

Office of the District Judge, Ghaziabad

ORDER
(No. 192 / 2021)

In compliance of the Hon'ble Court's letter No. 1944/LXXXVII-CPC/e-Courts/Allahabad/Dated 14th April 2021 and in consultation with President, District Bar Association through telephone, following guidelines for functioning of District Courts/Tribunals are being issued keeping in view the increasing cases of COVID -19 in districts.

1. The following courts and courts dealing with Special Jurisdiction shall take up the matters through the physical mode:

- a. District Judge
- b. Special Judge (CBI) Court No. 03
- c. Special Judge (S.C./S.T.) Act
- d. Special Judge (E.C.) Act
- e. Special Judge, N.D.P.S. Act/ADJ-7
- f. Additional District Judge, Court No.01
- g. Chief Judicial Magistrate
- h. Additional Chief Judicial Magistrate, Court No. 1 & 2
- i. Civil Judge (Sr. Divn)
- j. Civil Judge (Jr. Divn.)

2. The following courts shall function by virtual mode:-

- a. Exclusive court for POCSO Act.
- b. Special Court Gangster Act.

3. The following officers shall look after the judicial work/remand in respect of under trial prisoners and acceptance of bail bonds, release order:-

- I. Sri Ravindra Prasad Gupta, A.D.J.-03
- II. Sri Ravi Shankar Gupta, ACJM-3

4. The Judicial Officers shall take up the following nature of matters :-

- i. Pending/Fresh Bails
- ii. Pending/Fresh Anticipatory Bails
- iii. Disposal of Misc. Urgent Criminal applications
- iv. Disposal of urgent Civil Applications such as Injunction matters.

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v. The Judicial work/remand in respect of under trial prisoners.

vi. All such cases/matter where the Hon'ble Courts have issued the directions for expeditious disposal, in a time bound manner.

vii. Any other nature of matter, which the undersigned consider it urgent or appropriate.

5. A dedicated e-mail of District Court (**urgent.districtjudgehaziabad@gmail.com**) has been created for receiving the Bail/Anticipatory Bail Applications or other urgent applications.

6. The System Officer is directed that above e-mail ID be published on the District Court website.

7. Such applications sent by the learned counsel through e-mail shall contain the details of advocate/litigants including his mobile number, e-mail ID.

8. The computer section shall download such applications received through e-mail and necessary list shall be generated.

9. The Computer Section shall receive fresh cases/Applications (Civil/Criminal) from the advocates/litigants/other stake holders. All such cases/applications shall be registered in CIS. The applications/cases shall contain the details of advocate/Litigants including their mobile numbers. The defects if any, be informed to counsel concerned.

10. The Computer section shall also inform about the functioning of e-Courts App to all the learned counsel approaching the Judicial Service Center so that they can view the listed matters/cause list through the above App.

11. All the Presiding Officers of the court are directed that only 4 chairs will be arranged in courtroom for advocates with proper distance. Mask shall be used by everyone who enters the courtroom, Sanitizer shall be arranged at the door of courtroom, Reader, clerk etc. shall follow Social/Physical distancing guidelines.

12. The System officer/System Assistant/SA and other staff of computer



section are directed to update the cases in CIS and Court proceeding through Video-conferencing.

13. All the Presiding Officers of the concerned courts are directed to provide a copy of Bail/Anticipatory Bail applications to the Prosecution/DGC through their court official through e-mail.

14. A dedicated helpline no. **9650472094, 9999969655** is declared for assisting the advocates/litigants. The System Officer is directed that above helpline number be published on the District Court website and circulated for any information regarding the mechanism of listing of cases in cause list and time slot etc. They shall also inform about the functioning of e-Court App for the status/listing of case so that the awareness of the above facility is increased. Mechanism for connecting through VC shall also be shared by the dedicated Court Staff to the concerned stakeholders.

15. All the Presiding Officers are directed that necessary coordination be made with the Prosecution and the Jail authorities for the Judicial work.

16. Secretary, District Legal Service Authority, Ghaziabad shall render necessary assistance for generating awareness amongst the stakeholder regarding the court working through electronic mode and the same needs to be popularized by way of pamphlets, Media coverage and other modes. The printing of complete local mechanism of Court working by way of Appeal in Print media be ensured by Secretary, District Legal Authority. Necessary assistance of paralegal volunteers, be taken.

17. Only such/Learned Advocates, Litigants should come to Court premises, whose cases/matters have been listed. As soon as the cases of Learned Counsel are over, they shall leave the Court premises.

18. All Presiding Officers and Officer-in-charge of the courts are directed to ensure minimal entry of Court staff in Court premises, which shall not be more than 50%.

19. Admin Office and Computer Section are directed that daily consolidated report of the number of cases/applications decided be submitted on regular

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basis to the Hon'ble Court/CPC.

The above guidelines regarding opening & functioning of the courts shall be applicable to all the courts of this judgeship forthwith.

Information be sent to the Hon'ble High Court and also be uploaded on the official website of the district court Ghaziabad.

Inform all concerned accordingly.

Amin
15/04/2021

(Jitendra Kumar Sinha)
District Judge, Ghaziabad

District Judge
Ghaziabad

Copy to:-

1. District Magistrate, Ghaziabad
2. SSP, Ghaziabad
3. Chief Medical Officer Ghaziabad
4. Nagar Ayukt, Nagar Nigam, Ghaziabad
5. Superintendent, District Jail, Ghaziabad
6. Officer-in-charge, Nazarat, District Court Ghaziabad
7. Chief Judicial Magistrate, Ghaziabad
8. Secretary, DLSA, Ghaziabad
9. Bar Association, Ghaziabad
10. D.G.C. (CrI.) Ghaziabad
11. Joint Director, Prosecution, Ghaziabad
12. District Information Officer, Ghaziabad

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