OFFICE OF THE DISTRICT & SESSIONS JUDGE, BAKSA AT MUSHALPUR

O R D E R

Dated, Mushalpur, Baksa the 07th October, 2026

In the interest of public service and for smooth functioning of the Office works the **Roster duty** for the staff of this establishment during the Long Vacation to be commenced **w.e.f. 17-10-2026 to 31-10-2026** is hereby arranged as follows :-

The roster duty shall take effect from 26d October,2026 to 31st October,2026 as the earlier days w.e.f. 17-10-2026 to 25-10-2026 are criminal holidays on account of Durga Puja, Viajaya Dashami, Lakshi Puja etc.

The office hour will be from 10:00 a.m. to 3:00 p.m. without any break during the aforesaid period and *the office will remain closed w.e.f. **17-10-2026 to 25-10-2026 on account of Durga Puja, Viajaya Dashami, 4th Saturday and Lakshi Puja** respectively.*)

A. The following staff will attend office during the **FIRST-HALF (on 26th, 27th & 28th October, 2026) :-**

Sl. No. & Name of the staff	**Assigned duties during the Roster**
1. Sri Poul Teron, Court Manager,	His own duty
2. Sri Santanu Choudhury, Steno. Gr.II	His own duty. He will remain in-charge of B/Asstt.
3. Sri Dularai Brahma, Accountant	His own duty. He will remain in-charge of Chief Administrative Officer.
4. Sri Mukesh Prasad, Steno, Gr.III	His own duty.
5. Sri Rakesh Sarkar, do.	His own duty. He will remain in-charge of Bench Asstt.
6. Sri Kapil Das, Jr. Admin. Asstt.	His own duty.
7. Sri Dharmendra Das, Jr.Admin Asstt.	His own duty. He will remain in-charge of Copy Asstt. and will assist B/ Asstt.in the court of the POCSO, Baksa
9. Sri Dipankar Boro, Process Server	His own duty. He will remain in-charge of Issue and despatch section.
10. Smti Gitika Kalita, Officers Peon	Her own duty
11. Sri Piren Boro, Officers Peon	His own duty
12. Sri Rajib Brahma, Chowkidar	His own duty. He will assist the Copying Asstt. for preparation of Copies.

A. The following staff will attend office during the **SECOND-HALF on 29th, 30th and 31st October, 2026**

Sl. No. & Name of the staff	**Assigned duty during the Roster**
1. Md. Piranur, Chief Admin. Officer	His own files.
2. Sri Satyajit Kalita, Steno, Gr.I	His own duty. He will remain in charge of Bench Asstt.
4. Sri Hitesh Kalita, Jr. Admin Asstt.	His own duty. He will remain in charge of Crl. Asstt. and Bench Asstt in the court of POCSO, Baksa, as required.
5. Sri Mintu Talukdar, Jr. Admin. Asstt	His own duty.
6. Sri Jyotshna Muchahary, Jr.Admin Asstt	Her own duty.
7. Sri Pulak Deka, Jr. Administrative Asstt.	His own duty. He will remain in charge of Copy Asstt and Despatch Section.
8. Sri Bubul Choudhury, Systems Assistant	His own duty.
9. Sri Parikshit Barman, Process Server	His own duty. He will assist the Copy Asstt for preparation of Copy.
10. Sri Pradeep Daimary, Officers Peon	His own duty.
11 Sri Nicholas Hans, Officers Peon	His own duty.
12.Sri Suren Kalita, Officers Peon	His own duty. He will assist the B/Asstt in the court of POCSO, Baksa. He is asked to take over the official key from Rajib Brahma.

The following staff attached to the **court of the Addl. District & Sessions Judge cum Special Judge (POCSO) Baksa** are asked to discharge their duties during the roster period w.e.f. 26-10-2026 to 31-10-2026 as :

Roster period w.e.f. 26-10-2026 to 28-10-2026	**Roster period w.e.f. 29-10-2026 to 31-10-2026**
1. **Sri Guanjit Das,** Jr. Administrative. Asstt	1. **Sri Atanu Biswas,** Steno. Gr.I
2. **Sri Biswajit Das, Officer Peon**	2. **Sri Suren Kalita,** Officers Peon *(in addition to his other charges entrusted on him)*

The employees on rosteer duties shall not be allowed to avail any leave during roster duties and any absence during Roster duties shall be treated as unauthorized absence.

All the Drivers namely, Sri Rupen Das, Sri Kishor Rajbongshi, Sri Deepjyoti Natha and Pradip Brahma (Contractual) attached with the officers shall discharged their duties as per direction and entrusted by the concerned officers and accordingly granted their station leave permission.

All the employees on Roster duties shall discharge all works entrusted to them and clear up their arrear works, if any during their respective roster period.

Inform all concerned accordingly.

Sd/- Dr. M. Baruah

District & Sessions Judge
Baksa, Mushalpur

Memo No.DJ/BAK/2026/ 3881-86 Date 09.10.26

Copy forwarded for information and necessary action to :-

1. The Ld. Addl. District & Sessions Judge cum Spl. Judge,POCSO, Baksa
2. The Ld. Civil Judge(Sr. Divn.)Baksa, Mushalpur.
3. The Ld. Civil Judge(Jr. Divn.), Baksa, Mushalpur.
4. The System Asstt. of this office for uploading the same in official website.
5. Employee concerned
6. Notice Board of this establishment.
7. Office File.

District & Sessions Judge
Baksa, Mushalpur 09/10