

**THE GAUHATI HIGH COURT AT GUWAHATI**  
**(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)**

**NOTIFICATION**

Dated: Guwahati, the 30<sup>th</sup> May, 2019

**No. HC.VII-90/2018/ 2927 /A:** On recommendation of the Judicial Academy, Assam & NEJOTI, the following officer in the Civil Judge Junior Division Cadre (Grade III) of the Arunachal Pradesh Judicial Service, presently on Pre Posting Training at the Judicial Academy, Assam & NEJOTI, is deputed to **undergo Field Training** in the Courts and Establishment under **the District & Sessions Judge, Kamrup (M), Guwahati w.e.f. 06.06.2019 to 04.07.2019-**

Sl. No.	Name
1.	Ms. Kenyir Kato

The Trainee Officer is to report to the **District & Sessions Judge, Kamrup (M), Guwahati** on **06.06.2019 at 10.00 a.m.** positively, for undergoing Field Training. She will report back to the Judicial Academy, Assam & NEJOTI on **05.07.2019** for further Institutional Training.

The **District & Sessions Judge, Kamrup (M), Guwahati** is to make necessary arrangements for the Field Training of the officer, as per the Guidelines.

By order,  
Sd/- Dhrupad Kashyap Das  
Registrar (Judicial)  
Gauhati High Court, Guwahati

Memo No. **HC.VII-90/2018/ 2928 - 2941 /A**, dated 30 .05.2019  
Copy forwarded for information and necessary action to:

1. The Secretary to the Govt. of Arunachal Pradesh, Law and Judicial Department, Itanagar
2. The Accountant General (A&E), Arunachal Pradesh, Itanagar.
3. The Director, Judicial Academy, Assam.
4. The Registrar (Vig. / Admn.), Gauhati High Court, Guwahati
5. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
6. The Registrar, Gauhati High Court, Itanagar Bench, Naharlagun.
7. The District & Sessions Judge, Kamrup (M), Guwahati
8. The Joint Registrar (PM&P/Judl.), Gauhati High Court, Guwahati.
9. The Administrative Officer, Judicial Academy, Assam. *He is requested to inform the concerned Trainee Officer accordingly.*
10. The Deputy Registrar (Finance), Gauhati High Court, Guwahati.

11. The Administrative Officer (Judl.), Appointment Section, Gauhati High Court, Guwahati.
12. The Systems Analyst, Gauhati High Court, Guwahati. He is requested to upload the Notification in the High Court Website immediately.
13. C.A. to the Registrar General, Gauhati High Court, Guwahati.
14. The Trainee Officer.

(THE LIST OF OFFICERS HEREINABOVE IS NOT NECESSARILY IN ORDER OF SENIORITY.)

*Na*  
*29.5.19*  
Registrar (Judicial)  
*28.05.19*

**GUIDELINES IN RESPECT OF FIELD TRAINING (COURT ATTACHMENT)  
PHASE OF THE TRAINING OF THE NEWLY RECRUITED 1(ONE)  
OFFICER IN CIVIL JUDGE JUNIOR DIVISION CADRE (GRADE-III) OF  
THE ARUNACHAL PRADESH JUDICIAL SERVICE**

**Guidelines for the District & Sessions Judges, Nominated Officers  
and the Trainees.**

1. The District & Sessions Judge is to keep a strict vigil on the **discipline and punctuality** of the trainees and in case of any deviance, report the matter to the High Court immediately.
2. The District & Sessions Judge is to **introduce the trainees to the Members of the Bar.**
3. The leave of absence of the trainees shall be dealt with as per the guidelines formulated by the Hon'ble Gauhati High Court and communicated vide Notification No.JAA.23/2016/639 dtd.15.10.2016.
4. The trainees are to be **attached to the Officers nominated by concerned District Judge on rotational basis.** One trainee is to be attached with an Officer for a period of seven days and after that with another nominated Officer. The District Judge is to ensure that every trainee is attached with every nominated Officer on rotational basis. While preparing the roster, the District Judges are to ensure that a trainee is attached to both **Civil Court and Criminal Court for equal number of days** as far as possible. The District Judge is also to send a copy of roster to the High Court.
5. In every district, a coordinating Judicial Officer is to be appointed to look into the affairs relating to the field training of the trainees.
6. The service of the trainees shall be utilized with a view to increasing the disposal of the courts, wherein the trainees are attached.
7. The District & Sessions Judge, CJMs and nominated officers concerned are to take interest in imparting practical training to the Trainees open heartedly.
8. All the trainees are to be instructed to report to the coordinating Judicial Officer on daily basis.
9. The nominated officers, with whom the trainees are attached, are to put all their possible endeavors to answer the queries posed by the trainees. In other words, there shall be a congenial environment of the training in the Courts.

