

## OFFICE ORDER:

In continuation of my previous order dated 31.03.2020, 13.04.2020 and as per the order dated 29.04.2020 passed by The Hon'ble High Court, the arrangement on the rotation basis of the officials, in order to take preventive and remedial measures for combating the impending threat of COVID-19, has been made. Therefore, all the officials posted in the office of the undersigned are directed to comply with the directions as issued by the Hon'ble High Court and also directed to work by way of rotation w.e.f. 18.05.2020 upto 31.05.2020, as per the schedule given below:-


Sr. No.	Name of the official(s) Sh/Ms.	Designation	Duty days
<b>Establishment Branch</b>			
1	Sanjay Jain	Assistant	25.05.2020 to 31.05.2020
2	Harvinder Singh Virk	Assistant	25.05.2020 to 31.05.2020
3	Rampal Singh	Superintendent Gr.-II	18.05.2020 to 24.05.2020
4	Shiv Charan Saini	Assistant	18.05.2020 to 24.05.2020
5	Punit Malik	Office Clerk	18.05.2020 to 24.05.2020
6	Reunka	Assistant	25.05.2020 to 31.05.2020
7	Navneet Malik	Clerk	25.05.2020 to 31.05.2020
8	Vishal Kumar	Dispatch Clerk	18.05.2020 to 24.05.2020
9	Mohit Kashyap	Clerk	25.05.2020 to 31.05.2020
10	Vishal	Clerk	18.05.2020 to 24.05.2020
11	Rajesh Kumar	Receipt Clerk	25.05.2020 to 31.05.2020
12	Ram Prashad	Daftari	25.05.2020 to 31.05.2020
13	Narender	Chowkidar	18.05.2020 to 24.05.2020
<b>Accounts Branch</b>			
14	Sham Nath	Superintendent Gr.-II	25.05.2020 to 31.05.2020
15	Vikas	Assistant	18.05.2020 to 24.05.2020
16	Ashok Kumar	Clerk	25.05.2020 to 31.05.2020
<b>Statistical Branch</b>			
17	Amritpal Singh	Clerk	25.05.2020 to 31.05.2020
18	Raj Kumar	Assistant	18.05.2020 to 24.05.2020
<b>Nazir Branch</b>			
19	Sukhvir Singh	District Nazir	18.05.2020 to 24.05.2020
20	Prashant	Clerk (ad hoc basis)	25.05.2020 to 31.05.2020
<b>Sessions Record Room</b>			
21	Alka	Clerk	25.05.2020 to 31.05.2020
22	Bhagat Singh	Clerk	18.05.2020 to 24.05.2020

23	Kuldeep	Peon	18.05.2020 to 24.05.2020
24	Sohan Lal	Record Lifter	25.05.2020 to 31.05.2020
<b>Judicial Record Room</b>			
25	Subhash Rawal	Record Keeper	25.05.2020 to 31.05.2020
26	Raman Malhotra	Clerk(adhoc basis)	18.05.2020 to 24.05.2020
27	Himanshu	DRK	25.05.2020 to 31.05.2020
28	Sachin	DRK	18.05.2020 to 24.05.2020
29	Sohan Singh	Record Lifter	25.05.2020 to 31.05.2020
30	Joginder Sharma	Peon	18.05.2020 to 24.05.2020
<b>Copying Agency, Sessions Court</b>			
31	Sultan Singh	Examiner	18.05.2020 to 24.05.2020
32	Vikram Rathi	Copyist	18.05.2020 to 24.05.2020
33	Rajesh Kumar	Copyist	25.05.2020 to 31.05.2020
34	Vinod Kumar	Copyist	25.05.2020 to 31.05.2020
<b>Copying Agency, Subordinate Courts</b>			
35	Dharminder	Examiner	18.05.2020 to 24.05.2020
36	Naveen Kumar	Copyist (adhoc basis)	25.05.2020 to 31.05.2020
37	Indu	Copyist (adhoc basis)	18.05.2020 to 24.05.2020
<b>System Assistants</b>			
38	Deepak and Naresh	System Assistants	18.05.2020 to 22.05.2020
39	Naresh Kumar and Rajnish	System Assistants	23.05.2020 to 27.05.2020
40	Deepak and Rajnish	System Assistants	28.05.2020 to 31.05.2020
<b>Scanning staff.</b>			
41	Jasvir Singh	Examiner	18.05.2020 to 24.05.2020
42	Rajesh Kumar	Examiner	25.05.2020 to 31.05.2020

