

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE,
BAKSA, MUSHALPUR
STANDARD OPERATING PROCEDURE (SOP)**

Email. cjmbaksa@gmail.com

No. CJM/BMA/2026/ 1658 (A) E

Dated. 27.05.2026

In pursuance of the directions issued by the **Hon'ble Gauhati High Court, Guwahati** and in order to ensure smooth functioning of Courts and administrative branches under the Establishment of the Chief Judicial Magistrate, Baksa, the following **Standard Operating Procedure (SOP)** is hereby issued:

1. All Courts under the Establishment 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 Advocates, litigants and concerned officials.
2. All the UTPs from District Jail at Nalbari shall conduct the procedures of production of Accused persons through VC Mode only to prevent vehicle uses. The Concerned Bench Assistant shall generate links for the aforesaid conducts.
3. A separate roster shall be issued from time to time for allocation of duties and responsibilities to ensure the smooth, efficient, and uninterrupted conduct of daily judicial and administrative functions of the establishment.
4. Staff remaining on roster-off duty shall remain available during office hours through Mobile/Whatsapp for official communication and shall attend office immediately whenever required by Competent Authority.
5. Bench Assistants shall manage Video Conferencing (VC) proceedings of their respective Courts, circulate VC links to concerned stakeholders, ensure attendance of participants, and immediately report any technical issues to the e-Courts Section.
6. All Bench Assistants shall maintain and regularly monitor their individual official e-mail address for digital communication. They shall ensure timely receipt and acknowledgement of any urgent instructions, orders, reports, or communications transmitted electronically, in addition to communications made through physical appearance or official correspondence.

7. Use of official vehicles shall remain restricted to essential official purposes only.
All concerned shall ensure consolidation of official work to minimize fuel consumption.

All Judicial Officers, ministerial staff and employees under this Establishment shall remain personally responsible for strict compliance of this SOP in discharge of their respective duties.

This SOP shall come into force with immediate effect and shall remain operative until further orders.

Chief Judicial Magistrate
Baksa, Mushalpur

CJM/BMA/2026/ 1658(3) - 1658(4) E

Dated. 27.05.2026

Copy to:

1. The Registrar General, Hon'ble Gauhati High Court, Guwahati.
2. The Hon'ble District & Sessions Judge, Baksa.
3. The Learned Judicial Officers of the Establishment of the Undersigned for information and necessary action.
4. The System assistant of Baksa District Judiciary, for uploading the same in the official website.
5. Notice Boards of this Establishment.

Chief Judicial Magistrate
Baksa, Mushalpur

[Signature]
27/5/26