

**OFFICE OF THE PRESIDENCY SMALL CAUSE COURT, CALCUTTA**

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

(Email: [cjpscourtcal@yahoo.co.in](mailto:cjpscourtcal@yahoo.co.in) , Website: [districts.ecourts.gov.in](http://districts.ecourts.gov.in))

**Order No: 85**

**Dated: 30-07-2020**

In view of increase of COVID-19 patients in the city of Kolkata, continuous lockdown in the containment zones, complete lockdown twice in a week throughout the State of West Bengal and in terms of the direction of the Hon'ble High Court conveyed by email dt: 24-07-2020, the following Benches are constituted to take up **only extremely urgent matters:-**

Serial No.	Date	Name of the Judicial officers
1.	03-08-2020	Smt. Sanghamitra Podder, Ld. Judge, 3 <sup>rd</sup> Bench
2.	07-08-2020	Sri Surojit Seal, Ld. Judge, 2 <sup>nd</sup> Bench
3.	10-08-2020	Sri Biswajyoti Chatterjee, Ld. Judge, 4 <sup>th</sup> Bench
4.	14-08-2020	Sri. Soumitra Ganguly, Ld. Judge, 6 <sup>th</sup> 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.

**If any staff fails to attend office on the scheduled date, he/she shall have to explain his/her non-attendance to the office.**

<b>Chief Bench</b>	
<b>Date</b>	<b>Name of the Staff</b>
<b>03-08-2020 &amp; 10-08-2020 (Duty as per roster)</b>	<b>Sri. Sanatan Hansdah</b> , Chief Interpreter; <b>Sri. Debasish Bhowmick</b> , Stenographer; <b>Sri. Pintu Mondal</b> , B.C-II; <b>Sri. Avijit Guha Roy</b> , Group-D; <b>Sri. Bipul Das</b> , Group-D.
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020 (Pulling up of backlog work)</b>	<b>Sri. Pintu Mondal</b> , B.C-II; <b>Sri. Avijit Guha Roy</b> , Group-D; <b>Sri. Bipul Das</b> , Group-D.
<b>Ld. 2<sup>nd</sup> Bench</b>	
<b>07-08-2020 (Duty as per roster)</b>	<b>Sri. Babulal Dhanuk</b> , B.C-I; <b>Sri. Prabhat Kiran Mondal</b> , Stenographer; <b>Sri. Sujoy Banerjee</b> , B.C-II(in-charge); <b>Sri. Premangshu Chakraborty</b> , Group-D; <b>Sri. Anindya Kundu</b> , Group-D.
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020 (Pulling up of backlog work)</b>	<b>Sri. Babulal Dhanuk</b> , B.C-I; <b>Sri. Sujoy Banerjee</b> , B.C-II(in-charge); <b>Sri. Premangshu Chakraborty</b> , Group-D; <b>Sri. Anindya Kundu</b> , Group-D.
<b>Ld. 3<sup>rd</sup> Bench</b>	
<b>03-08-2020 (Duty as per roster)</b>	<b>Sri. Debabrata Bhowmick</b> , Stenographer; <b>Smt. Rupa Basak</b> , B.C-II; <b>Sri. Subhodip Chatterjee</b> , Group-D; <b>Sri. Om Prakash Ram</b> , Group-D
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp;</b>	<b>Smt. Rupa Basak</b> , B.C-II; <b>Sri. Subhodip</b>

<b>14-08-2020 (Pulling up of backlog work)</b>	<b>Chatterjee, Group-D; Sri. Om Prakash Ram, Group-D.</b>
<b>Ld. 4<sup>th</sup> Bench</b>	
<b>10-08-2020 (Duty as per roster)</b>	<b>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.</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020 (Pulling up of backlog work)</b>	<b>Sri. Pravat Kr. Mondal, B.C-I; Smt. Rikhi Chakraborty, B.C-II; Sri. Dibyendu Biswas, Group-D; Sri. Sujoy Roy, Group-D.</b>
<b>Ld. 5<sup>th</sup> Bench</b>	
<b>07-08-2020</b>	<b>Sri. Probir Bose, Stenographer; Sri. Debasish Majumder, B.C-II; Sri. Sukanta Barua, Group-D; Sri. Ajit Hansda, Group-D.</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020 (Pulling up of backlog work)</b>	<b>Sri. Debasish Majumder, B.C-II; Sri. Sukanta Barua, Group-D; Sri. Ajit Hansda, Group-D.</b>
<b>Ld. 6<sup>th</sup> Bench</b>	
<b>14-08-2020 (Duty as per roster)</b>	<b>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.</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020 (Pulling up of backlog work)</b>	<b>Sri. Monoranjan Halder, B.C-I; Smt. Priyanka Bhattacharya, B.C-II; Sri. Subal Sarkar, Group-D; Sri. Paritosh Ghosh, Group-D.</b>
<b>Ld. Registrar Bench</b>	
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020 (Pulling up of backlog work)</b>	<b>Sri. Kinkar Kumar Dutta, B.C-II; Sri. Sayantan Chatterjee, Group-D &amp; Sri. Goutam Basak, Group-D</b>

