

OFFICE OF THE PRESIDENCY SMALL CAUSE COURT, CALCUTTA

2 & 3, Kiran Sankar Roy Road, Kolkata-700001.

Order No: 76

Dated: 26-06-2020

In view of the video conferencing on 03-06-2020 of the Hon'ble High Court and in terms of Hon'ble Court's Notification No: 1597-RG Dated: 05-06-2020, the following Benches are constituted to take up **only urgent matters:-**

Serial No.	Date	Name of the Judicial officers
1.	29-06-2020	Sri. Surojit Seal, Ld. Judge, 2 nd Bench
2.	01-07-2020	Sri. Soumitra Ganguly, Ld. Judge, 6 th Bench
3.	03-07-2020	Smt. Sanghamitra Podder, Ld. Judge, 3 rd Bench
4.	06-07-2020	Sri Biswajyoti Chatterjee, Ld. Judge, 4 th Bench
5.	08-07-2020	Sri. Soumitra Ganguly, Ld. Judge, 6 th Bench
6.	10-07-2020	Sri. Surojit Seal, Ld. Judge, 2 nd Bench

The Ld. Judges will take up only those matters which are of their own respective benches or of the vacant Ld. Bench of which they are presently in charge.

If the Ld. members of the Bar participate physically, the Courts will be of physical functioning, otherwise it will be through video conferencing.

The concerned Ld. Judges are requested to bring their own laptops with them on the aforesaid dates for the purpose of video conferencing, if any.

The Bench Clerk, Stenographer, Dealing Assistant and Group-D staff of the above-mentioned Ld. Benches and concerned staff of Summons Department and Warrant Department are directed to report to the Ld. Judges on the scheduled dates, for discharging their duties. The concerned Judge shall inform the aforesaid staff of the Bench through mobile/any other suitable mode of communication to act accordingly. The Head Assistant shall inform the concerned staff of Summons and Warrant Department through mobile/any other suitable mode of communication to act accordingly. **Incase, a staff of any Bench/Department cannot attend court on any of the aforesaid dates for any unavoidable circumstances, the present staff of the same grade of that particular date will assist the concerned Ld. Bench/Department on request for discharging their/his/her official duties.**

If the Ld. members of the Bar participate in physical functioning then, only six(06) chairs may be allotted to the Ld. Advocates in the court rooms maintaining social distancing as per the extant government guidelines.

Office to make necessary arrangement so that a staff from each of the above-mentioned Ld. Benches can be deployed on the scheduled dates to provide sanitizer to each of the persons entering into the courtrooms.

Wearing of facial mask or other protective facial cover, using/carrying own hand sanitizer and maintaining social distancing as per the extant government guidelines shall be compulsory for every Ld. Judicial officer, Ld. Advocate, Court employee, litigant or any other person entering into the court premises to combat the threat of COVID-19.

Local Bar Association is requested to issue necessary directions to ensure that there is no crowding in the court premises and the litigants may not visit the the Court unless their presence is directed by the Court or is unavoidable.

Head Assistant, Sr. Superintendent-in-charge of Warrant Department to supervise the entire process of precautionary measures as enumerated above and any other additional measures, as will be felt necessary from time to time for combating the threat of COVID-19 pandemic in an appropriate manner.

In view of the video conferencing dt: 03-06-2020 and the Hon'ble Court's Notification No:1597-RG Dated: 05-06-2020, the courts under this judgeship have started functioning in a restricted manner. Accordingly, for smooth functioning of the Courts and offices, the following arrangement of Bench Clerk, Stenographer, Dealing Assistant, and Group-D staff members is made for the following dates. They are directed to report to the respective Ld. Judges on the scheduled dates, for discharging their duties. In this regard, the Bench Clerk, Dealing Assistant and Group-D staff attached to the respective Ld. Benches are directed to do the needful to continue the process of pulling up the lockdown-period backlog work viz. updating the backlog in case records, diary, causelists and C.I.S respectively on an urgent basis. The concerned staff members of Summons Department and Warrant Department are also directed to supply the necessary case records from the Department to the respective benches for assisting the said purpose. All the Ld. Judges and Ld. Registrar are requested to instruct the staff members of their respective benches over phone/ whatsapp/any other suitable mode of communication to act accordingly.