10. District & Sessions Judges and CJMs are to ensure the presence of the trainees in weekly/monthly meeting of the Judicial Officers held in the respective districts.
11. The trainees shall **sit in the Court** with the Officer with whom they are attached at least one half of the day and during the other half they shall do following works-
  - a. **Examining the case records.**
  - b. **Examining different registers, statements etc.**
  - c. **Preparing Field Training Diary** to be maintained by the respective trainees.
12. The trainees shall also accompany the District & Sessions Judge/ Chief Judicial Magistrate during their **Jail Inspection**. At least three such visits during the whole period of field training is recommended.
13. The trainees shall spend at least two days inspecting the **record room** (both of District Judges establishment and CJM establishment) maintained in the district. They shall also examine the registers, which are maintained in the record room. The trainees shall spend at least one day inspecting the Court Malkhana, various registers maintained in the Malkhana. They shall also prepare the Malkhana inspection report in their field training diary.
14. The trainees shall spend one day to observe as to how **accounts** are maintained in the Office.
15. The trainees shall spend one day at the **District Legal Aid Cell** and observe its functioning.
16. The trainees shall be made familiar to the **work done in each and every table of the Office** of both of District Judges establishment and CJM establishment.
17. The trainees shall also spend at least one day in the **Nazarat Section & Copying Section** of the District Judges establishment and CJM establishment.
18. The trainees shall also attend at least three sittings of the **Juvenile Justice Board**.
19. The trainees shall also prepare a brief report on application of **computer technology** in the Courts of the Districts in which they are placed.
20. The trainees shall also spend at least one hour in the **Central Library** of the District Court.
21. The trainees shall also attend at least two **Crime Conferences** in the District along with District & Sessions Judge/ CJM.

22. The trainees shall also attend at least one **Lok Adalat** conducted in the district. They shall also attend at least one **legal awareness camp** conducted by the District Legal Service Authority.
23. The trainees shall attend at least 10 **bail matter** hearing and 5 **injunction matter** hearing.
24. Every trainee shall be asked to write at least 1 (one) draft judgment by the **Nominated Officers**.
25. The trainees shall be asked to prepare draft issues in Title Suits and Money Suits.
26. The trainees shall be asked to prepare at least 5 (five) draft injunction orders.
27. The trainees shall be asked to prepare draft questionnaires under section 313 Cr.P.C., draft charges, draft bail orders.
28. The trainees shall be asked to prepare draft TIP and confessional statement, if any.
29. While examining the **case records** as mentioned in 11 (a) above special attention should be taken to examine the following –
  - (a) At least ten warrant procedure cases.
  - (b) At least ten summons procedure cases.
  - (c) At least ten cases under Section 125 Cr.P.C.
  - (d) At least twenty final report submitted by Police.
  - (e) At least five food adulteration cases.
  - (f) At least five forest cases.
  - (g) At least ten cases before Juvenile Justice Board.
  - (h) At least ten Title Suit cases.
  - (i) At least ten Money Suit cases.
  - (j) At least five Money Execution Proceedings
  - (k) At least five Title Execution Proceedings.
  - (l) At least five cases under Domestic Violence Act.
  - (m) At least 10 Misc. (J) cases for temporary injunction.
30. While preparing **Field Training Diary**, the trainees shall maintain a record of how they have spent each and every day in the Court, they shall also mention what they have noticed during their observation in the court and in different departments and sections of the Office of the Court. They shall also mention about their observation on

the case records, which they have examined. The Officer with whom trainees are attached is to certify the **Field Training Diary** daily and the District & Sessions Judge shall certify the same every week.

31. Over and above these guidelines, the concerned District Judge is at liberty to expose the trainees to any other area / field as may be considered necessary by him.

*Jpsite Borothalaw*  
Research Officer  
Judicial Academy, Assam