements wherever feasible, further the process servers are encouraged to use the public transportation for service of notices. They shall as far as possible club notices relating to the same route/area for service in a single trip. The Chief Administrative officer and the Civil Nazir are directed to make necessary arrangement in this regard.

6. Use of official vehicles shall be restricted strictly to essential official purposes only. All concerned shall use official vehicles only when necessary to reduce fuel consumption and unnecessary travel.

The attached Drivers shall maintain proper vehicle log books indicating trip details; purpose of journey; mileage covered; and fuel consumption. The same shall be placed for weekly review before the competent authority.

7. This Notification shall come into force with immediate effect and shall remain operative till 26.06.2026 unless earlier modified, revoked or extended by the Hon'ble Gauhati High Court or by this Office.

Sd/-
District & sessions Judge
Baksa, Mushalpur

No.DJ/BAK/2026/ 2246-2253 Dated, at Mushalpur 27th May 2026

Copy to for information-

1. The Registrar General, Hon'ble Gauhati High Court, Guwahati
2. The Ld. Judicial Officers, Baksa District Court, Baksa Mushalpur, The Ld. Chief Judicial Magistrate is to issue a separate SOP guidelines for the establishment of Chief Judicial Magistrate, Baksa for roster as per the notification no 32 issued by the Hon'ble Gauhati High Court, Guwahati.
3. The President/Secretary, Bar Association, Baksa, Mushalpur
4. The Chief Administrative officer of this establishment
5. The Senior Administrative Assistant, O/o Chief Judicial Magistrate Estt, Baksa
6. The Senior Administrative Assistant, O/o DLSA, Baksa, Mushalpur
7. The System Assistant of Baksa District Judiciary, for uploading the same in the official website.
8. All the notice board of this office.
9. Office file

District & sessions Judge
Baksa, Mushalpur

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Baksa, Mushalpur