

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KANGRA DIVISION AT
DHARAMSHALA- H.P.



No. DSJ/EC/(4-9)/2020 _____

Dated: 28.04.2021

***OFFICE ORDER ***


Whereas during this month, it has been witnessed that there has been sharp rise in the cases of Covid-19 virus and due to this reason, even the Hon'ble High Court, vide order No.HHC/RG/C-19/2020-58, dated 24th April, 2021, has directed the District Courts, to take up only urgent cases by virtual/physical mode, whichever is more practicable, till further orders. During this month, two Judicial Officers and few staff members, have tested positive for Corona virus.

Therefore, to ensure that proper social distancing and hygiene etc., are maintained in the office and courts so that there is no spread of virus in the court complexes, the instructions already issued by this office, Hon'ble High Court as well as Health Advisory, issued by the Government, from time to time, are again retreated, to be followed by all the Judicial Officers and staff in its letter and spirit:-

1. The Judicial Officers of this Civil and Sessions Division, wherever required, shall provide the masks, gloves, mops/vipers and disinfectant etc. for use by the Safai Karamcharies of concerned courts/court complexes, by making purchase, as per Rules. The Safai Karamcharies, assisted by other Class IV employees, shall carry out the cleanliness work of the court complexes 2-3 times a day. They shall ensure that each and every place, including toilets/washrooms of the court complex is neat and clean.
2. Every Judicial Officer shall depute Class-IV officials, who shall spray freshly prepared **1% sodium hypochloride solution**, in all the commonly touched surfaces, like door handles, lift button panels, wooden railings of the stairs/passages, office tables in the chamber of Presiding Officers, Staff, court room, windows of the filing counter, benches where people sit in the corridors, alongwith other furniture used by the litigants/Advocates inside the court building, 2-3 times a day, as already directed. The doors of the rooms shall be kept open, so that the hands should not touch the doors/handles regularly.
3. The Superintendents of the offices, should place necessary stickers prohibiting spitting openly in the court complex and disposal of used napkins and tissue papers etc., in the open areas. For this purpose, they shall ensure that tissue papers and napkins, are disposed of in the dustbin provided in the area of washrooms.
4. The employees may be advised to maintain personal hygiene and social distancing, resort to frequent hand washing, cover their nose/mouth while sneezing and coughing with handkerchief or tissue or flex elbow. They may also be advised not to shake hands or spit in public.
5. There shall be strict ban on use of Gutka, tobacco, bubble gum and chewing gum in the court complex.
6. The Drivers are directed to disinfect all door handles, (inside and outside), and steering wheel, before pickup and after dropping the Officers.
7. The Court staff is also directed to not to use saliva, while doing the pagination of files, on the envelopes containing letters, summons/notice etc.
8. The employees may be advised not to spread/believe in rumours or create panic.

9. Any person having symptoms of cold, fever, cough etc. shall inform the Nodal Officer, (Id. CJM, Kangra at Dharamshala), appointed as per office order No.DSJ/EC/(4-9)/2020- 4445-60, Dated:- 08.07.2020, who will take further necessary action.
10. The officers/officials of the court, shall avoid unnecessary visits/movements in crowded/community spread prone places and leave/station leave shall only be availed in exceptional circumstances, in terms of office order No.HHC/Admn./Instructions/2018-222, dated 28/30.09.2020.
11. The Officers/Officials, who have proceeded outside the headquarter(s) on any kind of leave for more than three days, shall produce Rapid Antigen Test (RAT) report, on return, in terms of the directions of Hon'ble High Court contained in office order No.HHC/RG/C-19/2020-38 dated 26th November, 2020.
12. The Officers/officials of the courts, who have been tested for Covid-19 virus through RT-PCR/RAT tests, shall isolate themselves, till the receipt of their report from the Health Department, and shall not leave the Headquarter even in case of sanction of the station leave or any other kind of leave in their favour, to prevent the spread of virus, in case the aforesaid officers/officials test positive.
13. In case anyone is found positive for covid-19 virus, then the Officers/officials, who remained his/her primary contact shall follow the SOPs/ guidelines issued from time to time by the Authorities and the period of isolation in such cases, will be dealt with as per the office order No.Per(AP-B)B(15)-19/2020 dated Shimla-171002, dated 26th November, 2020.

The Chairmen of the Disaster Management Committees of various courts, must ensure that these instructions and the measures to be taken by them, are implemented for the safety of all.


(J.K. Sharma)
District and Sessions Judge,
Kangra Division at Dharamshala.

Endst No.DSJ/EC/(4-9)/2021- 5071-5094 Dated:- 28.04.2021

Copy forwarded for information and necessary action to:-

1. The Principal Judge, Family Court, Kangra at Dharamshala for information.
2. The Presiding Judge, Labour Court-cum-Industrial Tribunal, Kangra at Dharamshala.
3. The Additional District and Sessions Judges (I), (II), (III), and Addl. District and Sessions Judge, Fast Track Special Court (POCSO), Kangra at Dharamshala
4. The Senior Civil Judge-cum-CJM, Kangra at Dharamshala (Nodal Officer).
5. The Senior Civil Judges-cum-ACJM's, Kangra, Palampur, Dehra, Nurpur.
6. The Civil Judges-cum-JMICs, Palampur, Baijnath, Kangra, Dehra, Nurpur, Jawali and Indora.
7. The Civil Judge-cum-JMIC (I) and (II), Dharamshala.
7. The Civil Nazir of this office,
8. The Daftri of this office. He is directed to get it noted from all the staff of this office for information and compliance.
9. Guard File.


District and Sessions Judge,
Kangra Division at Dharamshala.