

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR
JUDICIAL DEPARTMENT
DISPUR**NOTIFICATION**Dated Dispur, the 4th March, 2011

JDJ.161/2009/12: In exercise of the powers conferred by sub-clauses (i) to xvii of clause(b) of sub-section (1) of section 4 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Governor of Assam is hereby pleased to make and publish the following Manuals, in respect of Judicial Department of the Government of Assam, namely-

CHAPTER-1**i) Particulars of its organization, functions and duties of the Department-**

(1) Organisation- Judicial Department is a Department of the Government of Assam under serial 18 of the list of Departments under first schedule of the Assam Rules of the Executive Business, 1968 as amended. The officers of the Judicial Department different cadres belongs to the Assam Legal Service. The Judicial Department Originally consists of the following posts namely-

Grade I- Legal Remembrancer and Secretary to the Government of Assam.

Grade II- Joint Legal Remembrancer and Joint Secretary to the Government of Assam.

Grade III- Deputy Legal Remembrancer and Deputy Secretary to the Government of Assam.

Grade IV- Law Assistant to Legal Remembrancer and Under Secretary to the Government of Assam.

Later on two posts were created by this Department and out of this two posts one Deputy Secretary post was created in the year 1977 and one Joint Secretary post has been created in the year 2009.

A part from the above officers, there are as many as five(5) permanent subordinate staff consisting of -

- 1) 1 post of Librarian in the year 1988
- 2) 1 post of Peon attached to the Library in the year 1988.
- 3) 3 no.s of Driver.

In addition to these staffs, the other supporting staffs available are - a Superintendent, Senior Administrative Assistants, Junior Administrative Assistants, Typists, Peons who have been working in the Department are posted by the Secretariat Administrative (Establishment) Department from the Assam Secretariat Service.

- 2) **Functions and duties-** The functions and duties of the Judicial Department have been laid down under Rules 53 of Assam Rules of Executive Business, 1968. The relevant Rules in this respect have been reproduced below-

“53. (1) All Administrative Departments shall consult the Judicial Department on-

(a) the constructions of statutes, acts, regulations and statutory rules, orders and notifications;

(b) any general legal principles arising out of any case; and

(c) the institution or withdrawal of any prosecution the instance of any Administrative Department.

(2) Every such reference shall be accompanied by an accurate statement of the facts of the case and the point or points on which the advice of the Judicial Department is desired.”

Further, the following matters are dealt with by the Department-

(i) Appointment of Advocate General/ Additional Advocate General.

(ii) Appointment of Govt. Pleaders and Public Prosecutors for conduct Govt. cases in District and Subordinate Courts and payment of fees.

(iii) Appointment of Govt. Advocates in the High Court, payment of their fees and maintenance of the office of the Sr. Govt. Advocates, Assam.

(iv) Matters relating to conduct of Govt. cases in Supreme court and payment of Advocates fees.

(v) To maintain liaison between the High court and the Govt. in matters as prescribed in the constitution.

(vi) Vetting of the draft Affidavit/ Cabinet Memorandum submitted by various Administrative Departments.

(vii) Service matters relating to the Assam Judicial Service, Assam Legal Service, Presiding Officers of Labour court, Industrial Tribunal, Motor Accident Claims Tribunal, Family courts, Special Judge court and Central Bureau of Investigation court.

(viii) Administrative control of the office of the Advocate General, Assam and the Senior Govt. Advocate Assam.

In this context it may be stated here that Judiciary is independent from the Executive. Hence the Hon'ble Gauhati High Court is controlling the Subordinate Judiciary.

