

**CITY CIVIL AND SESSIONS COURT, BORIVALI DIVISION,
DINDOSHI**

OFFICE ORDER NO. 14 OF 2020

Sub.: Court and Office working hours for the Judicial Officer and employees of this court in view of declaration of Novel Coronavirus (COVID-19) as global pandemic by World Health Organization.

- Ref.:**
- 1) High Court, Bombay, Circular dt. 20.03.2020.
 - 2) High Court, Bombay Circular, dt. 23.03.2020, 15.04.2020 and 04.05.2020.
 - 3) Government of Maharashtra Order No. DMU/2020/C.R. No. 92/DisM-I, dt. 17.05.2020 and 31.05.2020.
 - 4) High Court, Bombay email dt. 04.06.2020 alongwith Standard Operating Procedure dt. 03.06.2020.
 - 5) High Court, Bombay, Circular dt. 16.06.2020 (modified SOP)

In pursuance to the modified Standard Operating Procedure dated 16.06.2020, issued by the Hon'ble High Court, Bombay, and in continuation of Office Order No. 13 of 2020 dt. 31.07.2020 I, S. S. Sawant, 2nd Additional Principal Judge, City Civil & Sessions Court, Borivali Division, Dindoshi, DO HEREBY ORDER THAT the City Civil & Sessions Court, Dindoshi shall function w.e.f. 17.08.2020 till 31.08.2020 with limited Courts in One shift only from 11.00 a.m. to 2.00 p.m. as per the arrangements made in Annexure – I hereto. Such Courts shall take urgent matters only as were being during lockdown period prior SOP dated 03.06.2020 under reference at Sr. No. 4. Whereas the Office shall functioning between 10.30 a.m. and 2.30 p.m. during aforesaid period. The rest of provisions envisaged in SOP dated 03.06.2020 shall apply mutatis mutandis. Arrangement for the period commencing from 01.09.2020, will be made separately upon receipt of advisory from the Hon'ble High Court, Bombay.

Kindly note that the seating arrangement for the Lawyers is made at the 3rd Floor in Room No. 313 in between 10.30 a.m. to 2.30 p.m. Lawyers to strictly follow the norms of Social distancing.

City Civil and Sessions Court,)
Dindoshi)
)
Date : 13th August, 2020)

SS
13/8/2020
(S. S. Sawant)
2nd Addl. Principal Judge

Copy forwarded with Compliments for information to:-

1. The Hon'ble Principal Judge Shri. S. B. Agrawal and all the Hon'ble Judges of City Civil & Sessions Court at Gr. Mumbai and Dindoshi for information.
2. All the Registrars and other officers of City Civil & Sessions Court Gr. Mumbai and Dindoshi.
3. Court Manager, Dindoshi.
4. All the G.P/PP at City Civil Gr. Mumbai and Dindoshi.
5. Bar Association at Gr. Mumbai and Dindoshi.

OFFICE ORDER

ARRANGEMENT DURING LOCKDOWN PERIOD

In continuation of Office Order No. 13/2020 dt. 31.07.2020 and Pursuant to the directions of the Hon'ble Principal Judge, City Civil & Sessions Court, Gr. Mumbai and Hon'ble Bombay High Court Standard Operating Procedure dt. 16.06.2020 the assignment of Court during the period from 17.08.2020 to 31.08.2020 would be as follows:

1. Court taking up Criminal & Civil matters shall have their urgent board during the period from 17.08.2020 to 31.08.2020.
2. All Civil & Criminal matters would be assigned to the concerned Court if Ld. Presiding Officer of that Court is not assigned duty in the said week.
3. As the Ld. Presiding Officers of the Courts taking up Civil & Criminal matters are not on duty, the urgent applications of their Courts shall be placed before the concerned Ld. Judges having charge as per the assignment made in Annexure – I enclosed herewith.
4. Holiday Charge for RA, BA & ABA including urgent Civil application from 17.08.2020 to 31.08.2020 including Saturday, Sunday & Holiday. All unitary staff attached to the concerned Court shown in the below table are hereby directed to attend the Holiday duty.


Date	Hon'ble Judges (Holiday Court)	Filling Clerk
22.08.2020	HHJ Shri. M. H. Shaikh (C.R.2)	Ms. R. R. Prabhu
23.08.2020	HHJ Shri. M. H. Shaikh (C.R.2)	Shri. V. S. Londhe
24.08.2020	HHJ Shri. M. H. Shaikh (C.R.2)	Smt. H. S. Khairnar
25.08.2020	HHJ Shri. M. H. Shaikh (C.R.2)	Ms. S. S. Padave
26.08.2020	HHJ Shri. M. H. Shaikh (C.R.2)	Shri. T. R. Bavdane
30.08.2020	HHJ Shri. M. H. Shaikh (C.R.2)	Smt. H. S. Khairnar

5. All the RA, ABA's & BAs during the Saturday, Sunday and holiday will be taken up by the concerned Holiday Judge as per Annex-I. The Holiday Judge will also be the Administrative Judge during the Holidays.
6. The Administrative Charge for the aforesaid period is shown in the table as per Annexure -I.

