

No.Estt. /4773/2020  
District Court, Thane  
Date : 19/ 09/2020

Copy forwarded with compliments for information and necessary action to

01. The Member, M.A.C.T., Thane.
02. The District Judge- , Thane
03. The Ad-hoc District Judge- , Thane
04. The Extra Joint District Judge, Thane
05. The Extra Joint District Judge, Thane (POCSO Court)
06. The District Judge-1, Kalyan/Vasai/Palghar.
07. The Civil Judge, Senior Division, Thane/ Kalyan/ Vasai/ Palghar.
08. The Member Secretary, District Legal Services Authority, Thane.
09. The Chief Judicial Magistrate, Thane.
10. The Civil Judge,J.D. & J.M.F.C., Vashi/Ulhasnagar/Bhiwandi/  
Murbad/ Shahapur/Dahanu/Wada/Jawhar
11. The Joint Civil Judge,J.D. & J.M.F.C., Kalyan/Ulhasnagar/  
Bhiwandi/ Vasai/Palghar/Dahanu.
12. The Judicial Magistrate, F.C., I Court/ II Court, Thane.
13. The Judicial Magistrate, F.C., I Court/ III Court, Kalyan.
14. The Judicial Magistrate,F.C., Railway Court, Kalyan/Virar.
15. The District Government Pleader, Thane/Kalyan/Palghar/Vasai
16. The Police Commissioner, Thane
17. The Superintendent of Police (Rural), Thane
18. The Registrar, District Court, Thane/Family Court, Thane/  
Industrial Court, Thane/Co-operative Court, Thane/  
Labour Court, Thane/Consumer Court, Thane
19. The Sr. Court Manager, District Court, Thane
20. The Personal Assistant, District Court, Thane
21. The President Bar Association, Thane
22. The President Bar Association, Kalyan/Vasai/Palghar/Vashi/  
Ulhasnagar/Bhiwandi/Shahapur/Murbad/Dahanu/Jawhar/  
Wada
23. The Superintendent Central Jail, Thane/Kalyan/Taloja/  
Arthor Road, Mumbai
24. The Superintendent (Admn./Judl./Insp.), District Court, Thane.
25. The Assistant Superintendent, (C & F)/Record Office/Writ  
Section/GOB/Computer Section/Hon'ble Principal District &  
Sessions Court, District Court, Thane.
26. Sr.Clerk, C.S. Office/Library, District Court, Thane
27. The Junior Clerk, Muster Roll, District Court, Thane
28. The Junior Clerk, Muster Roll (Peon), District Court, Thane

By Order,



Registrar,  
District Court, Thane.

19 SEP 2020

District Court, Thane.  
Date :-19/09/2020.

### C I R C U L A R

In view of the directions of the Hon'ble High Court vide circular dated 15/09/2020, Principal District and Sessions Judge, Thane in consultation with Advisory Committee, is pleased to pass following directions w.e.f. 21/09/2020.

Any direction issued herein before which is inconsistent with present circular, shall stand superseded.

### **FUNCTIONING OF THE COURTS**

The Judicial and Office working of the Courts in the Judicial District Thane shall be as mentioned below :-

	Courts	Judicial Working	Office working	Working strength
i)	1) All the Courts at Thane. 2) Vashi. 3) Kalyan. 4)Ulhasnagar. 5) Bhiwandi. 6) Vasai.	<b>First shift-</b> 11.00 a.m. to 02.00 p.m.  <b>Second shift -</b> 2.30 p.m. to 05.30 p.m.	<b>First shift-</b> 10.30 a.m. to 02.15 p.m.  <b>Second shift -</b> 02.15 p.m. to 06.00 p.m.	Group-A and Group-B Officers 100% (i.e. 50% in each shift).  Group-C and Group-D staffs 30% in each shift by rotation.

ii)	1) Palghar. 2) Dahanu.	<b>First shift-</b> 11.00 a.m. to 02.00 p.m.  <b>Second shift -</b> 2.30 p.m. to 05.30 p.m.	<b>First shift-</b> 10.30 a.m. to 02.15 p.m.  <b>Second shift -</b> 02.15 p.m. to 06.00 p.m.	Group-A and Group-B Officers 100% (i.e. 50% in each shift).  Group-C and Group-D staffs 50% in each shift.
iii)	1) Murbad. 2) Jawhar. 3) Wada.	<b>First shift-</b> 11.00 a.m. to 02.00 p.m.	<b>First shift-</b> 10.30 a.m. to 02.15 p.m.	Group-A and Group-B Officers 100%.  Group-C and Group-D staffs 50%.
iv)	1) Railway Court Kalyan. 2) Railway Court Virar. 3) Shahapur.	<b>First shift-</b> 11.00 a.m. to 02.00 p.m.	<b>First shift-</b> 10.30 a.m. to 02.15 p.m.	Group-A and Group-B Officers 100%.  Group-C and Group-D staffs 30%.