CHAPTER-II

(1) Powers and Duties of its Officers and Employees- Legal Remembrancer and Secretary is the Head of the Law Department and overall in charge of the Judicial Department, Govt. of Assam who is supported by a Joint L.R. and Joint Secretary, a Joint Secretary, a Deputy L.R and Deputy Secretary, a Deputy Secretary and a Law Assistant to L.R. and Under Secretary. All Administrative Departments of Govt. of Assam are required to consult the Judicial Department for taking its views where ever any legal dispute arises in respective Department of the Govt. of Assam or as to the construction of statutes, acts, regulations and statutory rules, orders and notifications, any general legal principles arising out of the judgment and order from a court relating to a case where interest of the State is involved or consultation for the institution or

withdrawal of any prosecution at the instance of any Administrative Departments. After receipt of the matter L.R. and Secretary himself examine and dispose of the matter or through any of the subordinate Officers mentioned above get the matter examined, who after making necessary examination and scrutiny shall put up the matter to the L.R. and Secretary with his/her observation for his consideration and for his order/approval. The L.R. and Secretary after consideration of the matter, either approve the same with or without modification. Thereafter, the file is returned to the concerned Department with an endorsement and signed by any Officer of the Department for their necessary action.

In the Judicial Department in all establishment matters which are processed for disposal are put up by the concerned Dealing Assistant dealing with the respective subject to the Branch Officer, through the Superintendent who then further put up the matter to the next senior officer and directly to the L.R. and Secretary with his/her observation in the matter. Finally, the matter is disposed of with the approval of L.R. and Secretary.

CHAPTER-III

(iii)The procedure followed in the decision making process, including channels of supervision and accountability- In respect of disposal of files received from other Departments, after receipt of the files by the L.R. and Secretary, the file is sent to the Department with an initial by the Receiving Officer for putting up the matter. The Superintendent of the Department than marked the matter to concerned dealing assistant for putting up the same. The concerned dealing assistant than put up the file to the L.R. and Secretary who examined and dispose of the matter either himself or mark the file to any other officer of the Department to examine the matter. The said officer then examine the matter and put up the same to the L.R. and Secretary with his/her observation by making necessary correction/modification etc. in the draft if any. The L.R. and Secretary, after consideration, approve the matter with or without any further correction/modification.

All the Staff and Officers of the Judicial Department are under the overall supervision and control of and are also accountable to the L.R. and Secretary and the L.R. and Secretary is under the supervision and control of an accountable to the Minister In charge including the Chief Minister.

CHAPTER-IV

(iv)The norms set by it for the discharge of its functions- Although no norms has been laid down by issuing Office Memorandum, Circulars and any guidelines but as a matter of practice certain norms has been followed for disposal of the matters on priority basis depending upon the

urgency of the matter and keeping in view of the norms set in the Manual of office procedure, Secretariat 1981.

CHAPTER -V

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions-

The following are the list of rules, regulations etc. held by Judicial Department which are used by its employees for discharging its functions in the relevant cases-

1. The Assam Rules of Executive Business, 1968.
2. Hand Book of General Circulars.
3. Manual of Office Procedure, Secretariat 1981.
4. The Assam Financial Rules, 1939.
5. The Delegation of Financial Power Rules, 1999.
6. Assam Legal Service Rules, 1962.
7. Law Department Manual, 1967.
8. Notaries Act, 1952.
9. Notaries Rules, 1956.
10. The Assam Judicial Service Rules, 2003.
11. Fundamental Rules and Subsidiary Rules.
12. The Assam Services (Pension) Rules, 1969.
13. Leave Rules, 1934.
14. General Provident Fund (Assam Services) Rules, 1937.
15. The Assam Civil Services (Conduct) Rules, 1965.
16. The Services (Discipline and Appeal) Rules, 1964.
17. The Assam Services (Confidential Rolls) Rules, 1990.
18. The Assam Public Service Commission (Limitation of Functions) Rules, 1951
19. The Assam Services (Revision of pay) Rules, 1998.
20. The Assam Services (Relaxation of upper age limit) Rules, 1986.
21. Various State / Central Act.
22. And all other Circulars, Office Memorandum, Rules and instructions issued by different Departments from time to time.

