

**OFFICE OF  
THE DISTRICT JUDGE  
DAKSHIN DINAJPUR AT BALURGHAT  
ENGLISH DEPARTMENT**

**ORDER**

Order No. **105/**

Dated **Balurghat, the 31<sup>st</sup> July, 2020**

In the interest of litigant public and for the ends of justice, after holding thorough discussion with Ld. Judicial Officers and the Secretaries of both the Bar Associations of Balurghat and Buniadpur under the Judgeship of Dakshin Dinajpur, it is unanimously decided that the Courts and the Offices of this district will be reopened physically for functioning in limited form on and from 03.08.2020 keeping in mind the maintenance of social distancing and other norms as specified by the Government of India as well as the Government of West Bengal, with the terms, conditions, guidelines given below:

1. Only extremely urgent matters are to be brought for filing through the Secretary of the local Bar Association and placed before the CAO during the time period from **11:30 am to 12:30 pm. Conducting Court through video conference from residence is discouraged.**
2. Filing of new cases in **physical form** shall resume but in limited form. For Civil Courts of Original Jurisdiction; initially filing of 02 cases each on every working day will be permitted. Filing of 04 cases for the respective Courts of Chief Judicial Magistrate, Dakshin Dinajpur at Balurghat and Additional Chief Judicial Magistrate, Gangarampur at Buniadpur will be permitted. In order to strictly maintain that number of new filing stays within the specified limits, it has been agreed upon by the Ld. Portfolio holders of the Dakshin Dinajpur Bar Association and Buniadpur Bar Association that all the filing of new cases shall be routed through Bar Association in the manner as stated in earlier paragraph and only the prescribed number of new filing be forwarded to the filing counter. No new filing will be accepted at the filing counter which has not been forwarded by the Bar. At the filing counters, no overcrowding will be permitted. Queuing should be made following social distancing norms.
3. In order to reduce footfall in the Courts, the ordinary hours for sitting of all courts (judicial hours) for the purpose of hearing of cases need to be limited between **11.00 am to 3.00 pm**. The ordinary working hours in the office of all Courts shall be from **10.00 am to 5.00 pm**. The remaining working hours shall be utilized for regularizing the case records listed during the period of suspension of functioning of Courts. Bench Clerks shall place those case records before the respective Presiding Officer of each Court who will ensure that Court Diary and Daily Cause List are updated and duly forwarded and case proceedings are updated in the CIS.
4. All undated case records should be regularized by **31.08.2020** and on completion a report to that effect should be submitted to the undersigned by each court on or before **31.08.2020**.

5. Police remand file will be taken up by the Chief Judicial Magistrate at Balurghat and Additional Chief Judicial Magistrate at Buniadpur at 2.00 pm or at any time convenient for them. Holiday remand file in the concerned station will be taken up as per the roster prepared by the Chief Judicial Magistrate and concerned Additional Chief Judicial Magistrate with an intimation to the undersigned.
6. Urgent put-up applications and petitions will be taken up by the Ld.CJM/ACJM concerned. Hearing in cases u/s 125 of Cr. P.C. and D.V Act will be conducted, depending upon the urgency of matter.
7. The number of bail applications, affidavit to be taken up will be decided by the learned Chief Judicial Magistrate, and learned Additional Chief Judicial Magistrate concerned of the respective station(s). UTPs to be produced through Video-conferencing mode only, unless directed to be produced physically by the learned court concerned.
8. When a matter is heard in physical form, only the learned Advocate(s) on record will be permitted to enter the court room. After the hearing is completed learned Advocate(s) will leave the Court room and the next matter will be taken up and thereafter the learned Advocate of the case concerned shall enter the Court room. Cases where physical presence of the parties is required, same will be allowed after obtaining necessary permission from the Judge concerned. But the Advocates on record have to accompany their clients. The number of Advocates to be permitted to remain present in the court room at a time will be decided by the Judge concerned.
9. The mode, manner and timing of hearing of all petitions and applications for urgent hearing will be decided by the learned Judge concerned.
10. Staff and Judicial Officers should attend office on regular basis on time. No litigant will be allowed entry in any Office room and not more than three lawyers and law clerks (in total) will be allowed to enter into any Office Room at any given point of time.
11. **Wearing** of face mask or face shield (either) will be mandatory at all times including when arguing in Court.
12. At all times the concerned Presiding Officer shall have the power to restrict entry of persons into the Court Room.
13. Crowding in the Court Corridors is strictly prohibited and the social distancing norms as prescribed by the Central Government and State Government shall be strictly adhered to.
14. With the resumption of physical functioning of the Courts, all are to strictly abide by the ICMR guidelines and advisories issued by the MOHFW (Ministry of Health), Government of India and State Government from time to time to combat the spread of deadly Covid-19 (Corona virus).
15. It is expected that the learned Advocates shall maintain the social distancing norms in the Bar Association rooms. Number of litigants entering the Court premises will be restricted till normalcy is restored. Litigants, lawyers and law clerks who may not be required to be present should be discouraged from coming to the Court or remaining in the Court premises beyond the period absolutely necessary. Unwanted gathering of the Advocates/litigants are to be avoided in the Bar rooms/Sheresta of the Advocates. This has to be monitored by the Portfolio Holders of the Dakshin Dinajpur and Buniadpur Bar Associations and Learned members of the Bars.

