

OFFICE OF THE PRESIDENCY SMALL CAUSE COURT, CALCUTTA

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

(Email: cjpsccourtcal@yahoo.co.in, Website: districts.ecourts.gov.in)

Order No: 83

Dated: 16-07-2020

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.	20-07-2020	Smt. Sanghamitra Podder, Ld. Judge, 3 rd Bench
2.	22-07-2020	Sri. Soumitra Ganguly, Ld. Judge, 6 th Bench
3.	24-07-2020	Sri. Soumitra Ganguly, Ld. Judge, 6 th Bench
4.	27-07-2020	Sri Biswajyoti Chatterjee, Ld. Judge, 4 th Bench
5.	29-07-2020	Sri Surojt Seal, Ld. Judge, 2 nd Bench
6.	31-07-2020	Smt. Sanghamitra Podder, Ld. Judge, 3 rd 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 Judges shall inform the aforesaid staff of the respective Benches through mobile/whatsapp/any other suitable mode of communication to act accordingly. The Head Assistant shall inform the concerned staff of Summons and Warrant Department through mobile/whatsapp/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 shall 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. They have to submit explanation with supportive/convincing documents for their non-attendance, if any, on their respective dates of roster.

Chief Bench	
Date	Name of the Staff
20-07-2020 & 27-07-2020 (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.
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020 (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	
29-07-2020 (Duty as per roster)	Sri. Babulal Dhanuk, Sri. Prabhat Kiran Mondal, Stenographer, B.C-I, Sri. Sujoy Banerjee, B.C-II, Sri. Premangshu Chakraborty, Group-D, Sri. Anindya Kundu, Group-D
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020 (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	

20-07-2020 & 31-07-2020 (Duty as per roster)	Sri. Debabrata Bhowmick, Stenographer, Smt. Rupa Basak, B.C-II, Sri. Subhodip Chatterjee, Group-D, Sri. Om Prakash Ram (only on 31-07-2020 for Order No:82 dated: 14-07-2020), Group-D
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020 (Pulling up of backlog work)	Smt. Rupa Basak, B.C-II, Sri. Subhodip Chatterjee, Group-D, Sri. Bipul Das, Group-D (only on 20-07-2020, 22-07-2020, 24-07-2020 & 27-07-2020 vide Order No:82 dated: 14-07-2020), Sri. Om Prakash Ram, Group-D (only on 29-07-2020 & 31-07-2020 for Order No: 82 dated: 14-07-2020)
Ld. 4th Bench	
27-07-2020 (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
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020 (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	
29-07-2020	Sri. Probir Bose, Stenographer, Sri. Debasish Majumder, B.C-II, Sri. Sukanta Barua, Group-D, Sri. Ajit Hansda, Group-D
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020 (Pulling up of backlog work)	Sri. Debasish Majumder, B.C-II, Sri. Sukanta Barua, Group-D, Sri. Ajit Hansda, Group-D
Ld. 6th Bench	
22-07-2020 & 24-07-2020 (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
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020 (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	
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020 (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
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	Sri. Somen Bharati, Head Assistant, English Department, Smt. Madhabi Sarkar, Group-B staff attached to Summons Department Sri Rahul Roy Chowdhury, Group-C staff attached to Accounts

	<p>Department,</p> <p>Sri. Pintu Mondal, Group-C, B.C-II, attached to the Chief Bench</p> <p>Sri. Biswajit Samanta, Group- D, attached to the Summons Department,</p> <p>Smt. Poulomi Gharami, Group-D, attached to Summons Department</p>
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English Department	
Date	Name of the Staff
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	Sri. Somen Bharati , Head Assistant, English Department,
20-07-2020, 24-07-2020, 27-07-2020 & 31-07-2020	Sri. Biswanath De , Group-B, attached to English Department
22-07-2020, 29-07-2020 & 31-07-2020	Sri. Kaushik Sengupta , Group-C, attached to Judicial Service Centre
20-07-2020 & 27-07-2020	Sri. Suprasiddha Karmakar , Librarian
22-07-2020 & 27-07-2020	Smt. Sanchita Chakraborty , Group-C
22-07-2020 & 29-07-2020	Sri. Debashis Mondal , Group-D, attached to English Department
20-07-2020 & 27-07-2020	Sri. Sunil Kumar Rauth , Group-D, attached to English Department
24-07-2020 & 31-07-2020	Sri. Angshuman Rakshit , Group-D, attached to English Department

