

THE GAUHATI HIGH COURT

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION NO. 32

Dated: Guwahati, the 21st May, 2026

In terms of the letter dated 15-05-2026 received from the Hon'ble Chief Justice of India and the Office Memorandum bearing F. No. 01-04/2022-CBC (E 3203466) dated 12th May, 2026 issued by the Government of India, Department of Personnel and Training, the Hon'ble Gauhati High Court is pleased to issue the following guidelines in respect of the Principal Seat and the Outlying Benches of the Gauhati High Court and the District courts under the jurisdiction of Hon'ble Gauhati High Court with immediate effect:

STANDARD OPERATING PROCEDURE (SOP)**1. Judicial Proceedings & Cause List Management**

- **Virtual Hearings:** All matters listed before the Courts on Mondays and Fridays will be heard preferably through **video-conferencing**.
- Video Conferencing (VC) links will be provided for all such hearings.
- The Court Masters shall coordinate with all the stakeholders for smooth functioning of the Court proceedings.

2. Fuel Conservation & Logistics

- **Car-Pooling for Hon'ble Judges:** To ensure optimum utilization of fuel, the Hon'ble Judges of the Gauhati High Court are encouraged to adopt car-pooling arrangements wherever possible/feasible.
- **Registry Vehicles:** Use of official vehicles for administrative errands shall be restricted. Department/Section is directed to club multiple requirements into a single trip where possible.

3. Registry & Staff Management (e-Office)

- **Roster:** Up to **50% of staff** in each Section (All Administrative & Judicial Sections etc., except those exempted as per Sl. no. 5) shall attend office on each alternate day **subject to administrative convenience**.
- **Mandatory Use of e-Office:** The administrative file movements and communications must be processed strictly through the **e-Office platform**. Physical movement of such files is discouraged unless the matter is required to be processed physically and movement thereof, is not otherwise feasible.
- **Availability & Accountability:** Staff on roster not physically present must remain available via telephone/mobile and e-Office during official hours and be ready to attend office at short notice, if required.
 - Registrars of respective sections shall prepare and notify a weekly roster before the commencement of each week.
 - Administrative Officers (Judicial) shall monitor the **e-Office dashboard** to ensure the timely completion of assigned tasks.

4. Administrative Meetings of the Committee:

All the administrative meetings of the different Committees will be held through video conferencing and the briefs of the meetings will be shared through email to the Hon'ble Committee Members.

5. Specific Exemptions

- The Protocol Section, Filing Section, Copying Section, Bench Section, Computer Section & the e-Courts Division are hereby exempted from the aforesaid work-from-home arrangements and fuel conservation measures. Given the essential nature of their duties—specifically the requirement for physical coordination and the technical mandate to maintain stable video-conferencing and server facilities—these sections shall remain fully operational on-site to ensure the continuity of court proceedings and administrative support.

6. Administrative Flexibility

- If any competent authority is of the opinion that the roster arrangement is hindering the essential functioning of a specific branch, they may modify or restrict these arrangements for that branch with prior approval from the Registrar General.

7. For the Districts Courts of Assam, Nagaland, Mizoram and Arunachal Pradesh

- The respective District Judges/Chief Judicial Magistrates /Sub Divisional Judicial Magistrates shall publish separate notification / office orders to give effect to this SOP in their respective districts.
- The same duty is cast upon Presiding Officers of MACT, Industrial Tribunals, Labour Courts, Principal Judges of Family Courts, CBI Courts, Special Judge, NIA/CBI and other like establishments under the jurisdiction of the Gauhati High Court.

8. For the Judicial Academy, Assam.

All training programmes imparted by the Judicial Academy, Assam, shall be done through virtual/online mode.

9. Effective date of operation.

The SOP shall come into force with effect from 25.05.2026. It will continue till 26.06.2026 and it will be reviewed thereafter.

By Order,

REGISTRAR GENERAL

Memo No. HC.III-10/2024/2007 - 2049/G

dated 21-05-2026.

