

- Reference - 1. Hon'ble High Court Circular dated 03-06-2020.
2. District Court Circular Outward No.Esst./898/2020, dt.06-06-2020.
3. Hon'ble High Court, Bombay Letter No.Insp-1/132/2020, dt.27/11/2020 and Standard Operating Procedure.

DISTRICT AND SESSIONS COURT, NANDURBAR.

C I R C U L A R

In view of **Standard Operating Procedure (SOP)**, dated 27.11.2020 issued by Honourable High Court, Bombay, the Principal District and Sessions Judge, Nandurbar, in super-session to the earlier orders, is pleased to pass the following directions regarding **Judicial and Administrative work in the Judicial District Nandurbar w.e.f. 01.12.2020.**

Sr. No.	Judicial working time	Office working time	Working strength
1	<u>First Shift</u> 11.00 a.m. to 01.30 p.m. <u>Second shift</u> 02.00 p.m. to 04.30 p.m.	10.30 a.m. to 06.00 p.m. (recess time 01.30 p.m. to 2.00 p.m.)	100% presence of the Judicial Officers and the staff.

I N S T R U C T I O N S

J U D I C I A L A N D A D M I N I S T R A T I V E W O R K

1. In first shift, preferably, the cases which are fixed for evidence and in the second shift, preferably, the cases which are fixed for judgment, order or hearing of arguments may be taken up.
2. The Judicial Officers may not pass any adverse order owing to the absence of the advocates, parties, witnesses or accused persons.
3. Only those advocates, witnesses, accused persons and party-in persons whose matters are listed on that day's board or whose presence is required by the Court for any specific purpose like verification etc. will be permitted to have access in the Court building. No one should enter the Court halls unless their matter is called out and shall leave the Court premises as soon as hearing of their case/work is over.

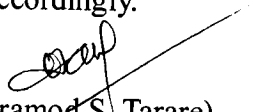
S A F E T Y / O R E C A Y T U I B A R T M E A S U R E S

1. All persons entering the Court premises shall compulsorily wear face mask covering the nose and mouth (including at the time of arguments or giving evidence) and shall also observe social/ physical distancing norms as set out time to time by the Hon'ble High Court, Central Government and State Government regarding precautions to be taken to prevent the spread of COVID-19.

2. Persons who may have symptoms of COVID-19 shall not be permitted to enter the Court premises.
3. Bar Rooms, Advocates' Chambers, Bar Library, Cantnees, Photocopying Room/Section, shall remain open subject to adherence of all the safety norms. The Bar Associations shall observe all the safety norms and ensure sanitization of the Bar Rooms etc. It shall also be the responsibility of the concerned Bar Association to see that only those advocates whose matters are on board are coming to the Court and give access to the Bar Rooms.
4. It shall be the responsibility of the concerned Bar Association, in coordination with the Bar Council of Maharashtra and Goa, to ensure that due precautions are taken to avoid spread of COVID-19
5. The Head of the Establishment may take decision at their end about the entry and exit points of the Court premises.
6. The Officer/s who are nominated to oversee the arrangements vis-a-vis adherence of the safety norms, and the Judicial Officer at Taluka where one Judicial Officer is working, shall carry out inspection on daily basis.
7. Office bearers of the and Bar Associations may issue instructions to all their members to strictly abide by the safety norms.
8. If any advocates or litigants are found violating the above said guidelines, it will be brought to the notice of the Bar Council of Maharashtra and Goa and respective Bar Association under intimation to the Hon'ble High Court.
9. This SOP shall remain in force until further orders.

All the concern shall take a note and act accordingly.

District Court, Nandurbar.
Date: 30/11/2020.


(Pramod S. Tarare)
Principal District & Sessions Judge,
Nandurbar.

Encl.: Copy of High Court SOP Dt. 27.11.2020.


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No.Estt/ ¹⁷⁶⁹ /2020
District Court, Nandurbar.
Date: 30/11/2020.

Copy forwarded for information & necessary action to:

1. The District Judge-1 & Addl.Sessions Judge, Nandurbar / Shahada.
 2. The Ad-hoc District Judge-1 & Addl.Sessions Judge, Nandurbar.
 3. The Civil Judge, S.D. Nandurbar/ Shahada.
 4. The Chief Judicial Magistrate, Nandurbar.
 5. The Secretary, District Legal Services Authority, Nandurbar.
 6. The Civil Judge J.D. & J.M.F.C. Taloda/ Akkalkuwa/Nawapur/Dhadgaon.
 7. The Jt./2nd/3rd Jt.Civil Judge, J.D. & J.M.F.C. Nandurbar/ Shahada.
 8. The District Government Pleader, Nandurbar.
 9. The Asst. Government Pleader, Shahada.
 10. The President, Bar Association, Nandurbar/ Shahada./Taloda/Akkalkuwa/
Nawapur/ Dhadgaon.
 11. The Superintendent, District Prison, Nandurbar.
 12. Registrar, District Court, Nandurbar.
 13. Stenographer Grade-1, District Court Nandurbar.
 14. Superintendent (Judicial) District Court, Nandurbar.
 15. Assistant Superintendent Cash & Finance District Court,
Nandurbar.
- He is directed to bring this circular to the notice of all staff members.**
16. The System officer/ D.S.A., Computer Section, District Court,
Nandurbar.

Dt.30.11.2020


Principal District & Sessions Judge,
Nandurbar.

