

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SONITPUR
AT TEZPUR

ORDER
22.05.2026

Pursuant to Hon'ble Gauhati High Court Notification No. 32 dated 21.05.2026, the following guidelines are issued for functioning of Courts under District Judiciary, Sonitpur.

STANDARD OPERATING PROCEDURE (SOP)

1. Judicial Proceedings & Cause List Management:

- Matters relating to Criminal Appeal, Criminal Revision, Civil Matters, Bail hearings, Arguments and all matters where physical presence of parties are not required, listed before the Courts shall be heard preferably through Video Conference on Mondays and Fridays.
- Video Conference (VC) links will be provided for all such hearings.
- The Bench Assistants of the concerned Court in consultation with the Systems Officer shall co-ordinate with all the stake holders for smooth functioning of Court proceedings.
- All UTP's shall be produced from Jail via Video Conferencing except in the cases where they are physically required to be present before the Court. The Systems Officer in co-ordination with the Jail authority to do the needful in this regard.

2. Fuel Conservation & Logistics

- As there is no Pool Car available in the District, the Judges/Magistrates of District Judiciary, Sonitpur are encouraged to go for sharing and car pooling of their official and personal vehicle wherever possible/feasible.

3. Staff Management

- Due to shortage of staff in District Judiciary, Sonitpur, the roster duty of staff on alternate days is not feasible since all the Courts are required to function on all working days and the roster of 50% shall hamper Court works.

4. Administrative Meetings of the Committee

- All the meetings pertaining to District Judiciary, Sonitpur and DLSA, Sonitpur will be held through Video Conference wherever possible/feasible.

This SOP will come into effect from 25.05.2026 and will continue till 26.06.2026 or further order/s.

Sdf

(Kaushik Hazarika)

District and Sessions Judge,
Sonitpur :: Tezpur.

Memo No: DJ (S) 1891-1905 Dated: Tezpur, the 22nd Day of May 2026

Copy forwarded for information & necessary action to:

1. The Addl. District and Sessions Judge, FTC, Sonitpur, Tezpur.
2. The Addl. District and Sessions Judge, -cum- Spl. Judge POCSO, Sonitpur, Tezpur.
3. The Civil Judge (Sr. Div.), Sonitpur, Tezpur.
4. The Chief Judicial Magistrate, Sonitpur, Tezpur.
5. The Secretary, DLSA, Sonitpur, Tezpur.
6. The Addl. Chief Judicial Magistrate, Sonitpur, Tezpur.
7. The SDJM(S) Sonitpur, Tezpur.
8. The Civil Judge (Jr. Div.) No. 1 & No. 2, Sonitpur, Tezpur.
9. All JMFC, Sonitpur, Tezpur.
10. The President/Secretary, Tezpur Bar Association, Sonitpur, Tezpur.
11. The President/ Secretary, Tezpur Advocate Association.
12. All Staff of Sonitpur District Judiciary.
13. The System Officer, Sonitpur, Tezpur. He is requested to upload the order in the official website of the District Judiciary.
14. Notice Board.
15. Office File.


(Kaushik Hazarika)
District and Sessions Judge,
Sonitpur :: Tezpur.