OFFICE OF THE DISTRICT AND SESSIONS JUDGE :::: NALBARI.

O R D E R

Dated: Nalbari, the 1st August, 2026

In compliance with the directions contained in the Hon'ble Gauhati High Court's Letter No. **HC.I/1242/2026 PM&P dated 27.07.2026**, and pursuant to the resolutions adopted by the **District ICT Committee, Nalbari**, in its meeting held on **01.08.2026**, all the Judicial Officers and concerned staff of the Nalbari District Judiciary are hereby directed to strictly comply with the following instructions with immediate effect:

1. **Display of CNR Number on Orders and Judgments:** The Case Number Record **(CNR)** Number shall be prominently reflected, preferably in the heading portion, on orders and judgments, wherever applicable. The concerned Stenographers, Bench Assistants and Computer Typists shall ensure compliance with the aforesaid direction.

   The CNR Number shall also be mentioned, preferably in the heading portion, in certified copies issued to litigants by the concerned Copy Assistants.

2. **Use of Standardized CIS Templates:** All Judicial Officers and concerned staff shall invariably use the **standardized order and judgment templates** available in the Case Information System (CIS), wherever applicable, as mandated by the Hon'ble Gauhati High Court. Manual preparation of orders and judgments without utilizing the prescribed CIS templates shall be avoided except in exceptional circumstances.

3. **Generation of Digitally Signed e-Summons:** All Judicial Officers and concerned staff shall ensure strict compliance with the direction regarding the generation and issuance of **digitally signed e-Summons** in their respective courts and shall extend all necessary cooperation for facilitating its implementation.

The Systems Officer/Systems Assistants are directed to provide necessary technical assistance for implementation of the aforesaid directions and place the compliance status before the District ICT Committee, as and when required.

Inform accordingly.

Sd/-
District and Sessions Judge,
Nalbari cum Chairperson
District ICT Committee.

Memo. No. DJNB/- 4368A – 4368C Dated: Nalbari, the 1st August, 2026

Copy forwarded for information and necessary action to-

1. The District and Sessions Judge, Nalbari
2. The Presiding Officer / Member, M.A.C.T., Nalbari.
3. The Principal Judge, Family Court, Nalbari
4. The Addl. District and Sessions Judge, Nalbari
5. The Counselor, Family Court, Nalbari
6. The Civil Judge (Sr. Div.), Nalbari
7. The Chief Judicial Magistrate, Nalbari
8. The Addl. Chief Judicial Magistrate, Nalbari
9. The Sub Divisional Judicial Magistrate (S), Nalbari
10. The Civil Judge (Jr. Div.) No. 1 cum J.M.F.C, Nalbari
11. The Civil Judge (Jr. Div.) cum J.M.F.C., Tihu
12. The Civil Judge (Jr. Div.) No. 2 cum J.M.F.C, Nalbari
13. The Systems Officer, Nalbari; for uploading this order in the official website.
14. The All concerned staff of District and Sessions Judge establishment; M.A.C.T. establishment; Family Court establishment; Chief Judicial Magistrate establishment and Civil Judge (Jr. Div.) cum J.M.F.C., Tihu establishment.
15. Order book

1/8/26

District and Sessions Judge,
Nalbari cum Chairperson
District ICT Committee.