

Read : The Standard Operating Procedure dated 3/6/2020 received from the Hon'ble High Court alongwith its Annexures A to E

ORDER

As per directions of Hon'ble High Court vide circular dated 3/6/2020 the District & Sessions Court, Latur and its subordinates Courts shall start regular functioning w.e.f. 8/6/2020 in two shifts i.e. 50% Courts functioning in morning and 50% shall function in the noon session alongwith 50% staff in each sessions until further order :

FIRST SHIFT		SECOND SHIFT	
Court Time 11.00 A.M. to 2.00 P.M.		Court Time 2.30 P.M. to 5.30 P.M.	
1)	Principal District & Sessions Judge, Latur	1)	District Judge-1 & Additional Sessions Judge, Latur
2)	District Judge-2 & Additional Sessions Judge, Latur	2)	District Judge-3 & Additional Sessions Judge., Latur
3)	District Judge-4 & Additional Sessions Judge, Latur	3)	District Judge-5 & Additional Sessions Judge., Latur
4)	District Judge-6 & Assistant Sessions Judge, Latur	4)	Adhoc District Judge-1 & Asstt. Sessions Judge, Latur
5)	Civil Judge, Senior Division, Latur	5)	Joint Civil Judge, S.D. & Additional C.J.M., Latur
6)	2 nd Joint Civil Judge, S.D. & Additional C.J.M., Latur	6)	3 rd Joint Civil Judge, S.D. & Additional C.J.M., Latur
7)	4 th Joint Civil Judge, S.D. & Additional C.J.M., Latur	7)	Secretary, District Legal Service Authority, Latur
8)	Chief Judicial Magistrate , Latur	8)	Jt. Civil Judge, J.D. & J.M.F.C., Latur
9)	2 nd Jt. Civil Judge, J.D. & J.M.F.C., Latur	9)	3 rd Joint Civil Judge, J.D. & J.M.F.C., Latur
10)	4 th Joint Civil Judge, J.D. & J.M.F.C., Latur	10)	5 th Joint Civil Judge, J.D. & J.M.F.C., Latur
11)	6 th Joint Civil Judge, J.D. & J.M.F.C., Latur	11)	Extra Joint Civil Judge, J.D. & J.M.F.C. , Latur
12)	District Judge -1 & Additional Sessions Judge,Udgir	12)	District Judge -2 & Additional Sessions Judge, Udgir
13)	Adhoc District Judge-1 & Asstt.Sessions Judge, Udgir	13)	Civil Judge, Senior Division, Udgir
14)	Joint Civil Judge, S.D. & Addl.C.J.M., Udgir	14)	Joint Civil Judge, J.D. & J.M.F.C., Udgir
15)	2 nd Jt. Civil Judge, J.D. & J.M.F.C., Udgir	15)	3 rd Jt. Civil Judge, J.D. & J.M.F.C., Udgir
16)	District Judge-1 & Addl. Sessions Judge, Nilanga	16)	Civil Judge, Senior Division, Nilanga
17)	Joint Civil Judge, S.D. & Addl.C.J.M., Nilanga	17)	Joint Civil Judge, J.D. & J.M.F.C., Nilanga
18)	2 nd Joint Civil Judge, J.D. & J.M.F.C., Nilanga	18)	3 rd Joint Civil Judge, J.D. & J.M.F.C., Nilanga
19)	District Judge -1 & Addl,S.Judge, Ahmedpur	19)	Civil Judge, S.D., Ahmedpur
20)	Joint Civil Judge, J.D. & J.M.F.C., Ahmedpur	20)	2 nd Joint Civil Judge, J.D. & J.M.F.C., Ahmedpur
21)	3 rd Joint Civil Judge, J.D. & JMFC, Ahmedpur	21)	Joint Civil Judge, J.D. & J.M.F.C., AUSA
22)	Civil Judge, J.D. & J.M.F.C., AUSA	22)	Joint Civil Judge, J.D. & J.M.F.C., Chakur
23)	Civil Judge, J.D. & J.M.F.C., Chakur	23)	Joint Civil Judge, J.D. & J.M.F.C., Renapur.
24)	Civil Judge, J.D. & J.M.F.C., Renapur.		
25)	Civil Judge, J.D. & J.M.F.C., Deoni		

Guidelines/Instructions for the Courts and Judicial Officers :-

- 1) The cases listed on board should be kept moderate in numbers and is to be decided by the concerned Presiding Officer. It would be desirable that during the first week, not more than 15 matters are placed on board in every Court in each shift.
- 2) In case of any change in situation arising out of spread of COVID-19 and any particular Taluka being declared on containment zone or any other restrictions are imposed impeding physical functioning of Courts, the Head of the establishment shall immediately seek instructions from the Administrative Committee through proper channel for further course of action.
- 3) The Judicial Officers may devote some time for adjusting the board so as to reduce crowd in the Court building/hall.
- 4) The Judicial Officers may not pass any adverse order owing to the absence of the parties to the proceedings.
- 5) The Judicial Officers may also generally refrain themselves from taking coercive action, such as passing ex-parte orders, issuance of warrants to the accused and witnesses, etc.
- 6) The Judicial Officers may give priority to the cases which are posted for delivery of judgments.

