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OFFICE ORDER

ARRANGEMENT DURING LOCKDOWN PERIOD

In continuation of Office Order No. 14/2020 dt. 13.08.2020 and Pursuant to the directions of the Hon'ble Principal Judge, City Civil & Sessions Court, Gr. Mumbai and Hon'ble Bombay High Court Standard Operating Procedure dt. 16.06.2020 the assignment of Court during the period from 01.09.2020 to 15.09.2020 would be as follows:

1. Court taking up Criminal & Civil matters shall have their urgent board during the period from 01.09.2020 to 15.09.2020
2. All Civil & Criminal matters would be assigned to the concerned Court if Ld. Presiding Officer of that Court is not assigned duty in the said week.
3. As the Ld. Presiding Officers of the Courts taking up Civil & Criminal matters are not on duty, the urgent applications of their Courts shall be placed before the concerned Ld. Judges having charge **as per the assignment made in Annexure – I** enclosed herewith.
4. Holiday Charge for RA, BA & ABA including urgent Civil application from 01.09.2020 to 15.09.2020 including Saturday, Sunday & Holiday. All unitary staff attached to the concerned Court shown in the below table are hereby directed to attend the Holiday duty.

Date	Hon'ble Judges (Holiday Court)	Filling Clerk
01.09.2020	HHJ Shri. M. I. Lokwani	Shri. P. S. Khadse
06.09.2020	HHJ Shri. M. I. Lokwani	Shri. P. S. Khadse
12.09.2020	HHJ Shri. M. I. Lokwani	Shri. P. S. Khadse
13.09.2020	HHJ Shri. M. I. Lokwani	Shri. P. S. Khadse

5. All the RA, ABA's & BAs during the Saturday, Sunday and holiday will be taken up by the concerned Holiday Judge as per Annex-I. The Holiday Judge will also be the Administrative Judge

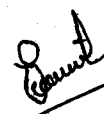
during the Holidays.

6. The Administrative Charge for the aforesaid period is shown in the table as per Annexure -I.

ALL THE ADVOCATES & LITIGANTS TO TAKE NOTE THAT

- a) Physical filing is allowed during the period from 11.00 a. m. to 01.00 p.m.. The Hard Copy shall be kept in an isolated place for 24 Hrs. It shall be placed before the concerned Court not before 72 Hrs. of such filling.
- b) All Advocates and Litigants shall note that no applications shall be entertained for lodging, filling after 1.00 p.m.
- c) Applications before Hon'ble Judges in matters of urgency will be entertained. Only on proof of prior notice to the opposite party proof of such notice be furnished to the judges concerned at the time of moving the urgent applications.
- d) Urgent matters must be moved to the HHJ through the concerned officers.

Dated this 31st Day of August, 2020


31/8/2020
(S. S. Sawant)
2nd Addl. Principal Judge
City Civil Court, Borivali Div.
Dindoshi, Goregaon, Mumbai.

Copy forwarded with compliments to :

1. The Hon'ble Principal Judge, Shri. S. B. Agrawal and other Hon'ble Judges of Bombay City Civil & Sessions Court's at Gr. Mumbai & Dindoshi.
2. All the Officers of Bombay City Civil & Sessions Court's at Gr. Mumbai, Dindoshi.
3. All the Govt. Pleaders & Public Prosecutors of Bombay City Civil & Sessions Court's at Gr. Mumbai, Dindoshi.
4. The President, Bar Association at Gr. Mumbai & Dindoshi.
5. Maintenance Department.
6. Computer Cell.

CITY CIVIL AND SESSIONS COURT, DINDOSHI

OFFICE ORDER

In view of declaration of Noval Corona Virus (COVID-19) as Global pandemic by World Health Organization (WHO) and considering the standard Operationg Procedure (SOP) issued on 16.06.2020 by the Hon'ble High Court, Bombay, DO HEREBY ORDER THAT all concerned Stenographers, Sheristedars or interpreters and Court Typist or Board Clerk of the Courts which are functional during the period from 01.09.2020 to 15.09.2020 shall attend the duty without fail, for identifying and arranging the daily/weekly board for the aforesaid period. Further, concerned Sheristedars or interpreter or Court Typist or Board Clerk & Peon or Havildar of the Courts which are not functional during the above period should remain present and discharge the daily board and update CIS.

Office timing for the staff 10.30 am to 2.30 pm.

All staff members are hereby directed to sign the muster from 01.09.2020 to 15.09.2020.

Note:

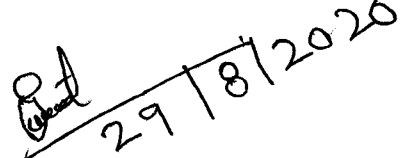
1. All the staff except one interpreter or typist of the court having charge shall remain present when concerned court has duty. The interpreter or typist who is absent on this day shall attend court on the next day. He has to attend the board, roznama and do CIS. There after sheristerdar, typist, board clerk shall come on alternate days by mutually decoding and submit the staff arrangement as per the format annexed herewith.
2. All Unitary Staff Sheristedar/Superintendent, Stenographer, Interpreter/Asst. Superintendent, Typist, Board Clerk, Havildar and Peon are hereby directed to attend more than one day in a week to complete the pending work (Decree/BOC, Moster, Pasting of Roznama during Lockdown, Pasting of QR Code, 4 Monthly Statement etc.) If they failed

to attend the duty more than 1 day in a week, then necessary leave will be deducted from their account. Concerned are directed to submit leave application accordingly.

