:: OFFICE OF THE DISTRICT & SESSIONS JUDGE :: LAKHIMPUR :: NORTH LAKHIMPUR ::

ORDER NO 352
Dated. 06/12/2025

As per Hon'ble Gauhati High Court's Notification No. HC. XI-11/2024/234/RC, Dated the 30th of October, 2024, the Civil Courts under the establishment of the District & Sessions Judge, Lakhimpur, North Lakhimpur will remain closed from **24th December, 2025 to 31st December, 2025 on account of the Winter Vacation.**

During the Winter Vacation, staff of Court and Office of the District & Sessions Judge, Lakhimpur, North Lakhimpur, the Additional District & Sessions Judge (FTC), Lakhimpur, North Lakhimpur, the Civil Judge (Sr. Div.), Lakhimpur, North Lakhimpur, the Civil Judge (Jr. Div.) No.1 & the Civil Judge (Jr. Div.) No.2, North Lakhimpur, Lakhimpur will attend office under Roster Arrangement i.e. 50% of the Staff will work in the 1st Part of the vacation and the remaining 50% of the Staff will work in the 2nd Part of the vacation. The Roster Vacation is divided into two parts i.e. **1st half w.e.f 24.12.2025 to 27.12.2025 and 2nd half w.e.f. 28.12.2025, 31.12.2025** as mentioned below:

The Staff will attend office from **10:00 A.M.** to **4.45 P.M.** on working days during Winter Vacation.

Name of the Court & Office	Name of the Staff on Working Days	
	1st half	2nd half
	24.12.2025 to 27.12.2025 **(Staff on duty)**	28.12.2025 to 31.12.2025 **(Staff on duty)**
District & Sessions Judge, Lakhimpur, North Lakhimpur.	1. Sri Dhiren Das, Chief Administrative Officer 2. Smti Nilakshi Bhuyan, Head Administrative Officer, 3. Sri Satyabrata Kshattry, Steno. Grade – I, 4. Sri Chabir Pegu, Civil Assistant/JAA 5. Sri Jayanta Jyoti Lahan, Bench Assistant/JAA, 6. Sri Jagat Jyoti Sonowal, Accounts Assistant/JAA 7. Sri Surajit Paul, JAA, 8. Smti Nabanita Baruah, Systems Assistant, 9. Sri Rohit Saikia, Return Asstt./JAA. 10. Sri Anup Gogoi, Peon 11. Sri Bubu Bonia, Peon (MTS) 12. Sri Tagar Borah, Peon (MTS).	1. Sri Raj Kamal Pegu, Court Manager. 2. Smti Priyanka Bora, Systems Officer, 3. Sri Manas Jyoti Deka, Steno. Grade-III. 4. Sri Khagen Das, JAA 5. Sri Taj Ahmed, JAA/Crl. Asstt. 6. Sri Anup Neog, MACT Asst./JAA 7. Sri Shiva Hagjer, JAA/Stationery Asstt. 8. Dibyajyoti Nath, Issue & Receipt Assistant/JAA, 9. Sri Atul Gogoi, Record Arranger 10. Sri Ajgar Ali, Duftry, 11. Sri Subhash Bahadur Lama, Peon (MTS), 12. Sri Debajit Borauh, Peon, 13. Sri Ghanakanta Khetra, Peon (MTS). 14. Sri Manjil Das, Night Chowkidar. (He will perform the duties of Sri Ditu Kumar Boro, Day