CHAPTER-VI

(vi) A statement of the categories of documents that are held by it or under its control-

1. Appointment notification of Govt. Advocates, Govt. Pleaders, Public Prosecutors, Notaries.
2. Medical re-imburement of Judicial Officers belonging to the Sub-ordinate Judiciary.

CHAPTER-VII

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof- No such arrangements exist.

CHAPTER-VIII

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public- No such arrangements exist.

CHAPTER- IX

(ix) A directory of its officers and employees- The following is the Directory of the officers and employees-

Number of post

(1) Legal Remembrancer and Secretary	1(One)
(2) Joint Legal Remembrancer and Joint Secretary	1(One)
(3) Joint Secretary	1(One)
(4) Deputy Legal Remembrancer and Deputy Secretary	1(One)
(5) Deputy Secretary	1(One)
(6) Law Assistant to L.R. and Under Secretary	1(One)
(7) Steno Grade- 1	1(One)
(8) Superintendent	1(One)
(9) Steno Grade-II	1(One)
(10) Senior Administrative Assistant	6(Six)
(11) Steno Grade-III	1(One)
(12) Junior Administrative Assistant	7(Seven)
(13) Typist	3(Three)
(14) Grade- IV	4(Four)

L.R. Establishment

(1) Librarian	1(One)
(2) Driver	3(Three)
(3) Grade-IV	1 (One)

CHAPTER-X

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations-The following are the monthly remuneration received by each of the officers and employees as per the pay scales shown against their name-

1)Shri Dilip Kumar Mahanta (L.R.and Secretary)	Rs.20,030/-
2)Shri Piyali Kalita (Joint L.R. and Joint Secretary)	Rs.33,240/-
3)Smti. Pranita Deka (Joint Secretary)	Rs.31,040/-
4)Shri. Mizazur Rahman Barbhuyan (Deputy L.R.and Deputy Secretary)	Rs27,140/-.
5) Vacant (Deputy Secretary)	Rs.-
6)Smti.Purabi Kalita (L.A. to L.R. and Under Secretary)	Rs.18,470/-
7)Smti.Swapna Naha (Steno Grade-I)	Rs.30,650/-
8)Shri Mukta Bikash Boro (Superindent)	Rs.23,780/-
9)Smti.Purnima Roy (Steno Grade-II)	Rs.16,230/-
10)Shri Ramani Roy (Sr. Administrative Asstt.)	Rs.24,580/-
11)Shri.A.S.Abdulla.Borbhuyan (Sr.Administrative Asstt.)	Rs15,190/-
12)Mir Abdulla Hussain Akhtar (Sr.Administrative Asstt.)	Rs.15,190/-
13)Shri Rajiv Chandra Dev Goswami (Sr. Administrative Asstt.)	Rs.15,190/-
14)Shri Sankar Charan Talukdar. (Sr.Administrative Asstt)	Rs15,190/-.
15)Smti. Alaka Chakraborty (Sr.Administrative Asstt.)	Rs.14,420/-
16)Smti. Rekha Sinha (Steno Grade III)	Rs.13,260/-

17)Shri Girin Chandra Mali (Jr.Administrative Asstt.)	Rs.10,660/-
18)Shri Jyotirmoy Sarma (Jr. administrative Asstt.)	Rs9,840/-
19)Shri Ranjit Kumar Talukdar (Jr.Administrative Asstt.)	Rs.11,220/-
20)Shri Manas Jyoti Nath (Jr.Administrative Asstt.)	Rs.9,000/-
21)Shri Partha Pratim Das (Jr.Administrative Asstt.)	Rs.9,000/-
22)Shri Munindra Goswami (Jr.Administrative Asstt.)	Rs9,000/-.
23)Shri Munindra Laskar (Jr.Administrative Asstt.)	Rs.9,000/-
24)Shri Suk Bahadur Dorjee (Sr.Grade Typist)	Rs12,300/-.
25)Shri Tara Nath Gautam (Typist)	Rs.7,940/-
26)Shri Basanta Dowania (Typist)	Rs.7,940/-
27)Shri Upendra Nath Choudhury (Duffry Peon)	Rs.10,280/-
28)Shri Bharat Chand Das (Peon)	Rs7,890/-
29)Shri Mokibur Rahman (Peon)	Rs.6,230/-
30)Shri Gagan Chandra Das (Peon)	Rs.6,800/-

L.R. Establishment.

