

DISTRICT & SESSIONS COURT, PUNE.

Reference: (i) Hon'ble High Court Letter bearing No. Insp-I/30/2021, dtd. 05-04-2021 along with Circular dated 05-04-2021.

(ii) Hon'ble High Court SOP dtd. 26.03.2021.

(iii) District Court, Pune Office Order No. B-16(ii)/19/2021, dtd. 30-03-2021.

(iv) Hon'ble High Court SOP dtd.27-11-2020.

No. B-16(ii)/ 21 /2021.

Dated : 06-04-2021.

OFFICE ORDER

Whereas, the Hon'ble Bombay High Court, vide letter under reference No.(i), issued Circular dated 05-04-2021, the copy of which is enclosed herewith as **Annexure-'A'**, and pleased to put in place the following arrangements with respect to the functioning of subordinate Courts in the State of Maharashtra, in supersession of Circular under reference No. (ii),

Therefore, in supersession of the Office order under reference No. (iii), the undersigned issues this Office Order as under:-

1. **All Courts in Pune Judicial District shall continue to function in TWO shifts and to take up remand and urgent matters physically with effect from 07-04-2021. The Judicial working hours will be of Two (2) hours in each shift, (i.e. from 11.00 a.m. to 01.00 p.m. and from 1.30 p.m. to 3.30 p.m.) with presence of 50% of the staff everyday, till further orders, and the office working hours shall be half an hour before and after the Judicial Working hours.**

2. The Courts may take up other matters e.g. fixed for recording of evidence, hearing of arguments etc. via virtual platform.

3. The Courts may take up the matters physically which are either brought or scheduled for compromise/ compounding.

4- **All Courts shall remain closed on every Saturday** and to take up only remand and urgent matters, as being taken up on holidays.

5- The Judicial Officers may not pass any adverse order owing to the absence of the advocates, parties, witnesses or accused persons.

6- Only take away orders and parcels services are allowed in the Canteens located within the Court premises. The Principal Judicial Officer of the respective station to issue necessary directions to the Canteens, if any, functioning within the Court Premises.

7- All the safety/precautionary measures envisaged vide SOP dated 27.11.2020 under reference No. (iv), shall apply mutatis mutandis, the copy of which is enclosed herewith as **Annexure-'B'**.

This Office order shall remain in force until further order.

All the Establishment Heads/Principal Judges of the respective establishments to nominate responsible staff members to oversee the safety norms of COVID-19 and for carrying inspection on daily basis, in their respective Court premises.

All the Judicial Officers to bring this Office Order to the notice of staff members working under their control and the Bar Association of their respective stations.

The Coordinator, Computer Section, District Court, Pune, to upload this office order on the official website of District Court, Pune.

Inform all the concerned in Pune Judicial District.

Pune.
Date: 06-04-2021.

Sd/-xxx
(Neeraj P. Dhote)
Principal District & Sessions Judge,
Pune.

Encl.: Annexures- 'A' & 'B'.

Forwarded with compliments to all the Judicial Officers in Pune Judicial District, for information and necessary action.

No. B-16(ii)/ 21 /2021,
District & Sessions Court,
Pune.
Date: 06-04-2021.

By Order,

Registrar,
District & Sessions Court, Pune.

Copy to :-

- (i) All the Judicial Officers in Pune Judicial District,
- (ii) The District Government Pleader, Pune.
- (iii) The Additional/Assistant Director of Prosecution, Pune.
- (iv) The President/Secretary, Pune Bar Association, Pune.
- (v) The Presidents/Secretaries, all Taluka Bar Associations in Pune Judicial District.
- (vi) All the Heads of the Branches, District Court, Pune.

C I R C U L A R

The Hon'ble the Chief Justice and other Hon'ble Judges of the Hon'ble Administrative Committee, after taking into account the exponential surge in COVID-19 cases and the views of stakeholders have been pleased to put in place the following arrangements with respect to the functioning of **all the Subordinate Courts in the States of Maharashtra, Goa and Union Territory of Dadra and Nagar Haveli and Daman and Diu**, in supersession of earlier Circular dated 26.03.2021.

1. All Courts shall continue to function in **TWO shifts** and to take up remand and urgent matters physically w.e.f. 07.04.2021. The Judicial working hours will be of **2 hours in each shift** with presence of 50% of the staff everyday.
2. The Principal District and Sessions Judge / Head of the Establishment may adjust the working hours of each shift (i.e. 2 hours in each shift), having regard to the local situation / condition.
3. The Courts may take up other matters e.g. fixed for recording of evidence, hearing of arguments etc., via virtual platform.
4. The Courts may take up the matters physically which are either brought or scheduled for compromise / compounding.
5. All Courts shall remain closed on every Saturday and to take up only remand and urgent matters, as being taken up on holidays.
6. The Judicial Officers may not pass any adverse order owing to the absence of the advocates, parties, witnesses or accused persons.
7. Only take away orders and parcels services are allowed in the Canteens located within the Court premises.
8. All the safety / precautionary measures envisaged vide SOP dated 27.11.2020 shall apply mutatis mutandis.

This Circular shall remain in force until further order.

Date : 05/04/2021


S.G. Dige
(Registrar General)

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)