It is further ordered that as per the instructions issued by the Hon'ble High Court & subject to further instructions to be received from the Hon'ble High Court, Chandigarh, all the officials will not leave the station and shall be available immediately to report as and when called without any lapse during the period when they are not coming to the Courts.

Note: Examiners are directed to attest all certified copies, prepared by the Copyists, during their duty period.

All concerned be informed accordingly.

  
District & Sessions Judge,  
Panipat.

17-05-20

**OFFICE ORDER:**

It is ordered that the Lift Operators and Chowkidars shall remain present on duty on rotation basis and all the remaining shall remain present at their respective houses and will not leave the station and will also make themselves available immediately as and when their services are required, as per the following roster:-

- |     |                                   |                               |
|-----|-----------------------------------|-------------------------------|
| 1.  | Sh. Punit Raheja, Lift Operator   | From 18.05.2020 to 24.05.2020 |
| 2.  | Sh. Rohtash, Lift Operator        | From 25.05.2020 to 31.05.2020 |
| 3.  | Sh. Jai Bhagwan, Lift Operator    | From 25.05.2020 to 31.05.2020 |
| 4.  | Sh. Ravi, Lift Operator           | From 18.05.2020 to 24.05.2020 |
| 5.  | Sh. Sandeep, Chowkidar            | From 18.05.2020 to 24.05.2020 |
| 6.  | Sh. Bhawani Singh, Chowkidar      | From 18.05.2020 to 24.05.2020 |
| 7.  | Sh. Naveen, Chowkidar             | From 18.05.2020 to 24.05.2020 |
| 8.  | Sh. Narender, Chowkidar-cum-Peon, | From 25.05.2020 to 31.05.2020 |
| 9.  | Sh. Anil Singh, Chowkidar         | From 25.05.2020 to 31.05.2020 |
| 10. | Sh. Manjit Singh, Chowkidar       | From 25.05.2020 to 31.05.2020 |

All concerned be informed accordingly.

  
District & Sessions Judge,  
Pampat.  
17-05-20

**OFFICE ORDER:**

In continuation of previous office order bearing Endst. No.6564 dated 31.03.2020 and Endst. No. 6933 dated 14.04.2020, in view outbreak of COVID-19 and in order to take precautionary measures, it is hereby ordered that the member of the weeding staff shall come on duty from 18.05.2020 to 31.05.2020 as per the following duty roster:-

Sr. No.	Date	Name of the official(s)
1.	18.05.2020 to 24.05.2020	Sh. Hans Raj and Om Parkash Jhamb
2.	18.05.2020 to 24.05.2020	Shri Om Parkash Sharma-II and Ishwar Singh
3.	25.05.2020 to 31.05.2020	Sh. Om Parkash-I and Sh. Pirthi Singh
4.	25.05.2020 to 31.05.2020	Sh.Jai Gopal Sharma and Sham Singh

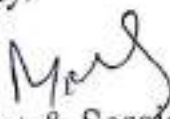
All concerned be informed accordingly.

  
District & Sessions Judge,  
Panipat.  
17-05-20

**OFFICE ORDER:**

It is hereby ordered that all the Sweepers posted in this Sessions Division are directed to present on their duty w.e.f. 18.05.2020 to 31.05.2020 (daily), for proper cleanliness of Judicial Court Complex.

All concerned be informed accordingly.

