

OFFICE ORDER

ARRANGEMENT DURING LOCKDOWN PERIOD

In supersession of Office Order No. 08/2020 dt. 09.06.2020 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 19.06.2020 to 30.06.2020 would be as follows:

1. Court taking up Criminal & Civil matters shall have their urgent board during the period from 19/06/2020 to 30/06/2020.
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 21/6/2020 to 30/06/2020 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	Filling Clerk
21.06.2020	HHJ Shri. A. Z. Khan (C. R. 15)	Ms. Snehal Varekar
27.06.2020	HHJ Smt. A. D. Deo (C. R. 11)	Ms. Hema Ilkar
28.06.2020	HHJ Smt. A. D. Deo (C. R. 11)	Mr. Kunal Surve

5. All the RA, ABA's & BAs during the Saturday, Sunday and holiday will be taken up by the concerned Holiday Judge. 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.
7. All Court unitary staff such as Stenographer, Shirestedar, Typist & One Havildar or Peon are hereby directed to attend their respective duties during the assignement 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.
8. 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.). Leave will be deducted if the concerned Court or Department Staff is absent as per the arrangement made in the Annexure II.
9. All Asst. Registrar are hereby directed to complete the pending Plaint checking work during the aforesaid arrangement.

ALL THE ADVOCATES & LITIGANTS TO TAKE NOTE THAT

- a) Physical filling 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 18th Day of June, 2020

S. S. Sawant
18/6/2020

(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. M.W. Chandwani 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.