16. No vehicle, other than that on duty of the Courts and belonging to the Judges, Advocates, law clerks and staff will be allowed to be parked inside the court compound. Entry of the vehicles belonging to litigants will be restricted. Such restriction of entry of vehicles is to be strictly monitored and controlled by the Court Inspector of the criminal court establishment at respective station.
17. With such restricted functioning of the Court, it is expected that the number of vehicles parked in the court compound will also be minimal and reasonable. All the vehicles shall be parked inside the stipulated areas those have already been marked.
18. Only the entrance Gate at the middle will be used to access the Courts at Balurghat. Sub-divisional Court at Buniadpur at Gangarampur to follow the same rule and should have only one entry and exit point to access the courts. All other gates/entry points shall remain closed for monitoring ingress and egress of people. Entrants not wearing mask(s) shall be denied entry into the court premises/compound. Superintendent of Police, Dakshin Dinajpur is requested to provide adequate police personnel for monitoring ingress and egress of people. The Ld. Portfolio holders of the Dakshin Dinajpur Bar Association are requested to regulate the ingress and egress in the Bar Library and its rooms.
19. The vendors will be allowed to operate in the respective court premises and queuing should be made following social distancing norms and designated circles would be put in place on the ground.
20. The cooperation of all learned lawyers, law clerks, litigants, parties and all other stakeholders is highly solicited.

For further guidelines regarding functioning of the Court, all are requested to refer to the Office Order No. 68 dated 08.06.2020 in addition to this order.

This order is effective till 31.08.2020 and subject to review thereafter regarding resumption of normal functioning of Courts. It is further mentioned that if situation so demands then the undersigned may modify the mode of functioning of the Courts in the meantime.

A copy of this order be sent to the Hon'ble High Court at Calcutta through email. Considering the prevailing exceptional circumstances arising out of COVID-19 pandemic this order be circulated among all concerned via electronic mode of communication. In the emergent situation the order be also uploaded in the official website of the district judiciary for information to the Ld. Lawyers, Staff and litigant public at large by the System Officer immediately.

Inform all concerned.



Chandrani Mukherjee (Banerjee)  
District Judge  
Dakshin Dinajpur at Balurghat

□ Copy forwarded for information and taking necessary action to:

- 01-00) *The Superintendent of Police, Dakshin Dinajpur*  
02-00) *The CMOH, Dakshin Dinajpur at Balurghat*  
03-08) *The Addl. Dist. & Sess. Judge, 1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> / F.T./ Spl. Court, Balurghat/ Buniadpur*  
09-10) *The C.J.M / A.C.J.M, Balurghat / Buniadpur, Dakshin Dinajpur*  
11-00) *The Civil Judge (Sr. Division), Balurghat*  
12-14) *The Judicial Magistrate / 2<sup>nd</sup> Court, Balurghat / Buniadpur*  
15-16) *The Civil Judge (Jr. Division), Balurghat / Buniadpur*  
17-21) *The Judge-in-Charge of Nezarath/Accounts/CD / F & S/ D.R.R, Balurghat*  
22-25) *The Judge-in-Charge of Nezarath/Accounts/CD / F & S Buniadpur*  
26-00) *The Secretary, District Legal Services Authority, Dakshin Dinajpur at Balurghat*  
27-00) *The Principal Magistrate, JJB, Balurghat, Dakshin Dinajpur*  
28-00) *The Secretary, Dakshin Dinajpur District Advocates' Bar Association, Balurghat*  
29-00) *The Secretary, Gangarampur Sub-Divisional Advocates' Bar Association, Buniadpur*  
30-31) *The Secretary, Law Clerk Association, Balurghat/ Buniadpur, Dakshin Dinajpur*  
32-39) *The G.P./P. P./P.P.-in-Ch./A.P.P., Balurghat/ Buniadpur, Dakshin Dinajpur*  
40-00) *The Secretary, Moktiar Bar Association, Balurghat*  
41-42) *The Court Inspector / GRO, Balurghat Court, Balurghat*  
43-00) *District Judge's Vernacular Section, Dakshin Dinajpur at Balurghat*  
44-00) *The System Officer, Balurghat, Dakshin Dinajpur*



District Judge,  
Dakshin Dinajpur at Balurghat