

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE :::: SONITPUR ::::TEZPUR.

O R D E R
22.05.2026

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

STANDARD OPERATING PROCEDURE (SOP)

1. Judicial Proceedings & Cause List Management:

- Matters relating to Bail hearing, 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 System 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 System 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 Magistrates of this establishment are encouraged to go for sharing and car pooling of their official and personal vehicle whenever possible/feasible.

3. Transportation by staff :

- Staff members are encouraged to use public transportation and adopt car pooling arrangements. They shall also, whenever possible, club multiple official requirements into a single trip to minimize fuel consumption.

4. For Process Server:

- Process Servers of this establishment are encouraged to use public transportation for service of Notices. They shall, as far as possible, club Notices relating to the same route/area in a single trip. Process Assistant is directed to make necessary arrangement in this regard.

5. Staff Management:

- Due to shortage of staff in this establishment, the roster duty of staff on alternative 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.
- All meetings will be held through Video Conference wherever possible/feasible.

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6. Effective date of operation:

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

Inform all concerned.

Sd/-
(P.Dutta),
i/c. Chief Judicial Magistrate,
Sonitpur, Tezpur.

Memo.No. CJM(S) 1485 – 97 /

Dated, Tezpur, the 22nd May, 2026.

Copy to:-

1. The Hon'ble Distric & Sessions Judge, Sonitpur, Tezpur for favour of kind information.
2. The Ld. Addl. Chief Judicial Magistrate, Sonitpur, Tezpur.
3. The Ld. S.D.J.M.(Sadar), Sonitpur, Tezpur.
4. Sri P.Khataniar, Ld. J.M.F.C., Tezpur.
5. Smti. N.Rehman, Ld. J.M.F.C., Tezpur.
6. Smti. D.Devi, Ld. J.M.F.C., Tezpur.
7. Smti. J.Devi, Ld. J.M.F.C., Tezpur.
8. The Secretary, Tezpur Bar Association.
9. The P.I., Tezpur.
10. All staff of C.J.M's office, Sonitpur, Tezpur.
11. The System Officer, Sonitpur District Judiciary. He is requested to upload the order in the official website of Sonitpur District Judiciary.
12. Notice Board.
13. Order file.


(P.Dutta),
i/c. Chief Judicial Magistrate,
Sonitpur, Tezpur.