31)Smti Jyoti Baruah (Librarian)	Rs.10,630/-
32)Md. Abu Hanifa (Driver)	Rs.9,600/-
33)Shri Dilip Kalita (Driver)	Rs.7,210/-
34)Vacant (Driver)	Rs.-
35)Shri Golok Chandra Baruah (Peon)	Rs.6,590/-

CHAPTER-XI

(XI) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made - The budget allocation for the Financial year 2010-2011 of the offices under the Administrative control of Judicial Department indicating the particulars and proposed expenditures are give below :-

Budget provision under the head of account "2014-Administration of Justice Charged / Voted Non-Plan General" for the financial year 2010-2011.

Sl. No.	Head of Account	Budget Provisions, 2010-2011
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1. 102- High Court

0304- Judges (Charged)

01- Salaries -----	Rs.883.06 Lakhs.
03- Travel Expenses-----	Rs. 75.00 Lakhs.
04- Office Expenses-----	Rs. 22.00 Lakhs.
11- Hospitality Expenses----	Rs. 18.00 Lakhs.

Total 0304- Judges Rs.998.06 Lakhs.

2. 102- High Court

0152- Establishment (Charged)

01- Salaries -----	Rs.1945.28 Lakhs.
02- Wages-----	Rs. 15.00 Lakhs.
03- Travel Expenses-----	Rs. 30.00 Lakhs.
04- Office Expenses-----	Rs. 260.00 Lakhs.
(a) One time -----	Rs. 265.00 Lakhs.
05- Payment for professional and Special Services-----	Rs. 06.00 Lakhs.
(a) One time-----	Rs. 04.50 Lakhs.
06-Rent, Rate and Taxes-----	Rs. 05.30 Lakhs.

Total 0152- Establishment (Charged)Rs.2531.08Lakhs.

3. 102- High Court

0305- Establishment of Benches of Other Govt. (Imphal and Shillong)

01- Salaries -----	Rs.572.09 Lakhs.
02- Wages-----	Rs. 10.50 Lakhs.
03- Travel Expenses-----	Rs. 18.00 Lakhs.
04- Office Expenses-----	Rs. 70.00 Lakhs.
(b) One time -----	Rs. 30.00 Lakhs.
05- Payment for professional and Special Services-----	Rs. 01.30 Lakhs.
(a) One time-----	Rs. 03.00 Lakhs.
06-Rent, Rate and Taxes-----	Rs. 01.50 Lakhs.
(a) One time-----	Rs. 02.50 Lakhs.

**Total 0305- Establishment of
Benches of Other Govt. Rs.708.89 Lakhs.**

4. 105- Civil & Session Courts:-

01- Salaries -----	Rs.4293.53 Lakhs.
02- Wages-----	Rs. 38.00 Lakhs.
03- Travel Expenses-----	Rs. 50.00 Lakhs.
(a) One time -----	Rs. 25.00 Lakhs.
04- Office Expenses-----	Rs. 160.00 Lakhs.
(c) One time -----	Rs. 140.00 Lakhs.
05- Payment for professional and Special Services-----	Rs. 01.00 Lakhs.
06-Rent, Rate and Taxes-----	Rs. 47.50 Lakhs.
07- Publication -----	Rs. 00.60 Lakhs.
08- Advertising -----	Rs. 00.65 Lakhs.
26- Other Charges -----	
(a) Establishment of Additional Courts including Labour / Family/MACT etc.-----	Rs.1000.00 Lakhs.
(b) Award of 13 th Finance Commission -----	Rs.2422.00 Lakhs.

Total 105- Civil & Session Courts---- Rs.8178.28 Lakhs.

