



**EXTREMELY URGENT**  
**[ BY EMAIL ]**

**No. 3837 - RG.**

**Date: 09.09.2021.**

**To:**

**(1) All The District Judges:**

(Darjeeling, Kalimpong, Jalpaiguri, Cooch Behar, Uttar Dinajpur, Dakshin Dinajpur, Malda, Murshidabad, Purba Bardhaman, Paschim Bardhaman, Bankura, Birbhum, Purulia, Paschim Midnapore, Jhargram, Purba Midnapore, Howrah, Hooghly, Nadia, North 24 Parganas, South 24 Parganas and Andaman & Nicobar Islands); &

**(2) The Chief Judges:** City Sessions Court; City Civil Court and Presidency Small Causes Court, Calcutta.

**Sub: Functioning of the Subordinate Judiciary.**

Sir/Madam,

I am directed to convey the decision of the Hon'ble Covid Committee, High Court, Calcutta taken/adopted in the Meeting dated 09.09.2021 and subsequently approved by the Hon'ble Chief Justice (Acting) in respect of the modalities of functioning of the District Courts, which is as follows:-

- On each working day, the District Judiciary shall be functional in physical, virtual and hybrid mode.
- Physical presence of learned lawyers, their staff and litigants in the court premises shall only be permitted on production of double vaccination certificate or RTPCR negative report obtained not prior to 72 hours of court visit in physical or in electronic form.
- Wearing of masks inside the court premises, hand santizing before entering the court premises, limited gathering in court-rooms and maintenance of physical distancing are mandatory and to be ensured by the court administration. This has even been assured on behalf of the advocates by the Bar Council of West Bengal.
- Request for adjournment can be by way of a letter, email to the Registry of the Court.

You are, therefore, requested to act in accordance with the direction passed in this regard.

Yours faithfully,

*Ananya Bandyopadhyay*  
[Ananya Bandyopadhyay]  
**Registrar General.** 9.9.21