As desired by the Hon'ble Court, non-attendance of any of the staff members to the Office on the dates for which they have been assigned to discharge duties, shall be viewed seriously.

Chief Bench	
Date	Name of the Staff
29-06-2020 & 06-07-2020 (Duty as per roster)	Sri. Sanatan Hansdah, Chief interpreter, Sri. Debasish Bhowmick, Stenographer, Sri. Pintu Mondal, B.C-II, Sri. Avijit Guha Roy, Group-D, Sri. Bipul Das, Group-D.
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020 (Pulling up of backlog work)	Sri. Pintu Mondal, B.C-II, Sri. Avijit Guha Roy, Group-D, Sri. Bipul Das, Group-D.
Ld. 2nd Bench	
29-06-2020 & 10-07-2020 (Duty as per roster)	Sri. Babulal Dhanuk, B.C-I, Sri. Prabhat Kiran Mondal, Stenographer, Sri. Sujoy Banerjee, B.C-II, Sri. Premangshu Chakraborty, Group-D, Sri. Anindya Kundu, Group-D
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020 (Pulling up of backlog work)	Sri. Babulal Dhanuk, B.C-I, Sri. Sujoy Banerjee, B.C-II, Sri. Premangshu Chakraborty, Group-D, Sri. Anindya Kundu, Group-D
Ld. 3rd Bench	
03-07-2020 (Duty as per roster)	Sri. Debabrata Bhowmick, Stenographer, Smt. Rupa Basak, B.C-II, Sri. Subhodip Chatterjee, Group-D
29-06-2020, 01-07-2020, 03-07-2020,	Smt. Rupa Basak, B.C-II, Sri. Subhodip

06-07-2020, 08-07-2020 & 10-07-2020 (Pulling up of backlog work)	Chatterjee, Group-D
Ld. 4th Bench	
06-07-2020 (Duty as per roster)	Sri. Pravat Kr. Mondal, B.C-I, Sri. Sourav Bandopadhyay Stenographer, Smt. Rikhi Chakraborty, B.C-II, Sri. Dibyendu Biswas, Group-D, Sri. Sujoy Roy, Group-D
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020 (Pulling up of backlog work)	Sri. Pravat Kr. Mondal, B.C-I, Smt. Rikhi Chakraborty, B.C-II, Sri. Dibyendu Biswas, Group-D, Sri. Sujoy Roy, Group-D
Ld. 5th Bench	
29-06-2020 & 10-07-2020 (Duty as per roster)	Sri. Probir Bose, Stenographer, Sri. Debasish Majumder, B.C-II, Sri. Sukanta Barua, Group-D, Sri. Ajit Hansda, Group-D
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020 (Pulling up of backlog work)	Sri. Debasish Majumder, B.C-II, Sri. Sukanta Barua, Group-D, Sri. Ajit Hansda, Group-D
Ld. 6th Bench	
01-07-2020 & 08-07-2020 (Duty as per roster)	Sri. Monoranjan Halder, B.C-I, Sri. Dhiman Bandopadhyay, Stenographer, Smt. Priyanka Bhattacharya, B.C-II, Sri. Subal Sarkar, Group-D, Sri. Paritosh Ghosh, Group-D
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020 (Pulling up of backlog work)	Sri. Monoranjan Halder, B.C-I, Smt. Priyanka Bhattacharya, B.C-II, Sri. Subal Sarkar, Group-D, Sri. Paritosh Ghosh, Group-D
Ld. Registrar Bench	
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020 (Pulling up of backlog work)	Sri. Kinkar Kumar Dutta, B.C-II, Sri. Sayantan Chatterjee, Group-D & Sri. Goutam Basak, Group-D

In case of urgent filing, the following staff are hereby engaged:-

Filing Section	
Date	Name of the Staff
29-06-2020	Sri. Somen Bharati, Head Assistant, English Department,
01-07-2020	
03-07-2020	Smt. Madhabi Sarkar, Group-B staff attached to Summons
06-07-2020	Department
08-07-2020	Sri Rahul Roy Chowdhury, Group-C staff attached to Accounts
10-07-2020	Department,
	Sri. Pintu Mondal, Group-C, B.C-II, attached to the Chief Bench
	Sri. Biswajit Samanta, Group- D, attached to the Summons
	Department,
	Smt. Poulomi Gharami, Group-D, attached to Summons Department