**JUDICIAL WORK**

Judicial Officers shall perform following Judicial work as applicable to their respective jurisdiction/cadre :-

### TIME BOUND CASES

Cases (Civil as well as Criminal) wherein directions have been given by the Superior Courts for conclusion of the trial/case within stipulated period i.e., Cases made time bound by the Hon'ble Supreme Court of India or by the High Court.

### CRIMINAL WORK

1. Applications under Section 125 to Section 128 of the Code of Criminal Procedure, 1973.
2. Matters under the protection of Women from Domestic Violence Act, 2005.
3. Cases triable by Court of Sessions or Special/Designated Courts where one or more accused is/are in custody for three years or more.
4. Cases triable by the Magistrate where one or more accused is/are in custody for six months or more.
5. Cases where specific time is stipulated in legislation for concluding of trial, e.g. The Protection of Children From Sexual Offences Act, 2012 (**POCSO Act**), etc.
6. Cases before the Special Courts such as under the Prevention of Money Laundering Act, 2002, the Maharashtra Protection of Interest of Depositors (in Financial Establishments) Act, 1999, the Maharashtra Control of Organised Crime Act, 1999, The Prevention of Corruption Act, 2018, The Narcotic Drugs and Psychotropic Substances Act, 1985 etc.
7. Cases investigated by the National Investigation Agency and the Central Bureau of Investigation.

8. Cases which are at a matured stage, e.g. at the stage of arguments or at the stage of examination of accused under Section 313 of the Code of Criminal Procedure, etc.
9. Transfer application under Section 408 of the Code of Criminal Procedure.
10. The Judicial Officers may also frame the charge in the cases posted for such cause.

#### CIVIL WORK

1. Petitions/matters for decree of divorce by mutual consent or declaration for nullity of marriage.
2. Petitions/Cases relating to payment of alimony.
3. Petitions/Cases for custody of Child/Children and for visiting rights claimed by the parents.
4. All applicants/Petitions/Matters before the Motor Accident Claims Tribunal wherein the claim for compensation is for Death or Amputation of any limb.
5. Cases wherein the claim for compensation is for Acquisition of Agricultural Land.
6. Transfer application under Section 24 of the Code of Civil Procedure, 1908.
7. Petitions/Cases of Adoption wherein all the parties are citizen of India.
8. Hearing of interlocutory/interim application e.g. for Stay, taking LRs. of deceased party on record, restoration for proceeding, condonation of delay etc.

9. The Judicial Officer may also frame issues in the cases posted for such cause.

### **APPELLATE AND REVISIONAL COURTS**

1. All the Appeals and Revisions which are at the stage of arguments.

### **ADMINISTRATIVE WORK**

1. All Judicial Officers shall perform the administrative works as per Civil and Criminal Manual and as directed by the High Court.
2. The Enquiry Officer shall make endeavor to take up the Departmental Enquiry/ies.

### **COMMON GUIDELINES**

1. The Judicial Officers may pass appropriate order as per law, if it is noticed that any Advocate or Party is deliberately remaining absent in the proceedings.
2. The Judicial Officers may give priority to the cases which are posted for delivery of judgments.
3. Principal Courts at Taluka places after taking views of the stakeholders, may take decision at their end whether to allow the Advocate to open the Bar Room/s or part thereof for their use, without compromising physical distancing and safety norms laid down from time to time.
4. Principal Courts at Taluka places after taking views of the stakeholders, shall take decision at their end as to the number of entry and/or exit points in the Court premises.

## GENERAL INSTRUCTIONS

### Institution/filing

1. In the Courts having two shift working, institution/filing of the cases shall be accepted between **12.00 noon to 3.00 pm.**
2. In case of single Court working in the first shift (including Shahapur Court) institution/filings of the cases shall be accepted between **11.30 a.m. to 1.30 p.m.**

### Certified copies

1. Application for certified copies shall be received between 11.30 a.m. to 4.00 p.m. only in the Courts working in two shifts.
2. Application for certified copies shall be received between 11.30 a.m. to 1.30 p.m. only in the Court working in first shift only.

### Accounts closing

1. Closing of accounts shall be done at 4.00 p.m. in the Courts working in two shifts.
2. Closing of accounts shall be done at 2.00 p.m. in the Courts working in single shift.

## ADJOURNMENT OF CASES

Circular dated 02/09/2020 issued in respect of adjournment of the cases is hereby revoked with effect from 21/09/2020. All TSA, DSA are hereby instructed to cancel dates given, if any, to the cases on boards from 21/09/2020 onwards.

### SAFETY NORMS

1. Directions issued from time to time about sanitization, cleanliness of Court premises etc. be complied with.
2. Physical distancing norms laid down by Government be followed strictly in Court halls and Court premises.
3. Steps be taken to keep Court buildings and surrounding area neat and tidy and sanitize the same with disinfectants with the help of local bodies.
4. Conditions regarding entry of the persons in the Court premises and Court halls as directed herein before such as wearing of mask, temperature check, sanitization etc. be followed strictly.

Thane.

Date:-19/09/2020

*R.M.*

(R.M. Joshi)

Principal District & Sessions Judge,  
Thane.