  
District & Sessions Judge  
17-05-20 Panipat.

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, PANIPAT**

**ORDER:**

In view of the directions issued by the Hon'ble Punjab & Haryana High Court, Chandigarh contained in letter No.18/Spl./RG/Misc. Dated 08.05.2020 and in view of the fact that Courts are to work restrictively due to Corona Virus outbreak, the following duty roster of the Judicial Officers, posted in Panipat Sessions Division during the period from 18.05.2020 to 31.05.2020 is prepared as under:-

**District/Additional District & Sessions Judges:-**

Sr. No.	Name & Designation of the Judicial Officer (S/Sh./Ms.)	Dates of duty
1	Manisha Batra, District & Sessions Judge, Panipat	18th, 21st, 27th & 30th of May, 2020
2	H.S. Dahiya, Addl. District & Sessions Judge, Panipat	19th, 21st, 28th & 30th of May, 2020
3	Vimal Sapra, Addl. District & Sessions Judge, Panipat	20th, 22nd, 27th & 29th of May, 2020
4	Praveen Kumar, Addl. District & Sessions Judge, Panipat	18th, 20th, 28th & 30th of May, 2020
5	Sumit Garg, Addl. District & Sessions Judge, Panipat	18th, 20th & 27th of May, 2020
6	Gagandeep Mittal, Addl. District & Sessions Judge, Panipat	19th, 22nd, <b>25th (Holiday)</b> & 28th of May, 2020
7	Tarun Singal, Addl. District & Sessions Judge, Panipat	22nd, <b>23rd, 24th, (Holiday &amp; Sunday)</b> & 29th of May, 2020
8	Nishant, Addl. District & Sessions Judge, Panipat	19th, 21st, <b>26th (Holiday)</b> & 29th of May, 2020

**Civil Judges:**

Sr. No.	Name of the officer(s) S/Sh./Ms.	Dates of duty
1.	Manoj Kumar Rana, CJ(SD), Panipat	18th, 19th, 22nd, 27th & 30th of May, 2020

2	Jatin Garg, CJM, Panipat	20th, 21st, 28th & 29th of May, 2020
3	Kirti Vashista, PMJJB, Panipat	18th, 21st, 27th & 30th of May, 2020
4.	Ashutosh, JMIC, Panipat	18th, 20th, 22nd, 27th & 29th of May, 2020 <b>(Alternate days) (23.05.2020 to 26.05.2020 being Holidays)</b>
5.	Devender Singh, CJ(JD)-cum-JMIC, Panipat.	20th, 21st, 28th & 29th of May, 2020
6.	Kapil, CJ(JD)-cum-JMIC, Panipat.	18th, 19th, 22nd, 27th & 30th of May, 2020
7.	Jyoti Grover, CJ(JD)-cum-JMIC, Panipat.	20th, 21st, 28th & 29th of May, 2020
8.	Vikash, CJ(JD)-cum-JMIC, Panipat.	18th, 19th, 22nd, 27th & 30th of May, 2020
9.	Pragati Rana, CJ(JD)-cum-JMIC, Panipat.	18th, 19th, 22nd, 27th & 30th of May, 2020.

**Note:** During the holiday period i.e. 23.05.2020 to 26.05.2020, no civil matter shall be filed at Suvidha Centre and no civil matter shall be entertained.

1	Vikash, CJ(JD)-cum-JMIC, Panipat.	<b>23.05.2020 (Holiday)</b>
2.	Sh.Devender Singh, CJ(JD)-cum-JMIC, Panipat.	<b>24.05.2020 and 26.05.2020 (Sunday &amp; Holiday)</b>
3.	Ms.Jyoti Grover, CJ(JD)-cum-JMIC, Panipat.	<b>25.05.2020 (Holiday)</b>
4.	Ms.Pragati Rana, CJ(JD)-cum-JMIC, Panipat.	<b>31.05.2020 (Sunday)</b>

