

TRAINING PROGRAMME

In supercession of the Training Programme of the staff issued vide Memo No. DJ.ST/11/1566-77/E dt. 5-5-2014 and as per letter No. HC. VII-143/2011/8781/A, dt. 17-02-2014, all the staff of this office establishment as well as establishment of the Chief Judicial Magistrate, Dhubri are hereby asked to attend the training on " Court and Office Management" from **2 P.M. to 5 P.M.** on the date and programme as mentioned below :-

Venue :- Office of the District & Sessions Judge, Dhubri.

Date	Topic	Resource person
09/06/14	Session No.1 (2'00 P.M. TO 3'00 P.M.)	
	A) Awareness relating to training of Subordinate staff in the district Judiciary. B) Maintenance of office Rules and Administrative work.	1. Smti. S.Gogoi Bora, Chief Judicial Magistrate, Dhubri 2. Mr. N. Rahman, Resource Person, Gauhati High Court, Guwahati.
	Session No. 2 (3'00 P.M. TO 4'00 P.M.)	
	A) Presentation of Pleat / Pleading/ Memorandum of Appeals / Revisions etc. B) Maintenance of various Register as per Civil Rules and Criminal Rules & orders of the Guwahati High court.	1. Sri P.Buragohain, Addl. Dist. & Sess. Judge, Dhubri. 2. Mr. N. Rahman, Resource Person, Gauhati High Court, Guwahati.
10.6.14.	Session No.3 (4'00 P.M. TO 5'00 P.M.)	
	A) Track system B) Classification of Records C) Maintenance of Court diary, Court fee register and Cause list.	1. Sri N.J.Sarma, Judicial Magistrate 1 st Class , Dhubri. 2. Mr. N. Rahman, Resource Person, Gauhati High Court, Guwahati.
	Session No. 4 (2'00 P.M. TO 3'00 P.M.)	
	A) Division of Cases records into files. B) Arrangement/ Maintenance of case record during the time of trial.	1. Sri Bidyut Medhi, Munsiff No.2, Dhubri. 2. Mr. N. Rahman, Resource Person, Gauhati High Court, Guwahati.
10.6.14.	Session No. 5 (3'00 P.M. TO 4'00 P.M.)	
	A) Preparation of decrees. B) Presentation of case records with copies of Judgements of appellate Courts, immediately after receipts from appellate Courts before the respective Presiding Officers.	1. Smti. S.Gogoi Bora, Chief Judicial Magistrate, Dhubri 2. Mr. N. Rahman, Resource Person, Gauhati High Court, Guwahati.
	Session No. 6 (4'00 P.M. TO 5'00 P.M.)	
11.6.14	A) Execution of decrees. B) Transfer of decrees.	1. Sri N.J.Hoque, Munsif No.1, Dhubri. 2. Mr. N. Rahman, Resource Person, Gauhati High Court, Guwahati.
	Session No.7 (2'00 P.M. TO 3'00 P.M.)	
	<u>Nazarat Section</u> A) Duties of Nazir. B) Execution and services of Court processes by the bailiff.	1. Sri N.J.Hoque, Munsif No.1, Dhubri. 2. Mr. N. Rahman, Resource Person, Gauhati High Court, Guwahati.
	Session No. 8 (3'00 P.M. TO 4'00 P.M.)	
11.6.14	<u>Copying Section</u> A) Maintenance of copying register. B) Distribution of copy application to the hand written copyist. C) Role of comparing assistant/ incharge. D) Role of certifying officer.	1. Sri D. Changkakati , Civil Judge & Asstt. Sessions Judge, Dhubri. 2. Mr. N. Rahman, Resource Person, Gauhati High Court, Guwahati.
	Session No.9 (4'00 P.M. TO 5'00 P.M.)	
	A) Maintenance of disposed of case records to the district record room / record room. B) Maintenance of Law books and Journals in the Central District Library and home Library.	1. Sri A.Ala, Judicial Magistrate 1 st Class, Dhubri. 2. Mr. N. Rahman, Resource Person, Gauhati High Court, Guwahati.