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

<b>Filing Section</b>	
<b>Date</b>	<b>Name of the Staff</b>
<b>03-08-2020,</b>	<b>Sri. Somen Bharati, Head Assistant, English Department,</b>
<b>07-08-2020,</b>	<b>Smt. Madhabi Sarkar, Group-B staff attached to Summons Department</b>
<b>10-08-2020 &amp;</b>	<b>Sri Rahul Roy Chowdhury, Group-C staff attached to Accounts Department,</b>
<b>14-08-2020</b>	<b>Sri. Pintu Mondal, Group-C, B.C-II, attached to the Chief Bench</b>
	<b>Sri. Biswajit Samanta, Group- D, attached to the Summons Department,</b>
	<b>Smt. Poulomi Gharami, Group-D, attached to Summons Department</b>

<b>English Department</b>	
<b>Date</b>	<b>Name of the Staff</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Somen Bharati, Head Assistant,</b>
<b>03-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Biswanath De, Group-B,</b>
<b>07-08-2020 &amp; 10-08-2020</b>	<b>Sri. Kaushik Sengupta, Group-C,</b>
<b>07-08-2020 &amp; 10-08-2020</b>	<b>Sri. Suprasiddha Karmakar, Group-B, Librarian</b>
<b>03-08-2020 &amp; 10-08-2020</b>	<b>Smt. Sanchita Chakraborty, Group-C,</b>
<b>14-08-2020</b>	<b>Sri. Debashis Mondal, Group-D,</b>
<b>03-08-2020 &amp; 10-08-2020</b>	<b>Sri. Sunil Kumar Rauth, Group-D,</b>
<b>07-08-2020</b>	<b>Sri. Angshuman Rakshit, Group-D,</b>

<b>Accounts Department</b>	
<b>Date</b>	<b>Name of the Staff</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Jhantu Chowdhury, Group-B, Accountant, Sri. Suresh Shaw, Group-B, Sri. Rahul Roy Chowdhury, Group-C, Sri. Kamal Mondal, Group-D</b>
<b>03-08-2020 &amp; 10-08-2020</b>	<b>Smt. Bandana Chakraborty Group-B, Sri. Sumit Ranjan Bhowmick, Group-C</b>
<b>07-08-2020 &amp; 14-08-2020</b>	<b>Smt. Reshmi Ghosh, Group-C &amp; Shabana Ajimuddin Mondal, Group-C</b>
<b>07-08-2020 &amp; 14-08-2020</b>	<b>Sri Jitendra Kumar Routh, Group-D</b>

<b>Treasury Department</b>	
<b>Date</b>	<b>Name of the Staff</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Asoke Kumar Das, Group-B, Treasurer</b>
<b>03-08-2020 &amp; 10-08-2020</b>	<b>Samim Ahmed Mondal, Group- C</b>
<b>07-08-2020</b>	<b>Sri. Soumen Samanta, Group-C</b>
<b>14-08-2020</b>	<b>Smt. Ishita Bose, Group-C</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Surender Singh, Group-D</b>
<b>07-08-2020 &amp; 14-08-2020</b>	<b>Smt. Tumpa Biswas , Group-D</b>

<b>Summons Department</b>	
<b>Date</b>	<b>Name of the the staff</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Smt. Madhabi Sarkar, Group-B</b>
<b>03-08-2020 &amp; 10-08-2020</b>	<b>Sri. Jayanta Bhattacharya, Group-B</b>
<b>03-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Smt. Jhumka Das, Group-B (Mofussil Clerk)</b>

<b>07-08-2020 &amp; 10-08-2020</b>	<b>Smt. Dipika Saha Das, Group-B</b>
<b>07-08-2020 &amp; 10-08-2020</b>	<b>Sri. Sujoy Banerjee, Group-C</b>
<b>03-08-2020 &amp; 14-08-2020</b>	<b>Smt. Taposhi Das, Group-C</b>
<b>03-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Gouranga Dhar, Group-D</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Biswajit Samanta, Group- D</b>
<b>07-08-2020 &amp; 14-08-2020</b>	<b>Smt. Poulomi Gharami, Group-D</b>

