OFFICE OF THE DISTRICT & SESSIONS JUDGE, DARRANG :: MANGALDAI

O R D E R

No. 80 Dated Mangaldai, the 22nd day of May, 2026

In Pursuant to the Hon'ble High Court Notification No 32 dated 21/05/26, the undersigned has pleased to issue the following guidelines in respect of the District Court under this establishment with immediate effect.

Standard Operating Procedures (SOP)

1. Judicial Proceedings and Cause List Management :

Virtual Hearing:

All Bench Assistant are hereby directed to ensure smooth scheduling and proper functioning as mentioned in the Notification No 32 of video conferencing (VC) proceedings at their respective courts. They shall also keep the learned Judicial officers informed regarding the status and functioning of the VC facilities and monitor the same regularly to ensure uninterrupted proceedings.

In that regard all concerned are hereby informed that all bench assistant shall ensure that the log in credential of their respective email id under their control are properly updated and remain accessible at all times for smooth video conferencing facilities.

In case of any technical difficulty or requirement of assistance, the System Officer and System Assistant may be contacted for necessary support.

All concerned are requested to comply of the above instruction strictly.

The details of the email ids of the concerned courts are mentioned below.

Details of dedicated email id of all the courts are given below :

Sl. No.	Name of Court	email ID of the Court
1	District & Sessions Judge Court	djbenchdarrang@gmail.com
2	Addl. District & Sessions Judge Court (FTC)	ftcdarrang@gmail.com
3	Civil Judge (Senior Div.) Court	civiljudgedarrang@gmail.com
4	Chief Judicial Magistrate Court	cjmcourtdarrang@gmail.com

22/05/26
District & Sessions Judge
Darrang : Mangaldai
22/5/2026

5	Addl. Chief Judicial Magistrate Court	additionalcjmdarrang@gmail.com
6	Sub Divisional Judicial Magistrate (S)	sdjmdarrang88@gmail.com
7	Civil Judge Junior Div. -1 -Cum-JMFC Court	munsiffno@gmail.com
8	Civil Judge Junior Div. -2 -Cum-JMFC Court	civiljudgejrdiv765@gmail.com
9	JMFC Court No. 8 (Vaccant)	jmfc82025@gmail.com
10	JMFC Court No. 9 (P. Rahang)	benchassistantcourtno.9@gmail.com
11	JMFC Court No. 11 (C. Saikia)	court11jmfcmangaldai@gmail.com

2. Staff Management :

- Roster: The roster arrangement contemplated in the Hon'ble High Court SOP shall be adhered to , as far as practicable, having due regard to the existing section-wise attachment of staff and the administrative convenience of this establishment. As the District Establishment is presently functioning through conventional file movement and not through e-office, the present section wise deployment of staff shall continue for the time being. Any roster arrangement, if found necessary, shall be considered separately upon review of operational requirement and feasibility.

3. Effect Date of Operation:

The SOP shall come into force with effect from 25/05/26. It will continue till 26/06/26 and it will be reviewed thereafter.

24/05/26

District & Sessions Judge,i/c
Darrang :: Mangaldai.

District & Sessions Judge
Darrang : Mangaldai
24/5/2026

Memo No. DJ(D) 3279-91 **Dated** 22/05/26

Copy forwarded for information and necessary action to :

1. The Registrar General, Hon'ble Gauhati High Court, Guwahati.
2. The Addl. District and Sessions Judge (FTC) Darrang, Mangaldai.
3. The Civil Judge (Sr. Div), Darrang, Mangaldai.
4. The Chief Judicial Magistrate, Darrang, Mangaldai.
5. The Addl. Chief Judicial Magistrate, Darrang, Mangaldai.
6. The S.D.J.M.(S),Darrang, Mangaldai.
7. The Civil Judge (Jr Div-1), Darrang, Mangaldai.
8. The Civil Judge (Jr Div-2) cum JMFC Darrang, Mangaldai.
9. The Judicial Magistrate 1st Class (Smti P. Rahang), Darrang,Mangaldai.
10. The Judicial Magistrate 1st Class (Sri C. Saikia), Darrang,Mangaldai.
11. The Judicial Magistrate 1st Class (Vacant), Darrang,Mangaldai.
12. All the Bench Asstt. of the concerned court.
13. The President / Secretary of Mangaldai Bar Association, Darrang, Mangaldai.

24/05/26

District & Sessions Judge,i/c
Darrang :: Mangaldai.

22/5/26