

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্যালয়, শিৱসাগৰ
OFFICE OF THE DISTRICT AND SESSIONS JUDGE::SIVASAGAR

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ORDER

Dated Sivasagar the 27th Mar 2024

In the interest of the better office administration and smooth flow of work in the O/o the District and Sessions Judge, Sivasagar, the following distribution of duties is carried out amongst the following Civil Assistants working in the O/o the District & Sessions Judge, Sivasagar as follows;

Name & Designation	Duties Allotted
Sri Dipak Borgohain, UDA, (Civil Assistant No.1)	To deal with daily case records
	To maintain Daily cause list.
	To maintain Regular Court diary & Court Fee Register.
	To update CIS daily.
	To maintain Judgement Register.
	To properly maintain and sorting of on-going Case records.
	Decree preparation within stipulated time as per Rules.
	To deal with Lok Adalat and related matters.
	Any other matters not mentioned above and allotted from time to time.
Sri Animekh Das, UDA, (Civil Assistant No. 2)	To deal with the registration of new cases.
	To take steps relating to Court Notice, by Petitioner or Appellant side etc.
	To deal with all matters related to Form No. 50.
	To deal with matters related to sending of case records to Hon'ble GHC, other District Courts, Lower Courts, Copy Section, Record Room etc.
	To upload Final Orders/Judgments in CIS regularly.
	To deal with matters relating to preparation/issue of Proceedings of original documents to the parties after disposal of cases and to maintain register relating to the same.
	To deal with preparation of Succession Certificates/ Probate Certificate/ Guardianship and other related matters.
	Any other matters not mentioned above and allotted from time to time.

*** Sri Animekh Das, UDA, shall carry out the duties as per this Office notification dated 17-05-2023 in addition to the duties mentioned above.*

Inform all the concerned accordingly.

Sd/-
District & Sessions Judge (i/c)
Sivasagar

Memo No. DJSV/CM/F-16/ 1799

Dated: 28.03.24

Copy forwarded for information and necessary action to:-

1. The Addl. District & Sessions Judge, FTC, Sivasagar.
2. The Civil Judge (Sr. Div.), Sivasagar.
3. The Civil Judge (Jr. Div.) No. 1, Sivasagar.
4. The Civil Judge (Jr. Div.) No. 2, Sivasagar.
5. The Court Manager, District Judiciary, Sivasagar.
6. The CAO, O/o the District & Sessions Judge, Sivasagar.
7. The Systems Officer, O/o the District & Sessions Judge, Sivasagar. He is asked to upload this Order in the relevant column of the Sivasagar District Judiciary website.
8. Sri Dipak Borgohain, UDA, O/o the District & Sessions Judge, Sivasagar.
9. Sri Animekh Das, UDA, O/o the District & Sessions Judge, Sivasagar.
10. Order Book.
11. Office file.

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District & Sessions Judge (i/c)
Sivasagar
District & Sessions Judge
Sivasagar *dt.*