3. All the Court unitary staff are hereby directed to attend their respective duties during the assignment of their respective Hon'ble Judges. Staff members of the court whose charge is kept with the concerned Presiding Officer shown in the assignment table is hereby directed to attend the Court (One from Class III and One from Class -IV) and the statement to that effect must be provided by the Sheristedar of the concerned Court to the Establishment department and to the Asst. Registrar as per Annexure II.
4. All the Court and Department Staff is hereby directed to attend the Court as per the arrangement made in Annexure II and to complete the pending work (Moster, Decree/BOC, CIS, Monthly Statement, Destruction, etc.)
5. All Dy. Registrar & Asst. Registrar's are hereby directed to complete the pending Plaint checking work during the aforesaid arrangement.
6. All the Sheristedars and Interpreters of concerned Court shall adjourn the matters on board on daily basis upon
 - a) seeking appropriate directions from respective Hon'ble Presiding Officer and upload the same in CIS and upload the daily board of the matters identified for urgent hearing on District Court website one day earlier. Also to see that no matter should left undated.
 - b) The Stenographer and Court Typist upload the roznama and detail order in CIS daily without fail.
 - c) The Sheristedar with the assistance of other unitary staff shall maintain all registers and update other records such as Memorandum book, filling and disposal of cases, under trial prisoners etc. and to perform all such duties as required in day to day business.

d) Moreover, in addition to the duties assigned to the Unitary Staff members of functional Courts during the period from 01.09.2020 to 15.09.2020 as per Officer Order dated 06.06.2020, all the Sheristedars are hereby directed to prepare the roster of Unitary Staff members attached to their respective Court for other working days of above period from 01.09.2020 to 15.09.2020 in such a way that, each unitary staff member shall attend the duties (except holidays) at least once in a week OR if ordered to attend the duties more than once in a week, failing which, action will be taken as contemplated in abovesaid Government Circular.

City Civil and Sessions Court,)
Dindoshi)
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(S. S. Sawant)
2nd Addl. Principal Judge

Date: 29th Aug, 2020.

Copy forwarded with compliments to :

1. The Hon'ble Principal Judge, Shri. S. B. Agrawal and other Hon'ble Judges of Bombay City Civil & Sessions Court's at Gr. Mumbai, Dindoshi.
2. All the Officers of Bombay City Civil & Sessions Court's at Gr. Mumbai, Dindoshi.
3. All the Govt. Pleaders & Public Prosecutors of Bombay City Civil & Sessions Court's at Gr. Mumbai , Dindoshi.
4. President, Bar Association at Gr. Mumbai & Dindoshi.
5. Maintenance Department & Computer Cell.

CITY CIVIL AND SESSIONS COURT, BORIVALI DIVISION,
DINDOSHI

OFFICE ORDER NO. 15 OF 2020

Sub.: Court and Office working hours for the Judicial Officer and employees of this court in view of declaration of Novel Coronavirus (COVID-19) as global pandemic by World Health Organization.

- Ref.:**
- 1) High Court, Bombay, Circular dt. 20.03.2020.
 - 2) High Court, Bombay Circular, dt. 23.03.2020, 15.04.2020 and 04.05.2020.
 - 3) Government of Maharashtra Order No. DMU/2020/C.R. No. 92/DisM-I, dt. 17.05.2020 and 31.05.2020.
 - 4) High Court, Bombay email dt. 04.06.2020 alongwith Standard Operating Procedure dt. 03.06.2020.
 - 5) High Court, Bombay, Circular dt. 16.06.2020 (modified SOP)

In pursuance to the modified Standard Operating Procedure dated 16.06.2020, issued by the Hon'ble High Court, Bombay, and in continuation of Office Order No. 14 of 2020 dt. 13.08.2020 I, S. S. Sawant, 2nd Additional Principal Judge, City Civil & Sessions Court, Borivali Division, Dindoshi, DO HEREBY ORDER THAT the City Civil & Sessions Court, Dindoshi shall function w.e.f. 01.09.2020 till 15.09.2020 with limited Courts in One shift only from 11.00 a.m. to 2.00 p.m. as per the arrangements made in **Annexure – I** hereto. Such Courts shall take urgent matters only as were being during lockdown period prior SOP dated 03.06.2020 under reference at Sr. No. 4. Whereas the Office shall functioning between 10.30 a.m. and 2.30 p.m. during aforesaid period. The rest of provisions envisaged in SOP dated 03.06.2020 shall apply mutatis mutandis. Arrangement for the period commencing from 16.09.2020, will be made separately upon receipt of advisory from the Hon'ble High Court, Bombay.

Kindly note that the seating arrangement for the Lawyers is made at the 3rd Floor in Room No. 313 in between 10.30 a.m. to 2.30 p.m. Lawyers to strictly follow the norms of Social distancing.

City Civil and Sessions Court,)
Dindoshi)

Date : 31st August, 2020)

(S. S. Sawant)
2nd Addl. Principal Judge

31/8/20

Copy forwarded with Compliments for information to:-

1. The Hon'ble Principal Judge Shri. S. B. Agrawal and all the Hon'ble Judges of City Civil & Sessions Court at Gr. Mumbai and Dindoshi for information.
2. All the Registrars and other officers of City Civil & Sessions Court Gr. Mumbai and Dindoshi.
3. Court Manager, Dindoshi.
4. All the G.P/P.P at City Civil Gr. Mumbai and Dindoshi.
5. Bar Association at Gr. Mumbai and Dindoshi.