Apart from this, the urgent criminal matters i.e. bail applications, superdari applications and remand work etc. which relate to the particular Courts of Judicial Magistrates, they shall also be performing duty work relating to the Courts which are detailed below:-

Sr. No.	Name of the Officer(s) Sh./Ms.	Duty work
1.	Manoj Kumar Rana, CJ(SD)-cum-ACJM, Panipat.	Duty work of his own Court as well as urgent criminal matters relating to the Court of Sh.Jatin Garg, CJM, Panipat.
2.	Jatin Garg, CJM, Panipat.	Duty work of his own Court as well as urgent

		criminal matters relating to the Court of Sh.Manoj Kumar Rana, ACJM, Panipat.
3.	Devender Singh, CJ(JD)-cum-JMIC, Panipat.	Duty work of his own Court as well as urgent criminal matters relating to the Court of Sh.Kapil, and Sh.Ashutosh, JMIC, Panipat, when they are not performing duty.
4.	Kapil, CJ(JD)-cum-JMIC, Panipat.	Duty work of his own Court as well as urgent criminal matters relating to the Court of Sh.Devender Singh, JMIC, Panipat.
5.	Jyoti Grover, CJ(JD)-cum-JMIC, Panipat.	Duty work of her own Court as well as urgent criminal matters relating to the Court of Sh.Vikash and Ms.Pragati Rana, JMIC, Panipat.
6.	Vikash, CJ(JD)-cum-JMIC, Panipat.	Duty work of his own Court as well as urgent criminal matters relating to the Court of Ms. Jyoti Grover, JMIC, Panipat.
7.	Pragati Rana, CJ(JD)-cum-JMIC, Panipat.	Duty work of her own Court as well as urgent matters relating to the Court of Sh. Ashutosh, JMIC, Panipat, when he is not performing duty.

**Sub-Division, Samalkha:**

Sr. No.	Name of the Duty Officer(s)	Dates of duty
1.	Ms. Gayatri, Addl. Civil Judge (Senior Division)-cum-Sub-Divisional Magistrate, Samalkha	18th, 19th, 20th, <b>23rd, 24th (Holiday &amp; Sunday)</b> , 28th of May, 2020
2.	Sh. Avinash Yadav, Civil Judge (Junior Division)-cum-Judicial Magistrate (1st Class), Samalkha	21st, 22nd, <b>25th, 26th (Holidays)</b> 27th, 29th, 30th & <b>31st (Sunday)</b> of May, 2020

In view of letter No.18/Spl./RG/Misc. Dated 08.05.2020, the scope of urgent matters has been widened and it is decided in consultation with the Bar Presidents, Panipat and Samalkha and the Judicial Officers, Panipat that the following type of matters shall also be taken up during the relevant period:-

**Sessions Courts:-**

1. MACT cases which are at the stage of rebuttal evidence and arguments.
2. Applications for release of compensation amount for MACT cases.



3. Urgent Miscellaneous Appeals in which application for injunction is pending.
4. Superdari matters.
5. Cases in which compromise has been effected or is to be effected.
6. Revisions.

**Family Courts:-**

1. Matters under Section 13-B of Hindu Marriage Act at the stage of first and second motion.
2. Ex-parte matters in matrimonial cases.
3. Applications for interim maintenance, interim custody of minor child.
4. Compromise matter.
5. Any other matter of urgent nature.

**Civil Courts/Courts of Judicial Magistrates:-**

1. Pending ex-parte civil suits which are at the stage of hearing arguments.
2. Cases under the provisions of Indian Succession Act and Hindu Minority & Guardianship Act wherein Succession certificate is to be issued and which are ripe.
3. Matters in which parties have arrived at compromise.
4. Criminal cases fixed for defence evidence and arguments.
5. All bail matters, remands, superdari and Injunction matters.
6. Any other matter of urgent nature.