ALL THE ADVOCATES & LITIGANTS TO TAKE NOTE THAT

- a) Physical filling is allowed during the period from 11.00 a. m. to 01.00 p.m.. The Hard Copy shall be kept in an isolated place for 24 Hrs. It shall be placed before the concerned Court not before 72 Hrs. of such filling.
- b) All Advocates and Litigants shall note that no applications shall be entertained for lodging, filling after 1.00 p.m.
- c) Applications before Hon'ble Judges in matters of urgency will be entertained. Only on proof of prior notice to the opposite party proof of such notice be furnished to the judges concerned at the time of moving the urgent applications.
- d) Urgent matters must be moved to the HHJ through the concerned officers.

Dated this 13th Day of August, 2020


(S. S. Sawant)
2nd Addl. Principal Judge
City Civil Court, Borivali Div.
Dindoshi, Goregaon, Mumbai .

13/8/2020

Copy forwarded with compliments to :

1. The Hon'ble Principal Judge, Shri. S. B. Agrawal and other Hon'ble Judges of Bombay City Civil & Sessions Court's at Gr. Mumbai, Dindoshi.
2. All the Officers of Bombay City Civil & Sessions Court's at Gr. Mumbai, Dindoshi.
3. All the Govt. Pleaders & Public Prosecutors of Bombay City Civil & Sessions Court's at Gr. Mumbai , Dindoshi.
4. The President, Bar Association at Gr. Mumbai & Dindoshi.
5. Maintenance Department.
6. Computer Cell.

Arrangement of Courts as per Standard Operating Procedure issued by Hon'ble Bombay High Court dt. 16.06.2020 for the period 17.08.2020 to 23.08.2020

	17.08.2020	18.08.2020	19.08.2020	20.08.2020	21.08.2020	22.08.2020	23.08.2020
Session I (11.00 a.m. to 02.00 p.m.)	HHJ Shri. L. S. Chavan (C. R.14) Holding Charge of C. R. No. 13, 15 Charge of C. R. No. 14 is kept with HHJ Shri. L. S. Chavan	HHJ Smt. H. C. Shende (C. R. 12) Holding Charge of C. R. No. 11 & 15	HHJ Smt. A. D. Deo (C. R.11) Administrative charge & Holding Charge of C. R. No. 12 & 13	HHJ Shri. S. S. Oza (C. R.13) Holding Charge of C. R. No. 11 & 12	HHJ Smt. H. C. Shende (C. R. 12) Holding Charge of C. R. No. 11 & 15	HHJ Shri. M. H. Shaikh (C.R.2) Holiday Judge Note : Shri. R. D. Padvelkar- Sheristedar & Other Staff are directed to attend duty vide office order	HHJ Shri. M. H. Shaikh (C.R.2) Holiday Judge Note : Shri. C. B. Bansode, Sheristedar & Other Staff are directed to attend duty vide office order dt.31.07.2020
Session II (11.00 a.m. to 02.00 p.m.)	HHJ Shri. S. U. Baghele (C. R. 10) Holding Charge of C. R. No. 09, 11 & 12	HHJ Shri. D. D. Khoche (C. R.09) Administrative charge & Holding Charge of C. R. No. 10,13	HHJ Shri. M. I. Lokwani (C. R. 07) Holding Charge of C. R. No. 09, 10 & 15 Charge of C. R. No. 07 is kept with HHJ Shri. M. I. Lokwani	HHJ Shri. A. Z. Khan (C. R.15) Holding Charge of C. R. No. 09 & 10	HHJ Shri. D. D. Khoche (C. R.09) Administrative charge & Holding Charge of C. R. No. 10,13		
Private & Commercial (11.00 a.m. to 02.00 p.m.)	H. H. The 2nd A.P.J. Smt. S. S. Sawant (C. R. 01) Holding Charge of C. R. No. 2, 3, 4, & 16	HHJ Shri. B. P Vyas (C. R. 03) Holding Charge of C. R. No. 1, 2, 4, 5	HHJ Shri. M. H. Shaikh (C. R. 02) Holding Charge of C. R. No. 1, 3, 4, 5 & 16	HHJ Shri. K. V. More(C. R. 04) Holding Charge of C. R. No. 1, 2, 3, 5 & 16	HHJ Shri. B. P Vyas (C. R. 03) Holding Charge of C. R. No. 1, 2, 4, 5		
BMC & MHADA (11.00 a.m. to 02.00 p.m.)	HHJ Smt. Y. K. More (C. R. 5) Holding Charge of C. R. No. 6, 7, 8	HHJ Shri. H. B. Sirsalkar (C. R. 16) Holding Charge of C. R. No. 06, 07, 08 & 14.	HHJ Shri. D. B. Mane (C. R. 06) Holding Charge of C. R. No. 08 & 14.	HHJ Shri. H. B. Gaikwad (C. R. 8) Administrative charge & Holding Charge of C. R. No. 06, 07, & 14.	HHJ Shri. H. B. Sirsalkar (C. R. 16) Holding Charge of C. R. No. 06, 07, 08 & 14.		