5. 108- Criminal Courts (voted)

01- Salaries:-	Rs.3254.46 Lakhs.
02- Wages-----	Rs.32.50 Lakhs.
03- T.E.-----	Rs.26.00 Lakhs.
(a) One time-----	Rs.29.00 Lakhs.
04- O.E.-----	Rs. 80.00 Lakhs.
(one time)-----	Rs.170.00 Lakhs.
05- payment of Professional fees---	Rs.01.50 Lakhs.
06- Rent, Rate and Taxes-----	Rs.31.80 Lakhs.
07-Publication-----	Rs.00.20 Lakh.
08- Advertising-----	Rs.00.20 Lakh.
Total -108- Criminal Courts	Rs.3625.68 Lakhs.

6. 0306- Advocate General

01- Salaries-----	Rs.50.26 Lakhs.
02- Wages-----	Rs.02.32 Lakhs.
03- T.E.-----	Rs.04.00 Lakhs.
04- O.E. -----	Rs.06.50 Lakhs.
(a) Purchase of Car-----	Rs.05.36 Lakhs.
05- Payment for professional & Spl. Services-----	Rs.31.00 Lakhs.
(a) One time-----	Rs.09.00 Lakhs.
Total 0306- Advocate General =	Rs.108.44 Lakhs.

7. 0307- Legal Remembrancer

01- Salaries -----	Rs.14.11 Lakhs.
03- T.E.-----	Rs. 00.23 Lakh.
04- O.E.-----	Rs.03.00 Lakhs.
(a) purchase of car-----	Rs. 06.00 Lakhs.
09- Grand-in-aid (including NEOJOTI)	Rs.10.00 Lakhs. ✓
Total 0307- Legal Remembrancer=	Rs.33.34 Lakhs.

08. 0308- Counsel for Supreme Court

01- Salaries (fixed pay)-----	Rs.01.26 Lakh.
03- T.E.-----	Rs. 00.27 Lakh
04 O.E. -----	Rs. 00.85 Lakh.
05- Payment for professional & Spl. Services -----	Rs. 82.00 Lakhs.
(a) one time -----	Rs. 08.00 Lakhs.

Total 0308- Counsel for Supreme Court = Rs. 92.38 Lakhs.

09. 0287- Govt. Advocate

01- Salaries -----	Rs.118.59 Lakhs.
02- Wages-----	Rs. 00.30 Lakh
03- T.E.-----	Rs. 00.50 Lakh.
04- O.E.-----	Rs. 05.00 Lakhs.
05- Payment for professional & Special Services -----	Rs.90.00 Lakhs.
(a) One time -----	Rs.200.00 Lakhs.

Total 0287- Govt. Advocate= Rs.414.39 Lakhs.

10. 0168- Government Pleaders

01- Salaries -----	Rs.163.63 Lakhs.
03- T.E. -----	Rs. 00.40 Lakhs.
04- O.E. -----	Rs. 06.00 Lakhs.
05- Payment for professional & Special Services -----	Rs.10.00 Lakhs.
(a) One time -----	Rs.40.00 Lakh

Total 0168- Govt. Plcader= Rs. 220.03 Lakhs.

11. 0219- Public Prosecutors

01- Salaries -----	Rs.247.57 Lakhs.
03- T.E. -----	Rs. 01.50 Lakhs.
04- O.E. -----	Rs. 05.00 Lakhs.
05- Payment for professional & Special Services -----	Rs.350.00 Lakhs.
(a) One time -----	Rs.220.00 Lakh

Total 0219- Public Prosecutors= Rs. 824.07 Lakhs.

12 0203- Other Lawyers

05- Payment for professional & Special Services -----	Rs.01.50 Lakhs
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Total 0203- Other Lawyers = Rs. 01.50 Lakhs.

13. 0313- Law Research Institute Eastern Region

01- Salaries -----	Rs.35.19 Lakhs.
02- Wages-----	Rs.00.05 Lakhs.
03- T.E. -----	Rs. 00.35 Lakhs.
04- O.E. -----	Rs. 03.00 Lakhs.