<b>Warrant Department</b>	
<b>Date</b>	<b>Name of the the staff</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Arijit Ghatak, Execution Clerk, Group-C,</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>All concerned Passing Clerks only on the respective date of roster of their concerned Benches</b>
<b>03-08-2020 &amp; 10-08-2020</b>	<b>Smt. Banhisikha Ghosal, Group-C</b>
<b>03-08-2020</b>	<b>Sri. Biswajit Biswas, Group-D,</b>
<b>07-08-2020</b>	<b>Smt. Tanima Sur, Group-D</b>
<b>10-08-2020</b>	<b>Sri. Lakshmi Kanta Mali, Group-D</b>
<b>14-08-2020</b>	<b>Sri. Biswajit Biswas, Group-D,</b>

<b>Copying Department</b>	
<b>Date</b>	<b>Name of the staff</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Ashish Kumar Rakshit, H.C.C Copying Department</b>
<b>03-08-2020 &amp; 14-08-2020</b>	<b>Sri. Amit Kumar Das, Group-C, Copying Department (in-charge)</b>
<b>07-08-2020</b>	<b>Sri. Ajay Kumar Roy, Group-C, Copying Department</b>
<b>10-08-2020</b>	<b>Sri. Deep kumar Mahato, Group-C, Copying Department</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Mantu Kumar Singha, Group-D</b>

<b>Record Department</b>	
<b>Date</b>	<b>Name of the staff</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Sanjay Das, Group-B, Record-Keeper-in-charge &amp; Abul Israfil Mondal, Group-D</b>

<b>Seal Bailiff</b>	
<b>Date</b>	<b>Name of the staff</b>
<b>07-08-2020 &amp; 10-08-2020</b>	<b>Sri. Avijit Chowdhury</b>
<b>03-08-2020 &amp; 14-08-2020</b>	<b>Sri. Joydip Chatterjee</b>

<b>Summons Bailiff</b>	
<b>Date</b>	<b>Name of the staff</b>
<b>03-08-2020</b>	<b>Sri. Joydip Nath &amp; Feroz Ahmed</b>
<b>07-08-2020</b>	<b>Sri. Kamal Porey, Sri. Subhasis Dey &amp; Sri. Souvik Sur</b>
<b>10-08-2020</b>	<b>Sri. Arabindo Hazra &amp; Sri. Sujoy Prodhan</b>
<b>14-08-2020</b>	<b>Sri. Rajesh Balmiki &amp; Sri. Dipak Chakraborty</b>

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

<b>System Officer/ Technical Assistant</b>	
<b>Date</b>	<b>Name of Staff</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Rajib Ghosh, System Officer &amp; Sri. Nilangshu Roy, Technical Assistant</b>

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

<b>Sweeper &amp; Farash</b>	
<b>Date</b>	<b>Name of the staff</b>
<b>03-08-2020</b>	<b>Sri. Nemai Roy (Farash) &amp; Smt. Munmun Koley (Sweeper)</b>
<b>07-08-2020</b>	<b>Sri. Saibal Ghosh (Farash) &amp; Sri. Animesh Tudu (Sweeper)</b>
<b>10-08-2020</b>	<b>Sri. Partha Sarathi Bose (Farash) &amp; Sri. Akshyay Mondal (Sweeper)</b>
<b>14-08-2020</b>	<b>Sri. Nemai Roy (Farash) &amp; Sri. Tanmoy Raha (Sweeper)</b>

<b>Darwan &amp; Water-Carrier</b>	
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Sujit Nath Dolui, Darwan</b>
<b>03-08-2020, 07-08-2020, 10-08-2020 &amp; 14-08-2020</b>	<b>Sri. Sujoy Ray, Water Carrier</b>

**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: 85 (i/ii/iii/iv/v/vi/vii/viii/ix/x/xi)

Dated: 30-07-2020

**Copy forwarded for information and necessary action:-**

1. Sri Surojit Seal, Ld. Judge, 2<sup>nd</sup> Bench,
2. Smt. Sanghamitra Podder, Ld. Judge 3<sup>rd</sup> Bench,
3. Sri. Biswajyoti Chatterjee, Ld. Judge. 4<sup>th</sup> Bench,
4. Sri. Soumitra Kumar Ganguly, Ld. Judge, 6<sup>th</sup> 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