English Department	
Date	Name of the Staff
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020	Sri. Somen Bharati , Head Assistant, English Department,
29-06-2020, 03-07-2020, 06-07-2020 & 10-07-2020	Sri. Biswanath De , Group-B, attached to English Department & Sri. Kaushik Sengupta , attached to Judicial Service Centre
03-07-2020 & 08-07-2020	Sri. Suprasiddha Karmakar , Librarian
01-07-2020 & 08-07-2020	Smt. Sanchita Chakraborty , Group-C
29-06-2020 & 06-07-2020	Sri. Debashis Mondal , Group-D, attached to English Department
01-07-2020 & 08-07-2020	Sri. Sunil Kumar Rauth , Group-D, attached to English Department
03-07-2020 & 10-07-2020	Sri. Angshuman Rakshit , Group-D, attached to English Department

Accounts Department	
Date	Name of the Staff
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020	Sri. Jhantu Chowdhury , Accountant, Sri. Suresh Shaw , Group-B staff, Sri. Rahul Roy Chowdhury , Group-C, Sri. Kamal Mondal , Group-D
01-07-2020, 06-07-2020 & 10-07-2020	Smt. Bandana Chakraborty Group-B, Sri. Sumit Ranjan Bhowmick , Group-C Sri Jitendra Kumar Routh , Group-D
29-06-2020, 03-07-2020 & 08-07-2020	Smt. Reshmi Ghosh , Group-C & Shabana Ajimuddin Mondal , Group-C

Treasury Department	
Date	Name of the Staff
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020	Sri. Asoke Kumar Das , Treasurer
29-06-2020, 03-07-2020 & 08-07-2020	Sri. Soumen Samanta , Group-C
01-07-2020, 06-07-2020 & 10-07-2020	Smt. Ishita Bose , Group-C
01-07-2020, 06-07-2020 & 10-07-2020	Smt. Tumpa Biswas , Group-D

Summons Department	
Date	Name of the the staff
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020	Smt. Madhabi Sarkar , Group-B staff & Sri. Biswajit Samanta , Group- D
03-07-2020 & 10-07-2020	Sri. Jayanta Bhattacharya , Group-B
01-07-2020, 06-07-2020 & 08-07-2020	Smt. Jhumka Das , Group-B & Smt. Taposhi Das , Group-C
29-06-2020, 03-07-2020 & 10-07-2020	Smt. Dipika Saha Das , Group-B & Sri. Sujoy Banerjee , Group-C
29-06-2020, 03-07-2020 & 10-07-2020	Smt. Poulomi Gharami , Group-D

Warrant Department	
Date	Name of the the staff
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020	Sri. Arijit Ghatak , Execution Clerk, Group-C, attached to Warrant Department
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020	All concerned Passing Clerks only on the respective date of roster of their concerned Benches
29-06-2020 & 03-07-2020	Sri. Biswajit Biswas , Group-D,
01-07-2020 & 08-07-2020	Smt. Tanima Sur , Group-D
06-07-2020 & 10-07-2020	Sri. Lakshmi Kanta Mali , Group-D

Copying Department	
Date	Name of the staff
01-07-2020, 03-07-2020, 06-07-2020, & 10-07-2020	Sri. Ashish Kumar Rakshit , H.C.C Copying Department
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020	Sri. Amit Das , Group-C, Copying Department
29-06-2020, 06-07-2020 & 10-07-2020	Sri. Ajay Kumar Roy , Group-C, Copying Department
01-07-2020, 06-07-2020 & 10-07-2020	Sri. Mantu Kumar Singha , Group-D

Record Department	
Date	Name of the staff
29-06-2020, 03-07-2020, 06-07-2020, & 10-07-2020	Sri. Sanjay Das , Group-B, Record-Keeper-in-charge & Abul Israfil Mondal , Group-D

Seal Bailiff	
Date	Name of the staff
29-06-2020, 03-07-2020 & 08-07-2020	Sri. Avijit Chowdhury
01-07-2020, 06-07-2020 & 10-07-2020	Sri. Joydip Chatterjee