**Total 0313- Law Research Institute
Eastern Region = Rs. 38.59 Lakhs.**

14. 2041- Taxes on Vehicles**3880- Member, Motor Accident Claim Tribunal**

01- Salaries-----	Rs.137.56 Lakhs.
02- Wages-----	Rs. 04.00 Lakhs.
03- T.E.-----	Rs.01.00 Lakhs.
(a) one time-----	Rs.04.00 Lakhs.
04- O.E.-----	Rs.03.00 Lakhs.
(a) One time-----	Rs.12.00 Lakhs.
06- Rent, Rates and Taxes-----	Rs.01.40 Lakh

Total 3880- Member, Motor Accident Claim Tribunal Rs.162.96 Lakhs.

15. 2230 Labour & Employment**101- Industrial Relation****0264- Industrial Tribunal, Guwahati**

01- Salaries-----	Rs.45.55 Lakhs.
02- Wages-----	Rs. 00.90 Lakhs.
03- T.E.-----	Rs.00.50 Lakh
04- O.E.-----	Rs.01.50 Lakh.
06- Rent, Rates and Taxes-----	Rs.00.72 Lakh

Total 0264- Industrial Tribunal, Guwahati Rs.49.17 Lakhs.

16. 0265- Industrial Tribunal, Dibrugarh.

01- Salaries-----	Rs.31.47 Lakhs.
02- Wages-----	Rs. 01.44 Lakhs.
03- T.E.-----	Rs.01.50 Lakh
04- O.E.-----	Rs.04.50 Lakh.
(a) One time-----	Rs.03.50 Lakhs.

Total 0265- Industrial Tribunal, Dibrugarh Rs.42.41 Lakhs.

17. 0266- Industrial Tribunal, Cachar, Silchar.

01- Salaries-----	Rs.35.02 Lakhs.
02- Wages-----	Rs. 00.50 Lakhs.
03- T.E.-----	Rs.01.00 Lakh
04- O.E.-----	Rs.03.00 Lakh.
06- Rent, Rates and Taxes-----	Rs.02.00 Lakhs.

Total 0266- Industrial Tribunal, Cachar, Silchar Rs.41.52 Lakhs

18. 0899- Labour Court, Guwahati

01- Salaries-----	Rs.39.20 Lakhs.
02- Wages-----	Rs. 01.44 Lakh.
03- T.E.-----	Rs.00.90 Lakh
04- O.E.-----	Rs.03.50Lakh.
(a) one time-----	Rs.04.50 Lakhs.
06- Rent, Rates and Taxes-----	Rs.01.00 Lakhs.

Total . 0899- Labour Court, Guwahati Rs.50.54 Lakhs.

19. 0929- Labour Court, Dibrugarh.

01- Salaries-----	Rs.37.41 Lakhs.
02- Wages-----	Rs. 01.00 Lakh.
03- T.E.-----	Rs.02.00 Lakh
04- O.E.-----	Rs.08.00Lakh.
06- Rent , Rates and Taxes-----	Rs.02.20 Lakhs.

Total . 0929- Labour Court, Dibrugarh. Rs.50.61 Lakhs.

20. Karbi Anglong (N.E.)**2014- Admn. of Justice**

108- Criminal Courts-----	Rs. 08.75 Lakhs.
800- Other Expenditure-----	Rs.06.42 Lakhs.

2014- Admn. of Justice =Rs.15.17 Lakhs.

168- Govt. Pleaders

01- Salaries-----	Rs.01.31 Lakh.
03- T.E.-----	Rs.00.05 Lakh.
04- O.E.-----	Rs.00.01Lakh.