Copy to:

1. The Secretary General, Supreme Court of India, Tilak Marg, New Delhi – 110 001.
2. The Advocate General, Assam/ Nagaland/ Mizoram/ Arunachal Pradesh.
3. The L.R. & Commissioner & Special Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
4. The Commissioner & Secretary, Law & Justice Department, Govt. of Nagaland.
5. The Secretary, Law Department, Govt. of Mizoram.
6. The Commissioner, Law Department, Govt. of Arunachal Pradesh.
7. The Registrar (Vigilance / Judicial / Administration / Establishment), Gauhati High Court, Guwahati.
8. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
9. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl/ Itanagar Permanent Bench, Naharlagun.

(He is requested to circulate this Notification to all the District Judiciaries and Bar Associations of his respective State)

10. The District & Sessions Judge,
Bajali/ Baksa/ Barpeta/ Biswanath/ Bongaigaon/ Cachar/ Charaideo/
Chirang/ Darrang/ Dhemaji/ Dhubri/ Dibrugarh/ Dima Hasao/ Goalpara/

Golaghat/ Hailakandi/ Hojai/ Jorhat/ Kamrup(M)/ Kamrup/ Karbi Anglong/ Kokrajhar/ Lakhimpur/ Majuli/ Morigaon/ Nagaon/ Nalbari/ Sivasagar/ Sonitpur/ South Salmara-Mankachar/ Sribhumi / Tinsukia/ Udalguri/ West Karbi Anglong, Assam.

(He/ She is requested to circulate this Notification amongst all the Courts and Bar Associations under his/ her jurisdiction)

11. The Secretary, Gauhati High Court Legal Services Committee, Gauhati High Court, Guwahati.
12. The Member Secretary,
Assam State Legal Services Authority / Nagaland State Legal Services Authority / Mizoram State Legal Services Authority / Arunachal Pradesh State Legal Services Authority.
13. The Principal Judge, Family Court, Barpeta / Cachar / Dhubri / Kamrup (M) – I, II & III / Nalbari, Assam.
14. The Member, MACT, Barpeta / Cachar / Dhubri / Goalpara / Kamrup (M) – I, II & III / Nagaon / Nalbari / Sonitpur / Kamrup (Amingaon), Assam.
15. The Special Judge-cum-Judge, Designated Court, Assam.
16. The Special Judge, Assam.
17. The Special Judge, NDPS Court, Guwahati, Assam.
18. The Special Judge, CBI & NIA, Assam.
19. The Special Judge, CBI, Assam, Addl. CBI Court No. 1, 2 & 3, Guwahati.
20. The Presiding Officer, Labour Court / Industrial Tribunal, Kamrup (M), Guwahati / Dibrugarh, Assam.
21. The Presiding Officer, Industrial Tribunal, Cachar, Assam.
22. The Chairman, Bar Council of Assam, Nagaland, Mizoram, Arunachal Pradesh and Sikkim.
23. The President/ Secretary General, Gauhati High Court Bar Association, Guwahati.
24. The President/ General Secretary, Gauhati High Court Advocates' Association, Guwahati.
25. The President/ Secretary, All Assam Lawyers' Association, Guwahati.

26. The Joint Registrar (_____), Gauhati High Court, Guwahati.
27. The Director, Law Research Institute, Gauhati High Court, Guwahati.
28. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
29. The Asstt. Registrar (_____), Gauhati High Court, Guwahati.
30. The Project Manager, Gauhati High Court, Guwahati.
- (He is requested to upload this Notification in the website of the Gauhati High Court)***
31. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
32. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
33. The Court Manager, Gauhati High Court, Guwahati.
34. The Senior Systems Officer, Gauhati High Court, Guwahati.
35. The A.O. (Judicial), _____ Section, Gauhati High Court, Guwahati.
36. The Court Masters, Court No._____, Gauhati High Court, Guwahati.
37. The Court Officer, Gauhati High Court, Guwahati.
38. The P.S. to Hon'ble Mr. / Mrs. Justice _____, Gauhati High Court, Guwahati.
39. The Chief Security Officer, Gauhati High Court, Guwahati.
40. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
41. The Gauhati High Court Notice Board (Old Block & New Block)

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

REGISTRAR GENERAL