

O.W. No. Estt.16/ 710/2020  
Dated : 11/09/2020

**OFFICE ORDER**  
**w.e.f. 11/09/2020**

**Subject :** Modification in SOP dated 03.06.2020 regarding attendance of Officers and Staff in the courts in the state of Maharashtra.

- Reference :**
1. Standard Operating Procedure issued by the Hon'ble High Court, Dated 03/06/2020.
  2. Hon'ble High Court Circular dated 16/06/2020 (Modification to SOP dated 03/06/2020)
  3. High Court letter No. Insp/90/2020 dated 05/09/2020.
  4. Office order No. Estt/16/692/2020 dated 31.08.2020.
  5. Office Circular No. CMM/OC/22/2020 dated date : 31.08.2020
  6. Modified order No. Estt.16/694/2020 dated 03.09.2020.
  7. Office Order No. Estt.16/ 700/2020 dated 07.09.2020.

In view of the modified Standard Operating Procedure issued by the Hon'ble High Court, Bombay on 10<sup>th</sup> September, 2020 and in pursuance of directions of the Hon'ble Principal Judge, City Civil and Sessions Court, Mumbai, following order is passed.

1. All Judicial Officers on the establishment of Chief Metropolitan Magistrate, Mumbai are requested to work with 100% strength w.e.f. 11.09.2020. They are requested to follow the instructions of Hon'ble High Court, Bombay issued in SOP dated 03/06/2020, 05/09/2020 and 10/09/2020 and in accordance with circulars issued by Hon'ble High Court, Bombay time to time.

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2. The office order bearing No. Estt.16/700/2020 dated 07.09.2020 regarding daily attendance of Senior Supervisory staff members on this establishment from the post of Registrar till Judicial Clerk is maintained, except with regard to the timings which are specified below.

3. The remaining staff members below the rank of Judicial Clerk shall work with 30% strength or minimum 30 employees whichever is more in the courts of Metropolitan Magistrates, Mumbai.

4. The courts of Metropolitan Magistrates in Mumbai shall work in one shift as follows :

Court working hours	:	11.00 a.m. to 2.00 p.m.
Office working hours	:	10.30 a.m. to 2.30 p.m.

5. Office orders under reference at Sr. No. 4, 5 and 6 above stand cancelled.

6. The Drivers will attend duty daily and Class IV employees working on this establishment will work thrice in a week in accordance with Government Circular bearing No. साप्रआ-१०२०/प्र. क्र.२२१/१९ दिनांक ०२ सप्टेंबर, २०२०.

7. All the Assistant Registrars and Controlling Judicial Clerk shall see that the strength of staff below the rank of Judicial Clerk working on the establishment of their respective centre is as per the SOP dated 05/09/2020.

8. All the concerned are requested to follow the guidelines issued by the Government of Maharashtra and Hon'ble High Court Bombay regarding precautionary measures in view of COVID-19.

*Sayali T. Dande*  
11/9/2020

(Sayali T. Dande)

I/c Chief Metropolitan Magistrate,  
Esplanade, Mumbai

Copy submitted to :

- 1) Hon'ble Registrar (General) High Court, Bombay.
- 2) Hon'ble Principal Judge, City Civil and Sessions Court, Mumbai.

Copy to :

- 1) All Additional Chief Metropolitan Magistrates and Metropolitan Magistrates, Mumbai.
- 2) Registrar, Court of Chief Metropolitan Magistrate, Esplanade, Mumbai
- 3) Office Order file
- 4) Confidential Section
- 5) Service Book
- 6) Presidents of All Bar Association of all centres.