ADMINISTRATIVE

- 1) The Presiding Officers may fix a particular time slot and dedicated Staff, other than those involved in transacting Judicial working, for accepting filing of cases of regular filing, as the case may be. He shall earmark the location, preferably on the ground floor (near the entry gate), for the work of Filing of Cases, Affirmation / Declaration. As far as possible, a mechanism may be put in place in the form of a token system giving a particular time slot for filing of such cases. As far as possible, after verification of the cases filed, such files shall be kept isolated for a reasonable period, say 24 to 36 hours, but not exceeding 72 hours.
- 2) All Advocates and staff shall observe social/physical distancing norms and the seating arrangements in the Court halls and departments be adjusted accordingly. No visitor(s) other than Advocates and parties in person whose matters are listed shall be allowed in the Court premises.
- 3) In order to minimize the physical contact, the Information Kiosk Machine/s be switched off until further orders
- 4) The copy of the daily board shall be supplied to the Bar Association a day in advance with a request to the concerned Advocates to cause their presence unaccompanied by any other person to avoid crowding and to maintain physical distancing.
- 5) The services of Class-IV employees and contractual servants viz. Sweepers shall be monitored by responsible officer to ensure proper upkeep of the Court building and the surrounding area neat and tidy, as well as to sanitize the same with disinfectants with the help of local bodies.
- 6) Beyond the office hours, as stated in the manner aforementioned, the concerned staff may be called for routine correspondence as well as to furnish the necessary information for submission to the High Court and for the compliance as directed by the High Court.

G E N E R A L

- 1) All precautionary measures issued as below shall be followed scrupulously –
 - I. By the Government of India vide order No.40-3/2020-DM-I(A) dated 30.05.2020. (Annexure-A)
 - II. By the Government of Maharashtra vide order No.DMU/2020/CRE. 92/DisM-1 dated 31.05.2020 (Mission Begin Again). (Annexure-B)
 - III. By the Government of Maharashtra vide letter No.NYAYIK 2020/PReA.KReA.58/AReOGYA 5, Public Health Department dated 30.05.2020. (Annexure-C)
 - IV. SOP'S, Cleanliness Tips, Guidelines on Disinfection of Common Public Places including Ofces / Courts (Annexure-D)
- 2) Persons who may have symptoms of fever, sore throat, cough, running nose or breathing difficulty are advised to self-restrain themselves from presently visiting the Court premises. Any visitor found with temperature above 38 degree Celsius or having apparent symptoms of Covid-19 or coming from containment zone shall not be allowed entry in the Court premises.
- 3) A minimum of 2 (two) Mtr. gap between people has to be maintained while queuing and on entering the Court building.
- 4) Hand sanitizing stations shall be installed in office premises (especially at the entry) and near high contact surfaces. Hand wash facilities should be installed. Water including liquid soap may be made available.
- 5) The concerned Judicial Officers may, if the situation demands, use face shield as well transparent acrylic sheets partitioning the Dais from the addressee.
- 6) Canteen facilities should be opened after the same have been granted permission by the concerned authorities and it be upgraded to ensure daily continuous cleanliness as per the set norms and further ensuring physical distancing of persons working therein and persons using the facilities.
- 7) As far as possible, owing to the current Pandemic, an arrangement be made to have only one entry and one exit point in order to manage all visitors (including Advocates and staff members) entering the Court premises.
- 8) Two guards should be deputed at the entry gate, one of whom shall do thermal scanning with the help of contact-less Infra-red temperature gun and other for sanitizing the hands of the persons entering the Court premises. One guard should be deputed at the exit point to restrict the entry therefrom.
- 9) Sanitization shall be carried out periodically in the entire Court building with the assistance of the Local Bodies.
- 10) Sanitizer dispensers shall also be provided at the entry of the office / chamber of the Judges and at the entry of all the departments of the Courts. The entry shall be manned to ensure that the persons entering the Court premises are wearing masks and use the sanitizer before entry.
- 11) It shall be ensured that all washrooms in the premises of Court do have liquid soap dispensers. The washrooms including the taps, handles and door knobs shall be cleaned with disinfectants at regular intervals during the day.
- 12) The Staff Members working in the departments, Court halls and chambers of Judges shall ensure that the tables, chairs, telephones, keyboards, handles, knobs, etc., are wiped regularly with disinfectants. The Staff using computers shall be advised to ensure their keyboards and mouse are not used by others and are wiped regularly.