Summons Bailiff	
Date	Name of the staff
29-06-2020	Sri. Bhargav Mukherjee
01-07-2020	Sri. Subha Khalsa
03-07-2020	Sri. Souvik Sur
06-07-2020	Sri. Bijoy Kumar Singh
08-07-2020	Sri. Shib Sankar Bose
10-07-2020	Sri. Sujit Pal

The following arrangement is also made for smooth functioning of C.I.S and video conferencing arrangement:-

System Officer/ Technical Assistant	
Date	Name of Staff
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020	Sri. Rajib Ghosh, System Officer & Sri. Nilangshu Roy, Technical Assistant

The System Officer and the technical Assistant to do the needful for smooth functioning of C.I.S and video conferencing arrangement. In addition to the communication by the Ld. Registrar, the System Officer is to inform further the Technical Assistant about this arrangement.

The following sweepers and farashs are hereby directed to report the Office **in due time** on the aforeasid dates positively to clean and sweep this Court premises.

Sweeper/ Farash/Darwan	
Date	Name of the staff
29-06-2020	Sri. Nemai Roy (Farash) & Sri. Akshyay Mondal (Sweeper)
01-07-2020	Sri. Partha Sarathi Bose (Farash) & Sri. Animesh Tudu (Sweeper)
03-07-2020	Sri. Saibal Ghosh (Farash) & Sri. Akshyay Mondal (Sweeper)
06-07-2020	Sri. Nemai Roy(Farash) & Sri. Animesh Tudu (Sweeper)
08-07-2020	Sri. Partha Sarathi Bose (Farash) & Sri. Tanmoy Raha (Sweeper)
10-07-2020	Sri. Saibal Ghosh (Farash) & Smt. Munmun Koley (Sweeper)

Darwan/Water-Carrier	
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020	Sri. Sujit Nath Dolui, Darwan
29-06-2020, 01-07-2020, 03-07-2020, 06-07-2020, 08-07-2020 & 10-07-2020	Sri. Sujoy Ray, Water Carrier

In case of any administrative emergency and/or any compliance to the Hon'ble Court, if any particular staff/(s)[apart from this roster] is/are required to attend the Court on any date/(s) then that staff/(s) will have to attend the Court for that purpose by dint of this order of the undersigned.

Ld. Registrar shall inform the aforesaid Ld. Judges, Secretary/President of Presidency Small Cause Court Bar Association, System officer, Technical Assistant and the owners of the office vehicles over mobile/whatsapp/any other suitable mode of communication to act accordingly.

Head Assistant shall inform all the concerned staff members (department-wise) over mobile/whatsapp/any other suitable mode of communication to act accordingly and a copy of this roster be uploaded in the official website of this judgeship.

This Order shall take effect immediately and will remain in force until further Order.

Sd/- Rabindranath Samanta
**Chief Judge-in-Charge
Presidency Small Cause Court
Calcutta**

Memo No: 76 (i/ii/iii/iv/v/vi/vii/viii/ix/x/xi)

Dated: 26-06-2020

Copy forwarded for information and necessary action:-

1. Sri Surojit Seal, Ld. Judge, 2nd Bench,
2. Smt. Sanghamitra Podder, Ld. Judge 3rd Bench,
3. Sri. Biswajyoti Chatterjee, Ld. Judge. 4th Bench,
4. Sri. Soumitra Kumar Ganguly, Ld. Judge, 6th Bench,
5. President, Presidency Small Cause Court Bar Association,
6. Secretary, Presidency Small Cause Court Bar Association,
7. Sri. Rajib Ghosh, System officer, **(for uploading this roster on court website)**
8. Sri. Nilangshu Roy, Technical Assistant,
9. Sri. Somen Bharati, Head Assistant, **(for communicating to all concerned staff, as mentioned in this roster, department-wise)**
10. Sri. Jayshree Shaw (Owner of the Office Vehicle), 2, Picnic Garden Road, Kolkata-39,
11. Z2 Plus Placement & Security Agency Pvt. Ltd, Director Sri. Shiv Bahadur Singh (Owner of the Office Vehicle), 310, C.R Avenue, Kolkata-700006.

Sd/- Soumyajit Bhattacharjee
Registrar
Presidency Small Cause Court
Calcutta