Total 168- G.P.=Rs.01.37 Lakh

219- Public Prosecutor

01- Salaries-----	Rs.02.66 Lakh.
03- T.E.-----	Rs.00.05 Lakh.
04- O.E.-----	Rs.00.05Lakh.
05- Payment for professional & Special Services -----	Rs.02.20 Lakhs

Total 219- P.P.=Rs.04.96 Lakh

21. North Cachar Hills (N.E.)**2014- Admn. of Justice**

108- Criminal Courts-----	Rs. 05.20 Lakhs.
114- Legal Adviser & Counsel-----	Rs.17.39 Lakhs.

2014- Admn. of Justice =Rs.22.59 Lakhs.

168- Govt. Pleaders

01- Salaries-----	Rs.02.44 Lakh.
04- O.E.-----	Rs.01.00Lakh.
05- Payment for professional & Special Services -----	Rs.01.50 Lakhs
06- Rent , Rates and Taxes-----	Rs.00.50 Lakhs.
19- Material and Supplies-----	Rs.00.50 Lakh.

Total 168- G.P.=Rs.05.90 Lakhs

219- Public Prosecutor

01- Salaries-----	Rs.06.85 Lakh.
03- T.E.-----	Rs.00.17Lakh.
04- O.E.-----	Rs.00.33Lakh.
05- Payment for professional & Special Services -----	Rs.04.00 Lakhs
06- Rent, Rates and Taxes-----	Rs.00.10 Lakh

Total 219- P.P.=Rs.11.45 Lakh

CHAPTER-XII

(XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme- Since the Judicial Department is not concerned with the execution of any subsidy programme there is nothing to prescribe in this regard in the Manual.

CHAPTER-XIII

(XIII) Particulars of recipients of concessions, permits or authorizations granted by it- Judicial Department is not connected with granting of concessions, permits or authorization. Hence, there is nothing to be prescribed in the Manual in this regard.

CHAPTER - XIV

(XIV) Details in respect of the information available to or held by it, reduced in an electronic form- Judicial Department is not computerised yet. Hence, there is no information available in the Department in an electronic form.

CHAPTER - XV

(XV) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use- The Judicial Department has no library for public use. The departmental library which contains only Law Books are meant only for the official use for the officers and other staff of the Department in connection legal scrutiny and reference in connection with Departmental files. Hence, no information in this regard is required to be provided in this Manual.

CHARPTER - XVI

(XVI) The names, designation and other particulars of the Public Information Officers - The name, designation and other particulars of the First Appellate Authority and State Public Information Officer designated in respect of Judicial Department are furnished below -

1. First Appellate Authority-

- (A) Name : Shri Dilip Kumar Mahanta.
- (B) Designation : L.R. & Secretary to the Govt of Assam,
Judicial Department, Dispur, Guwahati-6.
- (C) Other Particulars : Office Address : Judicial Department, Assam Secretariat,
(E) Block, 2nd Floor, Dispur, Guwahati -781 006.
Ph. No. (0361)- 2237294.

2. State Public Information Officer-

- (A) Name : Shri Piyali Kalita.
- (B) Designation : Joint L.R & Joint Secretary to the Govt. of Assam,
Judicial Department, Dispur, Guwahati-781 006.
- (C) Other Particulars : Office Address : Judicial Department, Assam Secretariat,
(E) Block, 2nd Floor, Dispur, Guwahati -781 006.
Phone No. (0361) - 2237278

dispute 4/03/2011
(Shri D.K.Mahanta)
Legal Remembrancer and Secretary
Judicial Department, Dispur.

Memo No. JD.161/2009/12-A

Dated Dispur, the 4th March, 2011.

Copy forwarded to :-

1. All Additional Chief Secretaries / Principal Secretaries / Commissioner & Secretaries/ Secretaries for information and further action.
2. The Director, Assam Govt. Press, Bamunimaidam, Guwahati-21 for publication in the next issue of the Assam Gazette.
3. A.R. & T Deptt., Dispur, Guwahati-6 for information.

By order etc.

dispute 4/03/11
S.P.I.O./ Joint L.R. & Joint Secy. to the Govt. of Assam,
Judicial Department.