

**OFFICE OF THE PRESIDENCY SMALL CAUSE COURT, CALCUTTA**

2 & 3, Kiran Sankar Roy Road, Kolkata-700001.

(Email: [cjpscscourtcal@yahoo.co.in](mailto:cjpscscourtcal@yahoo.co.in) , Website: [www.districts.ecourts.gov.in](http://www.districts.ecourts.gov.in))

**Order No: 104**

**Dated: 28-09-2020**

In order to give effect to the Notification No: 3667-RG Dated: 24-09-2020 of the Hon'ble High Court regarding increase of judicial activities, an attempt is made by the undersigned **to start functioning of all the Benches and Departments of this judgship on and from 01-10-2020 for the present.** However, apprehending huge number of foot-fall in the Court premises of this judgship towards rent deposits while COVID-19 protocol is to be maintained as well as limited number of days fixed by the R.B.I to accept cash deposit and further considering that local train services has not been resumed, all the respective Benches and Departments of this judgship are to be functioned only on the following dates in the month of October, 2020.

Serial No.	Date	Day
1.	<b>01-10-2020</b>	THURSDAY
2.	<b>03-10-2020</b>	SATURDAY
3.	<b>05-10-2020</b>	MONDAY
4.	<b>07-10-2020</b>	WEDNESDAY
5.	<b>08-10-2020</b>	THURSDAY
6.	<b>12-10-2020</b>	MONDAY
7.	<b>14-10-2020</b>	WEDNESDAY
8.	<b>15-10-2020</b>	THURSDAY
9.	<b>17-10-2020</b>	SATURDAY
10.	<b>19-10-2020</b>	MONDAY
11.	<b>20-10-2020</b>	TUESDAY

The Ld. Judges of all the respective Benches of this judgship shall attend Court on the aforesaid dates and shall take up those matters where both the parties/Ld. Advocates are present. Not more than 04 (four) Ld. Advocates will be allowed inside the Court room at a time during the hearing of a case.

The staff members of all the Benches and Departments of this judgship are directed to attend Court on and from 01-10-2020 on the scheduled dates, as mentioned above. **In this connection, the staff of this establishment are hereby strictly informed that pursuant to the Hon'ble High Court's above-mentioned Notification, the staff who fails to attend Court on any of the above-mentioned dates should be marked absent and be liable to submit proper leave application.**

The concerned Ld. Judges shall inform the staff of the respective Benches through mobile/whatsapp/any other suitable mode of communication to act accordingly.

Wearing of facial mask or other protective facial cover, using/carrying own hand sanitizer and maintaining social distancing as per the extant government guidelines shall be compulsory for every Ld. Judicial officer, Ld. Advocate, Court employee, litigant or any other person entering into the court premises to combat the threat of COVID-19.

Local Bar Association is requested to issue necessary directions to ensure that there is no crowding in the court premises. **The President and Secretary of Local Bar Association are also requested to intimate the Ld. Advocates/law-clerks/litigants about the mandatory wearing of face mask before entering into the Court rooms/premises otherwise matter will not be taken up for hearing.**

Head Assistant, Sr. Superintendent-in-charge of Warrant Department shall supervise the entire process of precautionary measures as enumerated above and any other additional measures, as will be felt necessary from time to time for combating the threat of COVID-19 pandemic in an appropriate manner.

### **ACCOUNTS, TREASURY & WARRANT DEPARTMENT**

**The rent deposits of all the Benches will be entertained till 1 p.m on the above-mentioned dates except on 03-10-2020, 17-10-2020, 19-10-2020 & 20-10-2020 respectively for the administrative paraphernalia.**

**The Accountant and the Treasurer are directed to supervise and monitor the entire process.**

### **COPYING DEPARTMENT**

**The Copying Department to start normal functioning however in a restricted manner in order to reduce the backlog applications:-**

- 1) The backlog work should be cleared following all the procedure within a period of 10 days,**
- 2)After 10 days, the number of normal petition will be limited to 20 per day for the present,**
- 3) The urgent application for certified copy to be allowed in a restricted manner depending upon the circumstances.**

**The H.C.C of Copying Department is directed to take all necessary steps for smooth functioning of the Department after maintaining COVID-19 protocol.**

This Order shall take effect from 01-10-2020(forenoon) until further Order.

A copy of this order be uploaded in the official website of this judgship forthwith.

Office to inform all concerned over mobile/whatsapp/any other suitable mode of communication for their information to act accordingly.

**Sd/- Chaitali Chatterjee Das**  
**Chief Judge**  
**Presidency Small Cause Court**  
**Calcutta**

**Copy forwarded for information and necessary action:-**

1. Sri Surojit Seal, Ld. Judge, 2<sup>nd</sup> Bench,
2. Sri. Sangram Saha @ Goutam Saha, Ld. Judge, 3<sup>rd</sup> Bench,
3. Sri. Biswajyoti Chatterjee, Ld. Judge. 4<sup>th</sup> Bench,
4. Sri. Soumitra Ganguly, Ld. Judge, 6<sup>th</sup> Bench,
5. President, Presidency Small Cause Court Bar Association,
6. Secretary, Presidency Small Cause Court Bar Association, **(for communicating the Ld. members of the PSCC Bar)**
7. President/Secretary, City Civil Court Bar Association, **(for communicating the Ld. members of the City Civil Court Bar)**
8. Sri. Rajib Ghosh, System officer, **(for uploading this order on court website)**
9. Sri. Nilangshu Roy, Technical Assistant, **(for uploading this order on court website)**
10. Sri. Somen Bharati, Head Assistant cum Sr. Superintendent-in-charge of Warrant Department, **(for communicating all concerned staff, department-wise.)**
11. Sri. Jayshree Shaw (Owner of the Office Vehicle), 2, Picnic Garden Road, Kolkata-39,
12. Z2 Plus Placement & Security Agency Pvt. Ltd, Director Sri. Shiv Bahadur Singh (Owner of the Office Vehicle), 310, C.R Avenue, Kolkata-700006.

Sd/- Soumyajit Bhattacharjee

Registrar  
Presidency Small Cause Court  
Calcutta