

**OFFICE OF THE DISTRICT JUDGE, PURULIA**

ENGLISH DEPARTMENT  
**OFFICE ORDER No. 67 of 2020**

It has been reported to me by the System Officer, through Nodal Officer that the server of CIS, installed at Judicial Filing Counter (JFC) of Purulia District Court Complex, is not working properly from 25-08-20 and the same was repaired on 05-09-2020 by the authorized agency, but again on 08-09-2020 the said server started malfunctioning and the same was again reported to the technological agency having AMC and ultimately the said server completely stopped function from 14-09-2020.


Necessary correspondence appears to have already been made in this regard to concerned authorities, but they have told that restoration of functioning of system may take few days. Considering the extra ordinary situation, the following order is passed in respect of filling of the cases at Judicial Filing Counter (JFC) at Purulia District Court.

- 1) The filing of cases at the filing counter will run as **alternative filing system**, as arranged by the System Officer, and as reported the said system can only take limited work load.
- 2) The filing counter will remain open on and from 10.00 am to 12.00 noon on **every working day except the lockdown days. After 12.00 noon no case filing will be accepted for the day.**
- 3) Filing Clerk, Sri Sanath Majhi shall do the all filing working (both Civil & Criminal of all the Establishments) on every working days from 10:00 am to 1:00 pm and shall complete the entire filing process, such as, Filing-Objection-Registration-Allocation (FORA) and **shall also maintain a manual register as directed by the Nodal Officer in this regard, from time to time** and after completion of filing, back-up file will be prepared with the help of System Officer.
- 4) Filing Clerk Sri Sandip Nandi and Pallab Singha deputed by the GRO shall do the filing work (as assigned by the GRO) on and from 2.00 p.m. to 5.00 p.m. of all working days except lock-down day and shall complete the entire filing process, such as, Filing-Objection-Registration-Allocation (FORA) and shall also maintain a manual register as directed by the Nodal Officer in this regard, from time to time and after completion of filing shall take back-up of the same with the help of System Officer.
- 5) **In between 1:00 p.m. – 2:00 p.m. and 5.00 p.m. to 6:00 p.m. the back-up of the filing data will be taken by the respective filing clerk positively, with the help of System Officer.**

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- 6) **Filing Clerk of GRO section shall restrict his filing works limited 40 numbers including all types of filing in his part, as assigned by the GRO to avoid further break down of system.**
- 7) NGR filing also will be done by the concerned filing clerk of GRO section in consultation with the Nodal Officer as well as System Officer with regard to its number restriction.
- 8) **Ld. Advocates as well as Law Clerks are requested to co-operate by filing the cases at least two (02) working days before moving the same to the concerned Ld. Court.**
- 9) Further keeping in mind the pandemic of Covid-19 and recent direction of the Hon'ble Court, vide notification no. 3115-RG dated 31-08-2020 the filing counter **cannot be made crowded** at any point of time and as such, the cases are to be handed over to the filing clerk in between the given time as above and Ld. Lawyers are requested to collect the respective case registration number later on, and **co-operate** with the filing clerk as filing clerk will maintain serial number of the cases received by him.
- 10) It will be ensured by the Members of the Bar as well as law Clerks that the **filing counter is not made over crowded at any point of time and if it is made crowded, the matter shall be reported to the Nodal Officer and on such information, Nodal Officer will be at liberty to stop the filing process at JFC for the day.**
- 11) This order is subject to modification on receipt of any further information from Nodal Officer as well as System Officer.
- 12) This order is made for smooth administration and in the interest of justice.


Memo. No. 1094(18) / 21.09.2020

  
District Judge  
Purulia

Copy forwarded for information and necessary action to :

1. The Additional District & Sessions Judge, 1<sup>st</sup> Court, Purulia
2. The Additional District & Sessions Judge, 2<sup>nd</sup> Court, Purulia
3. The Additional District & Sessions Judge, 3<sup>rd</sup> Court, Purulia
4. The Additional District & Sessions Judge, FTC-1, Purulia
5. The Additional District & Sessions Judge, FTC-2, Purulia
6. The Civil Judge, Sr. Divn, Purulia.
7. The Civil Judge, Sr. Divn, (Addl. Court), Purulia.
8. The Civil Judge, Jr. Divn, Purulia.
9. The Civil Judge, Jr. Divn, Addl. Court cum Judicial Magistrate, 1<sup>st</sup> Court, Purulia.
10. The Civil Judge, Jr. Divn, 2<sup>nd</sup> Court, Purulia.
11. The Chief Judicial Magistrate, Purulia.

12. The Judicial Magistrate, 1<sup>st</sup> Court, Purulia.
13. The Judicial Magistrate, 2<sup>nd</sup> Court, Purulia.
14. The Judicial Magistrate, 3<sup>rd</sup> Court, Purulia.
15. The Judicial Magistrate, 4<sup>th</sup> Court, Purulia.
16. The President, Bar Association, Purulia for his kind information and necessary action.
17. The System Officer, Purulia. He is requested to upload this order in the Official Website of this Judgeship.
18. G.R.O., Sadar and N.G.R.O. Sadar, Purulia.

  
District Judge, Purulia  
District Judge  
Purulia