

::::OFFICE OF THE DISTRICT & SESSIONS JUDGE, CACHAR, SILCHAR::::

Order No. **122** Dated:-**12-11-2018**

In the interest of administration, the following committees are formed. The committees will take policy decisions and after taking approval of the undersigned will do the needful for its execution. The committee is further requested to let the undersigned the progress of the activities of the committee.

| Sl No. | Name of the committee | Chairman/Members | Name of the staffs to deal with the concerned files |
|--------|---|--|---|
| 1 | Committee to look after CIS and updation of website | Sri Manas Barua Additional District & Sessions Judge- Chairman, Sri M H Ansari, Civil Judge No. 1 -Member, System Officer- Member | System Officer |
| 2 | Committee for preparation of vision document for speedy disposal of civil cases | Sri M H Ansari, Civil Judge No. 1- Chairman , Sri C.P. Talukdar, Civil Judge No. 2- Member | Civil Assistant of the Office of the District & Sessions Judge, Cachar |
| 3 | Committee for preparation of vision document for speedy disposal of criminal cases | Sri Manas Barua Additional District & Sessions Judge- Chairman, Sri K. K Sharma CJM Cachar- Member, Sri N. Ahmed, Additional CJM, Cachar- Member | Criminal Assistant of the Office of the District & Sessions Judge, Cachar |
| 3 | Committee for preparation of vision plan for cleanly environment | Smti. S. Dutta, Secretary DLSA, -Chairman, Sri N. Ahmed, Additional CJM Cachar- Member Sri Dhiraj Kalita, SDJM Cachar-Member Smti. R. Deb, Munsiff No. 2, Member- Court Manager | Court Manager |
| 4 | Committee to prepare the vision document in respect of infrastructure of Courts, Office, residence and the environment. | Sri Manas Barua Additional District & Sessions Judge- Chairman, Sri C.P. Talukdar, Civil Judge No. 2- Member | Court Manager |
| Sl No. | Name of the committee | Chairman/Members | Name of the staffs to deal with the concerned files |
| 5 | Committee to manage the Human Resource | Sri C.P. Talukdar, Civil Judge No. 2, - Chairman, Sri N. Ahmed, Additional CJM, Cachar- Member | Court Manager |
| 6 | Committee to look into the grievances of the staffs | Sri Manas Barua Additional District & Sessions Judge- Chairman, Sri M H Ansari, Civil Judge No. 1 -Member, Sri C.P. Talukdar, Civil Judge No. 2- Member, Shristadar of the Officer of the District & Sessions Judge Cachar-Member | Shristadar of the Office of the District & Sessions Judge Cachar |

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| 7. | Committee to deal with protocol matters | Sri K. K Sharma CJM Cachar- Chairman, Sri N. Ahmed, Additional CJM Cachar- Member, Protocol Officer-Member Protocol Assistant -Member | Protocol Officer |
| 8 | Committee to manage the front office | Smti. S. Dutta, Secretary DLSA- Chairman Sri K Goswami, Munsiff No. 1 Cachar- Member Sri S. J Deb, JMFC- Member Shristadar of the Officer of the District & Sessions Judge Cachar-Member | Shristadar of the Office of the District & Sessions Judge Cachar |
| 9 | Implementation of SAP | Sri Manas Barua Additional District & Sessions Judge- Chairman, Sri C.P. Talukdar, Civil Judge No. 2- Member, Smti. S. Dutta, Secretary DLSA- Member, Shristadar of the Officer of the District & Sessions Judge Cachar-Member, Court Manager- Member | Shristadar of the Office of the District & Sessions Judge Cachar-Member |

The undersigned may sit with any committee in their sittings.

Inform all concerned.

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District & Sessions Judge
Cachar, Silchar

Memo No:JCD.III/11/18/.....*2411-2427*

Dated-12th Nov'2018.

Copy to :-

1. Sri Manas Barua, Additional District & Sessions Judge, Cachar,
2. Sri M H Ansari, Civil Judge No. 1
3. Sri C.P. Talukdar, Civil Judge No. 2
4. Sri K. K Sharma CJM Cachar
5. Sri N. Ahmed, Additional CJM, Cachar
6. Smti. S. Dutta, Secretary DLSA
7. Sri K Goswami, Munsiff No. 1
8. Smti. R. Deb, Munsiff No. 2
9. Sri S. J Deb, JMFC
10. Sheristadar of District & Sessions Judge, Cachar, Silchar.
11. Court Manager
- ✓ 12. System Officer. He is directed to upload this notice in the Official Website.
13. Protocol Officer
14. Protocol Assistant.
15. Civil Asstt, O/o the District & Sessions Judge, Cachar, Silchar.
16. Crl. Asstt, O/o the District & Sessions Judge, Cachar, Silchar.
17. Office File.

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District & Sessions Judge
Cachar, Silchar
12/11/18