

ADMINISTRATIVE ORDER NO. 16 OF 2020
DATED: 23 MARCH, 2020

In compliance of the order No.Memo/UHC/Admin.B/2020 dated 22nd March, 2020 of the Hon'ble High Court, with a view to prevent further spread of the virus, to promote social distancing and to prevent crowding in the court premises, alternate rotation of their duties of the following court staffs are made for performing the urgent court work, which is as under:

Admin Office		
1.	Sri M.M. Petwal C.A.O. Admin Office	25, 27, 30, 31 March, 2020
2	Sri Pankaj Kumar Shukla, A.O. Admin Office	24, 26, 28, 31 March, 2020
Nazarat / Account Section		
1	Sri Jayendra Singh, A.O., Central Nazir	24, 26, 28, 31, March, 2020
2	Sri Pranav Rana, Senior Assistant/ Acc. Clerk	25, 27, 30, 31 March, 2020
District & Sessions Court, Tehri Garhwal.		
1	Smt. Reeta Sajwan, Reader	24, 26, 28, 31, March, 2020
2	Smt. Harshi Dhyani, Sessions Clerk	25, 27, 30, 31 March, 2020
C.J.M. Court, Tehri Garhwal.		
1.	Sri Pankaj Panwar, Reader	24, 26, 28, 31, March, 2020
2	Sri. Sanyag Singh, Ahlamad	25, 27, 30, 31 March, 2020
Civil Judge (SD) Tehri Garhwal		
1	Sri Jyoti Prasad Bhatt, Reader	24, 26, 28, 31, March, 2020
2	Sri Matvar Singh, Junior Assistant	25, 27, 30, 31 March, 2020
Civil Judge (JD) New Tehri		
1	Sri Karan Singh, Reader	24, 26, 28, 31, March, 2020
2	Sri Vipul Uniyal, Junior Assistant	25, 27, 30, 31 March, 2020
Civil Judge (JD) Narendra Nagar		
1	Sri Anil Nayal, Reader	24, 26, 28, 31, March, 2020
2	Sri Ganesh Raturi, Junior Assistant	25, 27, 30, 31 March, 2020
Steno of all courts and staff of Addl. District & Sessions Court, Tehri Garhwal as well as Outlying Court Kirti Nagar shall come daily at such time as per direction of the concerned P.O.		

2. No official shall leave station, without prior permission of the Hon'ble High Court.
3. The remaining staff shall also remain in Station. They shall be directed to be available on mobile, in case they are required to attend urgent Court work.
4. In all the courts of this judgeship and its offices as well as Admin Office, Nazarat, Library, record room, only urgent work shall be done which cannot wait till 15.04.2020.
5. If any work of the officials, whose duties as per the chart is fixed, is pending, then they shall complete their pending work and make entries accordingly in the relevant registers of the concerned court.
6. The date as per cause list of each court shall be fixed daily by the concerned Court and the Reader/ Clerk of the concerned court shall upload immediately on the CIS software.
7. D.S.A. and System Assistant through the Nodal Officer shall report daily after uploading in CIS software to my office and my office shall immediately report me daily.

Inform all concerned.

Compliance report to be submitted.

22/3/2020
23/3/2020
(Kumkum Rani)
District Judge,
Tehri Garhwal.