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GOVERNMENT OF ASSAM
POLITICAL (A) DEPARTMENT :: DISPUR
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No. HMA-19032/3/2019/POLITICAL(A)-H&P/114(eCF No. 125974)

Dated Dispur, the 16th December, 2020

OFFICE MEMORANDUM

Subject : Standard Operating Procedure for submission of case diary before the Hon'ble Gauhati High court.

In pursuance of the directions of the Hon'ble Court in PIL (Suo Moto) No. 5/2020 and in AB No. 3222/2019, the following Standard Operating Procedure (SOP) is formulated for effective submission of case diaries before the Hon'ble Gauhati High Court when called for and return thereof.

- 1) The office of Public Prosecutor shall place the requisition through their official e-mail and inform the concerned Deputy Commissioner of Police (DCP)/ Superintendent of Police (SP) on their official e-mail about submission of the case diary and also intimate about return of case diary once the work related to case diary is completed in the Court.
- 2) The office of Public Prosecutor shall send the information to concerned DCP/ SP in the prescribed form as per **Annexure-A**.
- 3) The DCP/ SP of each police district shall appoint a Nodal Officer in the rank of Additional Commissioner of Police (ACP)/ Addl. Superintendent of Police (ASP)/ Deputy Superintendent of Police (DSP) who will act as District Nodal Officer for ensuring and monitoring submission and collection of Case Diaries from Court. The Superintendent of Police shall intimate the name & designation of the Nodal Officer to the Director General of Police, respective Range Inspector General of Police (IGP)/ Deputy Inspector General of Police (DIGP) and the Public Prosecutor, Gauhati High Court from time to time. The Nodal Officer after receiving the communication about submission of case diary shall maintain the details in a register (Physical or Digital) and shall inform the concerned officer-in-charge.
- 4) The case diary shall be sent by the concerned Officer-in-Charge of the Police Station directly to the High Court with intimation to the concerned Nodal Officer in the office of the respective Superintendent of Police.
- 5) It is suggested that the office of the Public Prosecutor would also designate a Nodal Officer with whom the District Nodal Officer will coordinate whenever required.
- 6) In cases where the District Nodal Officers are unable to receive case diary from the Public Prosecutor, High Court within 30 days from the date of initial submission, the matter shall be brought to the notice of the concerned Range IGP/ DIGP through the DCP/ SP concerned. If the case diary is not received within 60 days from the date of submission, the Criminal Investigation Department (CID) shall be informed by the respective Range IGP/ DIGP. In such cases CID shall take up with the Public Prosecutor, Gauhati High Court for immediate resolution.
- 7) The office of the Public Prosecutor would inform the concerned Districts/ Organizations with copy to respective Range IGP/ DIGP and CID of instances where the case diaries are likely to remain with the Court beyond 15(fifteen) days after the matter was listed.
- 8) The Director General of Police would form core groups in the districts to examine the feasibility of submitting case diaries digitally with concurrence of the Hon'ble High Court.

Sd/-

(M. Medhi, ACS)

Secretary to the Govt of Assam,
Home & Political Department


14/12/2020

Memo No. HMA-19032/3/2019/POLITICAL(A)-H&P/111-A(eCF No. 125974) Dated Dispur, the 16th December, 2020

Copy to:-

- 1) The Ld. Advocate General, Assam, Gauhati High Court, Guwahat .
- 2) The Director General of Police, Assam, Ulubari, Guwahati-7.
- 3) The Inspector General of Police (CID), Assam, Ulubari, Guwahati-7.
- 4) The Deputy Commissioner (All)
- 5) The Commissioner of Police, City, Guwahati.
- 6) The Deputy Commissioner of Police/ Superintendent of Police (All)
- 7) The Public Prosecutor, Assam, Gauhati High Court, Guwahati.
- 8) The Sr. Govt. Advocate, Assam, Gauhati High Court, Guwahati.
- 9) The Deputy Registrar, Gauhati High Court, Guwahati.
- 10) The Staff Officer to the Chief Secretary, Assam.
- 11) The PS to the Commissioner & Secretary, Home & Political Department, Dispur.
- 12) The PA to the Secretary (SRB), Home & Political Department, Dispur.

By order etc.,


16/12/2020
Officer On Special Duty,
Home & Political Department

Annexure -A

District

Date

CD Production/ CD Collection

Sl. No.	AB/ BA No.	Police Station	Case No.	Name of I/O	Date of hearing	Date of production of CD	Date of collection of CD

(Seal and Signature)

Public Prosecutor, Assam
Gauhati High Court, Guwahati.

N.B. This filled up form should be scanned and mailed from the O/o the Public Prosecutor, Assam, Gauhati High Court, Guwahati to the concerned DCP/ SP for CD production as well as CD collection.