	13. Sri Ditu Kumar Boro, Chowkidar. (He will perform the duties of Sri Manjil Das, Night Chowkidar in addition to his own duties)	Chowkidar in addition to his own duties)
Addl. District & Sessions Judge (FTC), Lakhimpur, North Lakhimpur	1. Sri Dipankar Konwar, JAA 2. Sri Umesh Basfor, Peon (MTS).	1. Sri Diganta Chetia, Steno. Grade-I 2. Sri Santanu Sarmah Boruah, SAA 3. Sri Akhil Kumar Das, Casual Employee
Civil Judge (Sr. Dvn.), Lakhimpur, North Lakhimpur	1. Smti Asha Gogoi, SAA (She will be in-charge of the Administrative Officer in addition to her own duty) 2. Sri Madhab Jyoti Deuri, Bench Assistant/SAA. 3. Smti. Smita Banerjee, Steno. Grade-III 4. Sri Sayan Kumar Nath, Peon (MTS) 5. Sri Madhab Saikia, Day Chowkidar (he will discharge and perform the duties of Sri Tarun Saikia in addition to his own duties)	1. Sri Gauri Kanta Sarmah Kataki, Administrative Officer 2. Sri Ranabir Biswas, Steno. Grade-II 3. Sri Manoj Kumar Das, JAA (he will discharge and perform the duties of Smti Asha Gogoi, Copy In-charge) 4. Sri Ananjay Chintey, JAA 5. Smti. Maya Dutta, Peon (MTS)
Civil Judge (Jr. Dvn.) No.1 & Civil Judge (Jr. Dvn.) No.2, North Lakhimpur.	1. Sri Chandan Bhuyan, JAA (He will be in-charge of the Administrative Officer in addition his own duty) 2. Sri Tapobrat Chutia, JAA 3. Sri Tileswar Payeng, Process Server 4. Sri Udhab Saikia, Process Server	1. Sri Dayananda Changmai, Junior Adminstrative Officer, I/c, 2. Smti Mridushri Chamuah, JAA/Bench Asstt. 3. Smti Sumita Das, Steno. Grade-III 4. Smti. Alee Borgohain, Bench Asstt. 5. Sri Rajat Dutta, Process Server 6. Sri Dik Bahadur Thakuri, Process Server 7. Sri Suraj Saikia, Process Server 8. Smti. Taramai Nath, Peon 9. Smti. Debajani Borah, Peon 10. Sri Tarun Saikia, Chowkidar (he will discharge and perform the duties of Sri Madhab Saikia, Day Chowkidar in addition to his own duties)

Further, Sri Gauri Kanta Sarmah Kataki, Administrative Officer, O/o the Civil Judge (Sr. Div.), Lakhimpur, North Lakhimpur will be in-charge of the

Chief Administrative Officer and the Head Administrative Officer, O/o the District & Sessions Judge, Lakhimpur, North Lakhimpur for the 2nd half of the Winter Vacation.

The Staff availing the 1st half of Winter Vacation are allowed to leave the Headquarter from the morning of 24.12.2025 till the morning of 28.12.2025 and the Staff availing the 2nd half of Winter Vacation are allowed to leave the Headquarter from the morning of 28.12.2025 till the evening of 01.01.2026.

The staff on duty are directed to transmit the disposed of Case Records to the District Record Room, Lakhimpur, North Lakhimpur.

Process Server will serve the pending summons, process etc. during the period of the vacation.

The Drivers attached to the Presiding Officers will attend duty according to the duty allotted by the concerned Presiding Officers.

All employees are directed to be available through mobile phone as and when required for official works during Roster days and on emergency, the employee availing vacation may call on duty with intimation.

No Leave will be granted during the Roster Duty.

Inform all concerned accordingly.

* (The List of names herein above is not necessarily in order of seniority)

Sd/-
(Smti Poli Kataki)
District & Sessions Judge
Lakhimpur, North Lakhimpur

Memo No. DJL/ 9975-84 /2025. Dated N. Lakhimpur the 06/12/2025

Copy forwarded for information and necessary action to:-

1. The Addl. Sessions Judge –cum- Special Judge (POCSO), Lakhimpur, N.L.
2. The Additional District & Sessions Judge (FTC), Lakhimpur, North Lakhimpur.
3. The Civil Judge (Sr. Dvn.), Lakhimpur, North Lakhimpur. She is requested to seen and shown this order to all her Office and Court Staff.
4. The Civil Judge (Jr. Dvn.) No.1, North Lakhimpur. She is requested to seen and shown this order to her Court and Office Staff.
5. The Civil Judge (Jr. Dvn.) No.2, North Lakhimpur. She is requested to seen and shown this order to her Court staff.
6. The Court Manager, District Judiciary, Lakhimpur, North Lakhimpur.
7. The Head Administrative Officer, O/o the District & Sessions Judge, Lakhimpur, North Lakhimpur. She is to seen & shown this order to all staff of the O/o the District & Sessions Judge, Lakhimpur, North Lakhimpur
8. The Stenographer, Grade I, attached to the District & Sessions Judge, Lakhimpur, North Lakhimpur.
9. The Systems Officer, District Judiciary, Lakhimpur. She is to upload the same in the official website immediately.
10. Order copy/ File Copy.

District & Sessions Judge
Lakhimpur, North Lakhimpur

District & Sessions Judge
Lakhimpur, North Lakhimpur
6/12/25