

**IN THE ESTABLISHMENT OF
HON'BLE CHIEF JUDICIAL MAGISTRATE, HOJAI ::
ASSAM**

Order No. 51, Dated 21.02.2022

**GRADE-III & GRADE-IV STAFF POSITION
ALONG WITH DUTY CARD AS ON 21.02.2022**

(A) BENCH

Sl. No.	COURTS	PRESIDING OFFICERS	BENCH ASSTT.	COMP. TYPIST	STENO	PEON
1	Hon'ble CJM	Shri Shakkti Sharma	Nil	Nil	Nil	Arup Kr. Bora
2	Ld. Addl. CJM	Vacant	Nil	Nil	Nil	Nil
3	Ld. SDJM	Miss Pooja Devi	Smt. Chandrali Sharma, LDA	Shri Anupam Paul, Computer Typist	Nil	Bipul Bora
4	Ld. Munsiff-cum-JMFC	Shri Saptarshi Das	Shri Tarun Kalita, Copyist	N/A	N/A	Papumoni Bora (part time temporary arrangement)
5	Ld. JMFC-1	Smt. Sikha Barman	Smt. Kabita Bora, LDA	Nil	Biky Das, Steno Gr-III	Siba Pd. Bora
6	Ld. JMFC-2	Miss. Nidhi Agarwal (on training)	Smt. Charu Devi, Copyist	Nil	Nil	Pramod Bora (part time temporary arrangement)
7	Ld. JMFC-3	Smti. Reeti Goswami (on training)	Nil	Nil	Nil	Nil

Contd...

(B) OFFICE

Sl. No.	Duty Card along with the Branch	Staff	Peon
1	Administration, Registration, & Tender etc.	Shri Mukul Chandra Kemprai	Ismat Ali
2	GR Branch	Shri Dhiren Laskar	Papumoni Bora (part time temporary arrangement/ originally driver of the official vehicle of Hon'ble CJM)
3	Copy Branch	Nasim Malik Sarkar	Budheswar Kalita (part time temporary arrangement/ originally attached to the bungalow of Hon'ble CJM)
4	Issue & Receipt Branch	Nasim Malik Sarkar (in addition to his normal duty)	Nil
5	Record Room Branch	Charu Devi (in addition to her normal duty)	Ismat Ali (in addition to his normal duty)
6	Accounts Branch	Shri Sanjay Dutta	Arup Bora (in addition to his normal duty)
7	Filing Branch	Budheswar Kalita & Krishna Kanta Saikia	Nil
8	Process Serving & Execution Branch	Krishna Kanta Saikia & Pramod Bora	N/A

9	CIS Updation & Preparation of Statements of the Hon'ble Court of CJM & Miss Nidhi Agarwal, Ld JMFC & Transmission of Records & Statements of all Courts to Hon'ble Gauhati High Court & other Courts	Anirban Bose	Nil
10	Protocol & Public Relations Branch	Anirban Bose & Anupam Paul (in addition to their normal duty)	Budheswar Kalita & Siba Pd. Bora (in addition to their normal duty)
11	Recruitment, ACP of Staff & matters relating to the Promotion of Staff & Service Book Updation	Mukul Ch. Kemprai & Sanjay Dutta (in addition to their normal duty)	Ismat Ali & Arup Bora (in addition to their normal duty)
12	Stationery & Stocks Branch	Sanjay Dutta (in addition to his normal duty)	Nil
13	Library	Anirban Bose (in addition to his normal duty)	Nil
14	APP Branch (Maintenance of Registers & Preparation of Professional Bills)	Sanjay Dutta (in addition to his normal duty)	Arup Bora (in addition to his normal duty)

Sd/-

(Sri Shakti Sharma, AJS, M.Com, LLB)
Chief Judicial Magistrate
Hojai, Assam

Copy for information & necessary action :-

- 1) All the Learned Judicial Officers of the Chief Judicial Magistrate Establishment, Hojai
- 2) ✓ The System Officer, District Judicial Court, Hojai. *His goodself is requested to upload the same in the official website of the Hojai District Judiciary.*
- 3) All staff of the Chief Judicial Magistrate Establishment, Hojai
- 4) Office Copy/Order Book.

By order, etc.

Johm
21/2/22

(Sri Mukul Ch. Kempriai)
I/c, Head Assistant
Office of the Chief Judicial Magistrate
Hojai, Assam