

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE:..... BONGAIGAON

O R D E R

Dated Bongaigaon the 25th May/2026

In terms of the Notification No. 32 received from the Hon'ble Gauhati High Court communicated vide memo No HC.III-10/2024/2007-2049/G Dated: 21-05-2026, the undersigned is pleased to issue the following guidelines in respect of the Courts & Offices under the Jurisdiction of the Chief Judicial Magistrate Bongaigaon with immediate effect.

STANDARD OPERATING PROCEDURE(SOP)

1. Judicial Proceedings & Cause list Management :

Virtual Hearings: All matters listed before the Courts on Mondays and Fridays will be heard preferably through Video Conferencing (VC) and links will be provided for all such hearings.

The Bench Assistants shall coordinate with all the stakeholders including System Officers for smooth functioning of the Court proceedings.

The Learned counsels who may prefer to appear before the court on Mondays and Fridays through Video conferencing shall inform the Bench assistants of the respective courts one day prior of the fixed dates.

Learned APP's of the respective courts shall also inform one day prior for recording the evidence of the witness through Video conferencing on Mondays and Fridays to the concerned Bench assistants of the respective courts.

2. Office & Staff Management :

Roster: Up to 50% of staff, except filing section, copying section and the staffs who are engaged in the respective courts shall attend office on each alternate day subject to administrative convenience.

Availability & Accountability : Staff on roster not physically present must remain available via telephone/mobile phone during official hours and be ready to attend office at short notice, if required.

Head Administrative Officer, O/o the Chief Judicial Magistrate, Bongaigaon shall prepare and notify a weekly roster before the commencement of each week.

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3. Administrative meetings :

All the administrative meetings will be held through video conferencing and the briefs of the meetings will be shared through email.

4. Administrative Flexibility :

If any competent authority is of the opinion that the roster arrangement is hindering the essential functioning of a specific branch, they may modify or restrict these arrangements for that branch with prior approval from the Chief Judicial Magistrate, Bongaigaon.

5. Effective Date of operation :

The SOP shall come into force with effect from 25-05-2026. It will continue till 26-06-2026 and it will be reviewed thereafter subject to any further orders and directions by the Hon'ble Gauhati High Court.

Sd/- Sri Saptarshi Garg

Chief Judicial Magistrate
Bongaigaon

Memo No. BNJ.21/2026/ 771-82 Dated, Bongaigaon the 25th May/2026

Copy for information and necessary action to :

1. The Registrar General, Hon'ble Gauhati High Court, Guwahati.
2. The Hon'ble District & Sessions Judge, Bongaigaon.
3. The Learned Additional Chief Judicial Magistrate, Bongaigaon.
4. The Learned Secretary, DLSA, Bongaigaon.
5. The Learned Sub Divisional Judicial Magistrate (M) North- Salmara, Abhayapuri.
6. The Learned Sub Divisional Judicial Magistrate (S) Bongaigaon.
7. The Learned Judicial Magistrate 1st Class, Bongaigaon.
8. The President /Secretary, Bongaigaon Bar Association.
9. The Learned Public Prosecutor, Bongaigaon District court for his perusal and is asked to circulate the SOP to the Learned APP's of the Bongaigaon District Courts.
- ✓ 10. The Systems Officer, Bongaigaon District Judiciary. He is asked to upload this order in the Official website of Bongaigaon District Judiciary.
11. The PSI, Bongaigaon.
12. Notice Board.
13. Office File.


Chief Judicial Magistrate
Bongaigaon

