OFFICE OF THE DISTRICT & SESSIONS JUDGE, KOKRAJHAR:::ASSAM

O R D E R

Date 25th May 2026

Pursuant to the Notification being No 32 dated 21.05.2026 issued by Hon'ble Gauhati High Court, the undersigned has been pleased to issue the following guidelines in respect of the District Courts under this establishment 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 shall, as far as practicable, be heard through video conferencing.
- **Video Conferencing Links:** Video conferencing (VC) links shall be provided for all such hearings.
- **Coordination by System Staff:** The System Assistant shall coordinate with all stakeholders to ensure smooth functioning of the Court proceedings conducted through video conferencing.
- **Contact Persons:**
  (a) Smti Nandita Devi, SA. – 8472011013

2. Fuel Conservation & Logistics

- **Car-Pooling by Officers:** To ensure optimum utilization of fuel, all Judicial Officers are encouraged to adopt car-pooling and/or use public transportation, wherever feasible.
- **Transportation by Staff:** Staff members are encouraged to use public transportation and adopt car-pooling arrangements. They shall also, wherever possible, club multiple official requirements into a single trip to minimize fuel consumption.
- **For Process Servers:** Process Servers are encouraged to use public transportation for service of notices. They shall, as far as possible, club notices relating to the same route/area for service in a single trip. Civil Nazir and Bailiff are directed to make necessary arrangement in this regard.

3. Meetings of the Committee

- All the meetings of the different Committees will be held through video conferencing and the briefs of the meetings will be shared through email to the Committee Members.
- The System Officer/System Assistant shall make all necessary arrangements for conducting the said meetings.

4. Staff Management

- **Roster:** The roster arrangement contemplated by 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 requirements and feasibility.

5. 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.**

Memo No. DJK/2026/ 948-62 **Dated, Kokrajhar the** 25 **May, 2026.**

Copy forwarded for information & necessary action to :-

1. The Registrar General, Hon'ble Gauhati High Court, Guwahati.
2. The Addl. District and Sessions Judge, Kokrajhar.
3. The Civil Judge (Sr. Div.) , Kokrajhar.
4. The Chief Judicial Magistrate, Kokrajhar.
5. The Secretary, D.L.S.A, Kokrajhar.
6. The Addl. C.J.M., Kokrajhar.
7. The SDJM(M), Gossaigaon.
7. The SDJM(S), Kokrajhar.

8. The Civil Judge (Jr. Div.) Cum JMFC, Kokrajhar.

9. The Civil Judge (Jr. Div.) Cum JMFC, Gossaigaon.

10. The President/Secretary, Kokrajhar Bar Association.

11. The System Assistant, Kokrajhar, to upload in the official website of Kokrajhar District Judiciary

12. The P.S.I, Kokrajhar.

13. Notice Board.

14. Office File.

25.5.26.

District & Sessions Judge,

Kokrajhar

District & Sessions Judge
Kokrajhar 25/5/26.