Tel.No.22673675 (O)
Email Id- rginsp-bhc@nic.in

No. Insp-I/ 132 /2020
Date : 27th November, 2020

From :

Dinesh P. Surana,
Registrar (Inspection-I),
High Court of Bombay,
Appellate Side,
Bombay

To,

1. All the Principal District & Sessions Judges,
2. The Principal Judge, City Civil & Sessions Court, Gr. Bombay
3. The President, Industrial Court, Mumbai
4. The President, Mah. State Co-op. Appellate Court, Mumbai
5. The Chief Judge, Court of Small Causes, Mumbai
6. The Member Secretary, MSLSA
7. All Head of the Establishments under the Bombay High Court in the States of Mah. and Goa and UT of D&NH and DD

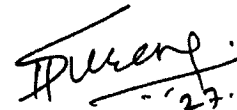
Subject : New SOP w.e.f. 01.12.2020....

Sup-C. Admin
27/11/2020

Respected Sir/Madam,

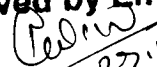
Apropos the subject cited above, I am under instruction to communicate you, that the Hon'ble Administrative Judges Committee has been pleased to approve the Standard Operating Procedure (SOP), in supersession to the earlier SOP and modifications therein vide Circulars issued time to time, in respect of functioning of all Subordinate Courts in the States of Maharashtra and Goa and the Union Territory of Dadra and Nagar Haveli and Daman and Diu (except the Courts in Pune Judicial District) w.e.f. 1st December, 2020, until further orders.

Yours faithfully,


(Dinesh P. Surana)
Registrar (Inspection-I)

Encl.: New SOP

Received by Email on 27.11.2020


Registrar
District Court, Nandurbar

SUBORDINATE COURTS IN THE STATES OF MAHARASHTRA AND GOA AND UNION TERRITORY OF DADRA AND NAGAR HAVELI AND DAMAN AND DIU

STANDARD OPERATING PROCEDURE

The Hon'ble the Chief Justice and other Hon'ble Judges of the Hon'ble Administrative Committee, after taking into account the present situation of the COVID-19 pandemic and the views of members of the Bar Council of Maharashtra and Goa, have been pleased to approve the Standard Operating Procedure (SOP), **in supersession to the earlier SOP and modifications therein vide Circulars issued time to time**, in respect to the functioning of **all the Subordinate Courts** in the States of Maharashtra and Goa and the Union Territory of Dadra and Nagar Haveli and Daman and Diu (except the Courts in **Pune Judicial District**) as under :-

JUDICIAL AND ADMINISTRATIVE WORK

- 1. All Courts (except the Courts in Pune Judicial District) shall start regular functioning with effect from 01.12.2020, in two shifts.**
2. In each shift the Judicial working hours will be of 2½ hours (i.e. from 11.00 am to 1.30 pm and from 2.00 pm to 4.30 pm) with 100% presence of the judicial officers and the staff in each shift.
3. In the first shift, preferably, the cases which are fixed for evidence and in the second shift, preferably, the cases which are fixed for Judgment, order or hearing of arguments may be taken up.
4. The Judicial Officers may not pass any adverse order owing to the absence of the advocates, parties, witnesses or accused persons.
5. Only those advocates, witnesses, accused persons and party-in-persons whose matters are listed on that day's board or whose presence is required by the Court for any specific purpose like verification etc. will be permitted to have access in the Court building. No one should enter the Court halls unless their matter is called out and shall leave the Court premises as soon as hearing of their case / work is over.

6. All Courts in **Pune Judicial District** shall continue to work as per the old arrangement which was put in place vide SOP dated 03.06.2020 and the modifications therein vide Circulars issued time to time.

SAFETY / PRECAUTIONARY MEASURES

1. All persons entering the Court premises shall compulsorily wear face mask covering the nose and mouth (including at the time of arguments or giving evidence) and shall also observe social / physical distancing norms as set out time to time by the Hon'ble High Court, Central Government and State Government regarding precautions to be taken to prevent the spread of COVID-19.
2. Persons who may have symptoms of COVID-19 shall not be permitted to enter the Court premises.
3. Bar Rooms, Advocates' Chambers, Bar Library, Canteens, Photocopying Room / Section, shall remain open subject to adherence of all the safety norms. The Bar Associations shall observe all the safety norms and ensure sanitization of the Bar Rooms etc. It shall also be the responsibility of the concerned Bar Association to see that only those advocates whose matters are on board are coming to the Court and given access to the Bar Rooms.
4. It shall be the responsibility of the concerned Bar Association, in coordination with the Bar Council of Maharashtra and Goa, to ensure that due precautions are taken to avoid spread of COVID-19.
5. The Principal District and Sessions Judge / Head of the Establishment may take decision at their end about the entry and exit points of the Court premises.
6. One or more officer/s shall be nominated by the PDJ/PJ to oversee the arrangements vis-à-vis adherence of the safety norms, who shall carry out inspection on daily basis.
7. Office bearers of the Bar Council and Bar Associations may issue instructions to all their members to strictly abide by the safety norms.
8. If any advocates or litigants are found violating the above said guidelines, the Principal District Judge / Head of the Establishment shall bring it to the notice of the Bar Council of Maharashtra and Goa and respective Bar Associations under

intimation to High Court by e-mail on **rg-bhc@nic.in** and may take such action as he/she deems fit and proper.

9. In case the situation owing to pandemic is worsened, the Principal District Judge/ Head of the Establishment may approach the High Court and seek appropriate directions.

10. This SOP shall remain in force until further orders.

Date: 27/11/2020

Sd/-
S.G. Dige
(Registrar General)