OFFICE OF THE CHIEF JUDICIAL MAGISTRATE::KOKRAJHAR

ORDER NO -65

Dated -25th **MAY 2026**

Whereas, the Hon'ble Gauhati High Court vide Notification No. 32 dated 21.05.2026 issued guidelines in the form of Standard Operating Procedure (SOP) for enforcing work-from-home arrangements and fuel conservation measures and was pleased to direct the undersigned to issue office order / notification to give effect to the SOP;

This order is hereby issued to give effect to the said SOP in the establishment of Chief Judicial Magistrate in the District of Kokrajhar which shall come into force with effect from **25.05.2026** and will continue till **26.06.2026**: -

1. **JUDICIAL PROCEEDINGS AND CAUSE LIST MANAGEMENT:** All matters listed before all the courts of the Establishment of Chief Judicial Magistrate on Mondays and Fridays will be heard preferably through Video Conferencing. The Bench Assistants of all the respective courts are directed to create Video Conferencing Links with the help of System Assistant and notify the same after coordinating with all the stake holders facilitating for smooth functioning of the court proceedings.

   Contact person: Sri Arup Nag (HAO) - 9435877199

2. **FUEL CONSERVATION AND LOGISTICS:** All Learned Judicial officers are encouraged to adopt car-pooling arrangements wherever possible. Use of official vehicles for administrative purposes shall be restricted as a measure of fuel conservation. Similarly, staff members are strongly encouraged to use public transportation or opt for car-pooling.

3. **STAFF MANAGEMENT:** Due to limited number of staff members and functioning of the offices through conventional file movement and not through e-office, the present deployment of staff shall continue and suitability of roaster arrangement of the staff shall be reviewed and considered periodically.

4. **MEETINGS OF THE COMMITTEE:** All the administrative meetings of different committees will be held through video conferencing and the briefs of the meetings shall be shared through official e-mail.

5. **EFFECTIVE DATE OF OPERATION:** The notification shall come into force with effect from 25.05.2026 and will continue till 26.06.2026 and it will be reviewed thereafter.

Inform accordingly.

Sd/-
Chief Judicial Magistrate
Chief Judicial Magistrate,
Kokrajhar

P.T.O.

MEMO.NO.KJM.04/2026/784(A)-784(J)/DATED KOKRAJHAR THE 25th MAY 2026

Copy forwarded for information & necessary action to :-

1. The Registrar General, Hon'ble Gauhati High Court, Guwahati.
2. The District and Sessions Judge, Kokrajhar.
3. The Addl. Chief Judicial Magistrate, Kokrajhar.
4. The Sub-Divisional Judicial Magistrate, Kokrajhar (M), Gossaigaon.
5. The Sub-Divisional Judicial Magistrate, Kokrajhar (S), Kokrajhar.
6. The President/Secretary, Bar Association, Kokrajhar.
7. The P.S.I, Kokrajhar.
8. The System Assistant, Kokrajhar (She is directed to upload the Order in the official website of Kokrajhar District Judiciary)
9. Notice Board.
10. Order book.
11. Office copy.

Chief Judicial Magistrate
Kokrajhar