- 13) Notices (See Annexure-E) and other Sign Boards with necessary instructions shall be displayed at appropriate and conspicuous places, including washrooms and lifts, in the Courts.
- 14) The Principal Officer at Taluka Court to oversee the arrangements on a day to day basis who shall carry out inspection at least three times a day or more as per the need.
- 15) All the members of the staff, Judicial Officers, Advocates, litigants shall be allowed entry in the Court premises, only after they wear masks and strictly adhere to sanitizing measures which are put in place.
- 16) The members of the Bar may be requested not to allow their Junior Advocates and Clients to accompany them in the Court to avoid overcrowding in the Court and to maintain social / physical distancing.
- 17) Each and every visitor (including Advocates and staff members) desirous of entry in the Court Hall shall be advised to download Aarogya Setu App in their mobile handsets. Any exemption in this regard shall be considered by the Head of the Establishment or the Judicial Officer authorized by him, upon his subjective satisfaction as to the cause put forth for such exemption.
- 18) Entry of strangers and persons unconnected with any Court related work, in the Court shall be prohibited. All measures which are put in place shall be strictly implemented. Any sort of disobedience in this regard may attract penal provisions.
- 19) Respective Bar Council and Bar Associations of Maharashtra, Goa and Union Territory may issue instructions to all their members to strictly abide by the lockdown and social distancing norms, failing which, the Head of the establishment may take such action as he deems fit and proper in the circumstances.
- 20) The members of the Bar may not enter the Court halls unless the matters in which they have been engaged are called In for consideration. Overcrowding of the corridors may also be avoided.
- 21) The Bar Rooms in all the Courts shall remain closed till further orders.
- 22) If any Advocate or litigant is found violating the above said guidelines, the Principal Judge shall report the same to the Principal District Judge, Latur only by e-mail for further necessary action.

You are, therefore, directed to take the necessary steps as per the directions of Hon'ble High Court and report the compliance to the District Court forthwith.

DISTRICT COURT, LATUR

Dated : 05th June, 2020




(R.S. Tiwari)

Principal District & Sessions Judge,
Latur

Copy forwarded for information & necessary action :-

- 1) The District Judge-1, Latur/Udgir/Nilanga/Ahmedpur.
- 2) The District Judge-2, Latur / Udgir
- 3) The District Judge-3/4/5/6 Latur.
- 4) The Ad-hoc District Judge-1, Latur/Udgir.
- 5) The Civil Judge S.D., Latur/Udgir/Nilanga/Ahmedpur.
- 6) The Jt. Civil Judge S.D., Latur/Udgir/Nilanga.
- 7) The 2nd/3rd/4th/5th Jt.Civil Judge S.D., Latur.
- 8) The Secretary, District Legal Services Authority, Latur.
- 9) The Chief Judicial Magistrate, Latur.
- 10) The Civil Judge J.D. Ausa/Chakur/Renapur/Deoni.
- 11) The Jt. Civil Judge J.D. Latur/Ausa/Ahmedpur/Nilanga/
Udgir/Chakur/Renapur.
- 12) The 2nd Jt. Civil Judge J.D. Latur/Nilanga/Udgir/Ahmedpur.
- 13) The 3rd Jt. Civil Judge J.D. Latur/Nilanga/Udgir/Ahmedpur,
- 14) The 4th/5th/6th Joint Civil Judge J.D. Latur,
- 15) The Nyayadhikari, Gram-Nyayalaya, Shirur Anantpal/Jalkot.
- 16) The District Government Pleader, Latur.
- 17) The Assistant Director of Public Prosecution, Office of A.D.P.P., Latur.
- 18) The President, District Bar Association, Latur.
- 19) The President, Taluka Bar Association, Ausa/A' pur/Chakur/Nilanga/Udgir/
Renapur/Deoni.
- 20) The Personal Assistant to D.J./ The Registrar, District Court, Latur.
- 21) The Court Manager, District Court, Latur.
- 22) The Jailor, District Prison, Osmanabad/Latur.
- 23) The District Treasury Officer, Latur.
- 24) The Member, Industrial Court, Latur.
- 25) The Judge, Labour Court, Latur.
- 26) The Judge, Co-operative Court, Latur.
- 27) The Presiding Officer, School Tribunal, Latur.
- 28) All Branch in District Court, Latur
(C&F Br./Record Br./Statement Br./Judicial Br./Insp.Br.).


Principal District & Sessions Judge,
Latur