

**OFFICE OF THE DISTRICT & SESSIONS**

**JUDGE:::::::::::NALBARI**

**ORDER No. 170**

Dated the 25<sup>th</sup> day of June, 2021

The following arrangements are made for smooth functioning of the court and official work.

1. The Selection Board file is withdrawn from the file of Sri Biswajit Bhattacharjya, U.D.Asstt. and Sri Sukumar Kalita, Chief Administrative Officer is directed to deal with this file. He will keep all the important file of the office and service record of the ministerial staffs of District & Sessions Judge, Nalbari and will discharge the work as and when directed by the District & Sessions Judge, Nalbari apart from his already allotted works.

All the ministerial will follow and obey the direction of CAO and CAO will maintain the overall office functioning of this establishments.

2. Sri Prabodh Choudhury, Head Asstt, office of the undersigned is directed to deal with CL relating to staffs of this office and also directed to deal with all leave matters (i.e. Earned Leave, commuted Leave etc.) of the staffs of this establishments.

Further, Sri Prabodh Chodhury is entrusted with work of copy in-charge and he will place all the letters, documents received from various organizations apart from his already allotted works. He will do the works as entrusted by CAO and District & Sessions Judge, Nalbari as and when allotted and directed.

3. Sri Manash Pratim Baishya, L.D.Asstt. is directed to work as Sessions Asstt of this office and he will do any other work as and when allotted by the undersigned and CAO.
4. All the ministerial staffs working under the undersigned will do the works as entrusted by CAO and District & Sessions

Judge, Nalbari as and when allotted and directed.

5. All the Grade IV employees will obey the official direction and do official works entrusted by concerned Dealing Asstt., CAO and Head Asstt.

Inform accordingly.

District & Sessions Judge,  
Nalbari

Dated: 25/6/2021

No. DJNB/ 3181-3191

Copy forwarded for information and necessary action:

1. The Addl District & Sessions Judge, Nalbari.
2. The Civil Judge & Asstt Sessions Judge, Nalbari.
3. The Munsiff No.1, Nalbari.
4. The Munsiff No.2, Nalbari.
5. Sri Sukumar Kalita, Chief Administrative Officer, office of the undersigned.
6. Sri Prabodh Choudhury, Head Asstt, office of the undersigned.
7. The System Officer, to upload the same in the office website.
8. Sri Biswajit Bhattacharjya, U.D.Asstt.
9. Sri Manash Pratim Baishya, L.D.Asstt.
10. Bench Asstt., Court of the undersigned.
11. Office file/ order book.

SHARMILA  
BHUYAN

Digitally signed by SHARMILA BHUYAN  
DN: cn=N, o=GAIJHATI HIGH COURT,  
ou=JUDICIAL,  
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District & Sessions Judge,  
Nalbari