



OFFICE OF THE DISTRICT & SESSIONS JUDGE::BAKSA::MUSHALPUR
District Judicial Court Complex, Baksa, Pin – 781372

Email: baksa.session@gmail.com

No.DJ/BAK/2026/ _____

Dated:- _____

NOTIFICATION
Dated 20-06-2026

In order to ensure discipline, punctuality, efficiency, and smooth functioning of the Court and office, the following guidelines shall be strictly observed by all officers and staff members of Baksa District Judiciary:

1. The office shall function positively from 10:00 A.M. to 5:00 P.M. on all working days. All the staffs and officers shall reach office on or before 9.45 AM positively; and all officers and staff members shall strictly adhere to the prescribed office timings and ensure their presence in the office during working hours.
2. Attendance registrar shall reach the concerned presiding officer by 10.05 AM positively. Habitual late attendance and unauthorized leave shall be viewed seriously and dealt with in accordance with the applicable rules and instructions.
3. The lunch break shall ordinarily be observed between 1:30 P.M. and 2:00 P.M. However, in the event officer/staff member is unable to avail the lunch break during this period, the duration of the lunch break shall not exceed 30 minutes (half an hour) under any circumstances. All staff members shall resume their duties promptly thereafter and ensure that official work is not adversely affected.

4. No officer or staff member shall leave the office premises during working hours without prior permission from the concerned Reporting Officer. In case of any urgency, staffs members of District & Sessions Judge establishment shall inform and obtain permission from the Chief Administrative Officer and Senior Administrative Assistant for Chief Judicial Magistrate Establishment before leaving the office.

5. All files, correspondence, and official work shall be attended and disposed off promptly. Official records, files, and documents shall be maintained properly by all concerned.

6. All officers and staff members in the event of proceeding outside the station for any purpose, they shall invariably submit petition for station leave before leaving the station. No officer or staff member shall leave the station without such permission.

7. Proper decorum, discipline, punctuality, and professional conduct shall be maintained at all times during office hours by all concerned.

8. All office furniture, IT equipment's, and other office property/ resources, including electricity, water, stationery, fuel etc. shall be handled with due care, maintained in properly, and used judiciously by all concerned.

9. All concerned shall ensure the cleanliness and proper upkeep of the office premises and shall strictly maintain the confidentiality of official information, records, documents etc.

11. Any other matters not covered above that may affect the dignity of the Court or office shall be strictly avoided by all concerned and any violation of these guidelines



shall be viewed seriously and dealt with in accordance with the applicable rules and regulations.

These guidelines shall come into force with immediate effect and shall be strictly followed by all officers and staff members.

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District & Sessions Judge
Baksa, Mushalpur

Memo No.DJ/BAK/2026/ 2534-38

Dated:- 22.06.26

Copy to for information-

1. All Learned Judicial Officers of Baksa District Judiciary
2. The Chief Administrative Officer, O/o District & Sessions Judge, Baksa, he is directed to circulate the same among the staffs of this establishment.
3. The Senior Administrative Assistant, O/o Chief Judicial Magistrate, Baksa, he is directed to circulate the same among the staffs of O/o Chief Judicial Magistrate, Baksa.
4. The System Assistant, he is directed to upload the same in the official website.
5. All Notice Board.
6. Office file.

M. Anwar
District & Sessions Judge
Baksa, Mushalpur
District & Sessions Judge
Baksa, Mushalpur