

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, MORIGAON, ASSAM**

**NOTICE**

No.CJM(M).III/2/2017/189/Est.

Dated Morigaon 21-1-2020

The Head Assistant, Supervisory Assistant, all Stenographers, UDAs, LDAs, Computer Typists, Copyists and Office Peons of the office of the undersigned are hereby directed to be present on 22.1.2020 (Wednesday) at 9.30 a.m. in the central library of District Judiciary, Morigaon for a training session in connection with printing of various processes from case information systems (CIS), use of different types of prescribed Forms, use of various prescribed Registers, separation of case records into files as per Criminal Rules and Orders, etc.

All the bench assistants are further directed to bring one recently disposed of case record of each of the GR, PRC, CR, CRDV and MR cases, where judgment/final order has been passed, from their respective courts, for the aforesaid purpose. They are also directed to collect the training materials from Sri Nava Jyoti Das, Computer Typist, by today during office hours and shall go through the training materials prior to the training session.

Sd/- Shri N.K. Das  
Chief Judicial Magistrate  
Morigaon, Assam

Memo no.CJM(M).III/2/2017/190-200/Est. Dated Morigaon 21.1.2020

Copy to:

1. The District & Sessions Judge, Morigaon, Assam for favour of kind information.
2. The Addl. Chief Judicial Magistrate, Morigaon, Assam with a request to brief the trainees.
3. The SDJM(S), Morigaon, Assam with a request to brief the trainees.
4. The Munsiff No.1 -cum- JMFC, Morigaon, Assam with a request to brief the trainees.
5. The JMFC, Morigaon, Assam with a request to brief the trainees.
6. The Munsiff No.2 -cum- JMFC, Morigaon, Assam with a request to brief the trainees.
7. The Systems Officer, Morigaon district judiciary for uploading the notice in the official website. He is also requested to brief the trainees regarding the printing of various processes from CIS.
8. The Systems Assistant, Morigaon district judiciary, with a request to set up display board and provide technical support during the training session.
9. All the employees concerned. Head Assistant is further directed to provide adequate sitting arrangement for the training session. Sri Nava Jyoti Das, Computer Typist, is further directed to distribute the training materials to all the bench assistants, by today, during office hours.
10. Notice board.
11. Order file.

*M*  
21-1-2020  
(Shri N.K. Das)  
Chief Judicial Magistrate  
Morigaon, Assam