**Special Court dealing with cases under the provisions of Negotiable Instrument Act:-**

1. Cases under Section 138 of NI Act which are fixed for consideration on the point of summoning of accused.
2. Complaints under Section 138 of NI Act which are fixed for defence evidence & arguments.
3. Complaints in which compromise is effected and matter is sought to be compounded.

It is further ordered that all the matters shall be heard through the facility of Video conferencing, Whatsapp video calling and through the App of Vidyo. The Advocates are also requested to send written arguments in the alternative. One counsel deputed by the President, District Bar Association, Panipat/Samalkha shall remain present in each Court everyday for convenience of the lawyers. The lawyers have already been rendering arguments through Whatsapp video call and are requested to continue using that facility. The telephone numbers on which they can make such calls are being provided to them daily by sending message to the Bar President.

Filing of fresh cases shall be restricted to utmost urgent such as bail matters, urgent stay matters and cases under Section 13-B of Hindu Marriage Act. Suvidha Centre shall accept cases from 10:00 a.m. to 12:00 p.m. and not thereafter and the Suvidha Centre shall not entertain any ordinary filing.

All the fresh matters filed in the Superior/Appellant Courts shall be put up before the undersigned daily and the civil matters filed in the Subordinate Courts shall be put up before the Civil Judge (Senior Division), Panipat and Addl. Civil Judge (Senior Division), Samalkha for assignment after functioning of the regular Courts.


The Officers shall comply with the directions of the Hon'ble High Court vide letters dated 22.03.2020, 30.03.2020, 13.04.2020, 29.04.2020 & 08.05.2020 and other relevant instructions. It is further ordered that 35% staff shall attend their duties for the period from 18.05.2020 to 31.05.2020 on all working days. In addition to this, 35% Weeding staff shall also work on all working days during the relevant period. The Judicial Officers shall ensure working of such staff. The officers who are not on duty as well as the staff attached with them shall work from home during this period and only one or two official shall be deputed to put up urgent matters before the Duty Judge/Magistrate and to receive urgent dak/correspondence.

The staff members as well as Judicial Officers working from home shall make themselves available immediately as and when their services are required. The Judicial Officers are also directed to ensure that all the staff working in their Court shall maintain the station. The Reader of each Court shall prepare a duty roster of the staff members who shall remain on duty during the period from 18.05.2020 to 31.05.2020. The Incharges of all branches shall also prepare a roster in such a manner that staff members of those branches are rotated equally for performing their duties.

It is further ordered that the Judicial Officers who are working from home during the relevant period shall take up cases of such dates on which they are not on duty and shall adjourn the same further. The Judicial Officers shall also ensure that the next dates of such cases are uploaded by their Reader/Ahlmad as the case may be.

The staff members attending the office shall ensure the use of Face Masks and Hand Sanitizers. They shall also ensure that the advisories issued by the Government of India or other Higher Authorities from time to time should be implemented and Social distancing is maintained by them. Duty Judges are also required to ask the officials concerned to upload the orders passed by them on CIS on the very day without any delay. This order shall be subject to any further instruction(s) to be received from the Hon'ble High Court.

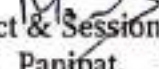
A copy of this order be uploaded on the official website of District Courts, Panipat for information to the Advocates as well as Litigants.

  
District & Sessions Judge,  
Panipat.

Endst. No. 7976-8006 / Dated 17/05/2020

Copy forwarded to the following for information and necessary action:-

1. The Registrar General, Hon'ble Punjab & Haryana High Court, Chandigarh.
2. All the Judicial Officers posted in this Sessions Division.
3. The Deputy Commissioner, Panipat.
4. The Superintendent of Police, Panipat.
5. District Attorney, Panipat.
6. The President, Bar Association, Panipat.
7. The President, Bar Association, Sub Division, Samalkha.
8. The Superintendent, District Prison, Karnal.
9. The Superintendent, District Prison, Panipat.
10. All concerned branches of this office.
11. System Officer to upload the same on the website of this Sessions Division.

  
District & Sessions Judge,  
Panipat.