

OFFICE OF THE DISTRICT & SESSIONS JUDGE:: :: BONGAIGAON

O R D E R

Dated, Bongaigaon, the 22nd of 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, this Judgeship is pleased to issue the following guidelines in respect of the Courts & Offices under the jurisdiction of the District & Sessions Judge, 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. Video Conferencing (VC) links will be provided for all such hearings.
- The Systems Officer/Systems Assistant along with the Bench Assistants shall coordinate with all the stakeholders for smooth functioning of the Court proceedings.
Contact Details: (i). Maniruddin Mansuri, Systems Officer: 9706932979
(ii). Himadri Deori, Systems Assistant: 8638813133

2. Fuel Conservation & Logistics:

- Car-Pooling for Judicial Officers and staff: To ensure optimum utilization of fuel, the Judicial Officers and staff under the Bongaigaon District Judiciary are encouraged to adopt car-pooling/ vehicle sharing arrangements wherever possible/feasible.
- Official Vehicles: Use of official vehicles for administrative errands shall be restricted. Department/Section and to club multiple requirements into a single trip wherever possible.

3. Office & Staff Management:

- Roster: Up to 50% of staff, except protocol section, filing section, copying section, bench section, computer section 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 during official hours and be ready to attend office at short notice, if required.
- Chief Administrative Officer, O/o the District & Sessions Judge, Bongaigaon shall prepare and notify a weekly roster before the commencement of each week.

4. Administrative Meetings:

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

Contd.

5. 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 District & Sessions Judge.

6. 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 by the Hon'ble Gauhati High Court.


District & Sessions Judge,
Bongaigaon

Memo No. DJB. I-22/2026/ 3573 - 26

Dated, Bongaigaon, the 22nd May, 2026

Copy for information and necessary action to:

1. The Registrar General, Hon'ble Gauhati High Court, Guwahati.
2. The Addl. District & Sessions Judge (FTC), North Salmara, Abhayapuri
3. The Civil Judge (Sr. Div.), Bongaigaon
4. The Chief Judicial Magistrate, Bongaigaon
5. The Secretary, DLSA, Bongaigaon
6. The Civil Judge (Jr. Div.), North Salmara, Abhayapuri
7. The Civil Judge (Jr. Div.), Bongaigaon
8. The President/ Secretary, Bongaigaon Lawyers' Association, Bongaigaon
9. The President/ Secretary, North Salmara Sub-Divisional Lawyers' Association, Abhayapuri.
10. The Chief Administrative Officer, O/o the District & Sessions Judge, Bongaigaon
- ✓ 11. The Systems Officer, Bongaigaon District Judiciary. He is asked to upload this order in the official website of Bongaigaon District Judiciary.
12. The PSI, Bongaigaon
13. The PSI, North Salmara, Abhayapuri
14. Notice Board
15. Office File


District & Sessions Judge,
Bongaigaon

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