Arrangement of Courts as per Standard Operating Procedure issued by Hon'ble Bombay High Court dt. 16.06.2020 for the period 24.08.2020 to 31.08.2020

Annexure 4

Session I (11.00 a.m. to 02.00 p.m.)	24.08.2020 HHJ Shri. M. H. Shaikh (C.R.2) Holiday Judge Note : Unitary Staff of CR.02 is hereby directed to attend the duty on 24.08.2020	25.08.2020 HHJ Shri. M. H. Shaikh (C.R.2) Holiday Judge Note : Smt. D. S. Majalkar, Sheristedar & Other Staff are directed to attend duty vide office order dt.31.07.2020	26.08.2020 HHJ Shri. M. H. Shaikh (C.R.2) Holiday Judge Note : Shri. R. D. Padvelkar- Sheristedar & Other Staff are directed to attend duty vide office order dt.31.07.2020	27.08.2020 HHJ Smt. A. D. Deo (C.R.11) Administrative charge & Holding Charge of C. R. No. 12 & 13	28.08.2020 HHJ Smt. H. C. Shende (C. R. 12) Holding Charge of C. R. No. 11 & 15	29.08.2020 HHJ Shri. L. S. Chavan (C. R.14) Holding Charge of C. R. No. 13, 15 Charge of C. R. No. 14 is kept with HHJ Shri. L. S. Chavan	30.08.2020 HHJ Shri. M. H. Shaikh (C.R.2) Holiday Judge Note : Unitary Staff of CR.02 is hereby directed to attend the duty on 30.08.2020	31.08.2020 HHJ Shri. S. S. Oza (C.R.13) Holding Charge of C. R. No. 11 & 12
	Session II (11.00 a.m. to 02.00 p.m.)	HHJ Shri. M. I. Lokwani (C. R. 07) Holding Charge of C. R. No. 09, 10 & 15 Charge of C. R. No. 07 is kept with HHJ Shri. M. I. Lokwani	HHJ Shri. D. D. Khoche (C. R.09) Administrative charge & Holding Charge of C. R. No. 10, 11 & 12	HHJ Shri. S. U. Baghele (C. R. 10) Holding Charge of C. R. No. 09, 11 & 12	HHJ Shri. A. Z. Khan (C. R.15) Holding Charge of C. R. No. 09 & 10			
Private & Commercial (11.00 a.m. to 02.00 p.m.)	HHJ Shri. M. H. Shaikh (C. R. 02) Holding Charge of C. R. No. 1, 3, 4, 5 & 16	HHJ Shri. B. P. Vyas (C. R. 03) Holding Charge of C. R. No. 1, 2, 4, 5	H. H. The 2nd A.P.J. Smt. S. S. Sawant (C. R. 01) Holding Charge of C. R. No. 2, 3, 4, & 16	HHJ Shri. K. V. More (C. R. 04) Holding Charge of C. R. No. 1, 2, 3, 5 & 16				
	BMC & MHADA (11.00 a.m. to 02.00 p.m.)	HHJ Shri. D. B. Mane (C. R. 06) Holding Charge of C. R. No. 08 & 14.	HHJ Shri. H. B. Sirsalkar (C. R. 16) Holding Charge of C. R. No. 06, 07, 08 & 14.	HHJ Smt. Y. K. More (C. R. 5) Holding Charge of C. R. No. 6, 7, 8	HHJ Shri. H. B. Gaikwad (C. R. 8) Administrative charge & Holding Charge of C. R. No. 06, 07, & 14.			

Dated this 13th Day of August, 2020

S. S. Sawant
(S. S. Sawant)

2nd Addl. Principal Judge
City Civil Court, Borivali Div.
Dindoshi, Goregaon, Mumbai