Accounts Department	
Date	Name of the Staff
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	Sri. Jhantu Chowdhury , Accountant, Sri. Suresh Shaw , Group-B staff, Sri. Rahul Roy Chowdhury , Group-C, Sri. Kamal Mondal , Group-D
20-07-2020, 27-07-2020 & 31-07-2020	Smt. Bandana Chakraborty Group-B, Sri. Sumit Ranjan Bhowmick , Group-C
22-07-2020 & 29-07-2020	Smt. Reshmi Ghosh , Group-C & Shabana Ajimuddin Mondal , Group-C
24-07-2020 & 31-07-2020	Sri Jitendra Kumar Routh , Group-D

Treasury Department	
Date	Name of the Staff
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	Sri. Asoke Kumar Das , Treasurer
20-07-2020, 27-07-2020 & 31-07-2020	Shamim Ahmed Sarkar , Group- C
22-04-2020, 31-07-2020	Sri. Soumen Samanta , Group-C
24-07-2020 & 29-07-2020	Smt. Ishita Bose , Group-C
20-07-2020 & 27-07-2020	Smt. Tumpa Biswas , Group-D
22-04-2020 & 24-07-2020	Sri. Kamal Mondal , Group-D (vide Order No: 82 dated: 14-07-2020)
29-07-2020 & 31-07-2020	Sri. Surender Singh , Group-D (for Order No:82 dated: 14-07-2020)

Summons Department	
Date	Name of the the staff
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	Smt. Madhabi Sarkar , Group-B staff & Sri. Biswajit Samanta , Group- D
20-07-2020, 27-07-2020 & 31-07-2020	Sri. Jayanta Bhattacharya , Group-B
20-07-2020, 24-07-2020 & 27-07-2020	Smt. Jhumka Das , Group-B (Mofussil Clerk)
22-07-2020, 27-07-2020 & 31-07-2020	Smt. Dipika Saha Das , Group-B & Sri. Sujoy Banerjee , Group-C
20-07-2020, 24-07-2020 & 29-07-2020	Smt. Taposhi Das , Group-C
22-07-2020, 27-07-2020 & 31-07-2020	Smt. Poulomi Gharami , Group-D

Warrant Department	
Date	Name of the the staff
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	Sri. Arijit Ghatak , Execution Clerk, Group-C, attached to Warrant Department
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	All concerned Passing Clerks only on the respective date of roster of their concerned Benches
20-07-2020 & 27-07-2020	Sri. Biswajit Biswas , Group-D,
22-07-2020 & 29-07-2020	Smt. Tanima Sur , Group-D
24-07-2020 & 31-07-2020	Sri. Lakshmi Kanta Mali , Group-D

Copying Department	
Date	Name of the staff
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	Sri. Ashish Kumar Rakshit , H.C.C Copying Department
20-07-2020 & 27-07-2020	Sri. Amit Kumar Das , Group-C, Copying Department(in-charge)
22-07-2020 & 29-07-2020	Sri. Ajay Kumar Roy , Group-C, Copying

	Department
24-07-2020 & 31-07-2020	Sri. Deep kumar Mahato, Group-C, Copying Department
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	Sri. Mantu Kumar Singha, Group-D

Record Department	
Date	Name of the staff
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	Sri. Sanjay Das, Group-B, Record-Keeper-in-charge & Abul Israfil Mondal, Group-D

Seal Bailiff	
Date	Name of the staff
22-07-2020, 27-07-2020 & 31-07-2020	Sri. Avijit Chowdhury
20-07-2020, 24-07-2020 & 29-07-2020	Sri. Joydip Chatterjee

Summons Bailiff	
Date	Name of the staff
20-07-2020	Sri. Bhargav Mukherjee
22-07-2020	Sri. Subha Khalsa
24-07-2020	Sri. Shib Sankar Bose
27-07-2020	Sri. Bijoy Kumar Singh
29-07-2020	Sri. Anand Kumar Singh
31-07-2020	Sri. Jagdish Ram

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
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	Sri. Rajib Ghosh, System Officer
24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	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 System Officer/Technical assistant are directed to upload this roster on the court website forthwith.

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

Sweeper/ Farash/Water Carrier	
Date	Name of the staff
20-07-2020 & 27-07-2020	Sri. Nemai Roy(Farash) & Sri. Animesh Tudu (Sweeper)
22-07-2020 & 29-07-2020	Sri. Partha Sarathi Bose (Farash) & Sri. Akshyay Mondal (Sweeper)
24-07-2020 & 31-07-2020	Sri. Saibal Ghosh (Farash)
24-07-2020	Smt. Munmun Koley (Sweeper)
31-07-2020	Sri. Tanmoy Raha (Sweeper)
20-07-2020, 22-07-2020, 24-07-2020, 27-07-2020, 29-07-2020 & 31-07-2020	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: 83 (i/ii/iii/iv/v/vi/vii/viii/ix/x/xi)

Dated: 16-07-2020

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, **(for uploading this roster on court website)**

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