

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE POONCH

\*\*\*

NO. SS-83 /PDSJP

DATED ..: 28.04.2021

ORDER

1. In view of sudden rise in Covid-19 infection cases and further in pursuance to circular issued by Hon'ble High Court of J&K, Jammu bearing No.259 dated 26.04.2021, a meeting was held with bar members. In the meeting various issues have been discussed pertaining to administrative issues and in particular relating to court's functioning during this Covid-19 period and for the period for which order of Hon'ble High Court stands extended. For court's functioning, the following modes and manners have been finally evolved:-

A. email address and whatsapp number of two officials from each court **as dedicated numbers** for the purpose shall be made available on official website of the District Court.

B. All types of filing depending upon nature and urgency involved in the matter as would be felt by persons/Advocates shall be made on these dedicated numbers by said email/whatsapp number of each court.

C. The cases pending trial or subjudice matters in different courts shall be heard through virtual mode and in those cases where it would urgently need presence of the counsel or party while hearing such matters, the counsel/party shall have to contact with Presiding Officer of the concerned court through same number/s by making written memo thereto mentioning the urgency involved.

D. That all the stakeholders involved in particular the advocates shall ensure their presence through virtual mode when the cases are heard and shall also indicate their one specified number to all the courts so as to avoid any chance of confusion about the indicated number while establishing contact with the courts.

E. The entry of litigants/public/clerks of advocates in the court premises shall remain strictly prohibited.

2. All Presiding officers in order to decongest the sections/offices of their court shall permit the staff to function in batches with 50% reduction on rotation basis. The roaster in this regard shall be formulated by the concerned Presiding Officer of the Court.

3. The staff on duty in courts and the counsel appearing physically shall take all necessary precautions to ensure physical distancing, wearing of masks and observance of SOPs issued by the Hon'ble High Court and Govt; of J&K from time to time.

4. It is also impressed upon each one concerned in the court work including lawyers and staff that while hearing the cases are present through virtual mode, none shall neither change their contact number nor switch them off. This is to ensure hassle free court work during Covid-19 period. The circular of Hon'ble High Court and this order shall remain in force till 15<sup>th</sup> May, 2021 subject to modification, if any.

(Ashok Kumar Shavan) 28/4/21  
Principal District & Sessions Judge,  
Poonch

Copy to:-

1. Worthy Registrar General Hon'ble High Court of J&K, Jammu.
2. The Secretary to his Lordships Hon'ble Mr. Justice Sanjiv Kumar Shukla Administrative Judge for District Poonch for information.
3. All Presiding Officers of the District Poonch for information and compliance.
4. The District Magistrate, Poonch
5. Senior Superintendent of Police, Poonch for information.
6. Superintendent of District Jail Poonch/Rajouri for information
7. All PPs/APPs of District Poonch for information and compliance.
8. All Presidents, Bar Associations, of District Poonch for information and compliance.
9. System Officer e-court for uploading the same on official website of the District Court.
10. Office Copy.

Office of the Principal District & Sessions Judge, Poonch

No. 140-54/2021/PDSJP

Dated : 27.04.2021

**ORDER**

In view of the sudden surge in Covid-19 infection cases throughout the country, Hon'ble High Court of J&K has issued order No.259 dated 26.04.2021 with certain guidelines to all the courts in the U.T. of J&K for observation by the courts while performing their urgent works. The main emphasis as has been put in the said order is regarding court work across the U.T. is to be held through virtual mode.

In this context, a separate meeting with bar members and Presiding Officers at District Headquarter Poonch was held and in view of the said order of the Hon'ble High Court of J&K certain issues have been discussed and finally it has been resolved that court work shall be strictly as per the order of Hon'ble High Court of J&K. It has thus made imperative upon all the courts headquartered at the district to dedicate at least two official numbers of each court for running the court work on which advocates/party concerned invariably shall have to send their case.

The officials whose numbers have been indicated below have been given strict instructions that they shall have to keep their phones switch on especially during working hours and besides shall not leave the station without intimation or prior permission of the Presiding Officer of respective courts. The numbers of the following officials have been indicated as "**The Dedicated Numbers**" and are circulated amongst respective bar members;

**PRINCIPAL DISTRICT & SESSIONS COURT POONCH**

Sr. No.	Name	Designation	Contact No.
1.	Mr. Mohd Iqbal	System Assistant	96221184511
2.	Mr. Imran Ahmed	Copyist	9419168499

**CHIEF JUDICIAL MAGISTRATE COURT POONCH**

Sr. No.	Name	Designation	Contact No.
1.	Mr. Sabar Hussain Nadeem	Civil Clerk	9797555171
2.	Mr. Arshan Ahmed	Criminal Clerk	6005419235

**SPECIAL MOBILE MAGISTRATE (SUB-JUDGE) COURT POONCH**

Sr. No.	Name of Official	Designation	Contact No.
1.	Mr. Mohd Rafi Manhas	Civil Clerk	9797581834
2.	Mr. Ajay Shashoo	Copyist	9086723621

**DISTRICT MOBILE MAGISTRATE (T) POONCH**

Sr. No.	Name of Official	Designation	Contact No.
1.	Mr. Mohd Ahsen	Criminal Clerk	9419111132
2.	Mr. Mohd Farooq	Reader	9419692932

The officials whose numbers have been indicated herein above as dedicated numbers shall after receiving copy of any motion/matter or case shall forthwith download the same and hand it over the concerned clerk for onwards presentation before the respective Presiding Officer of the court after keeping proper record thereto.

(Ashok Kumar Shavan) 58/4/21  
Principal District & Sessions Judge,  
Poonch

Copy to:-

1. Worthy Registrar General Hon'ble High Court of J&K, Jammu.
2. The Secretary to his Lordships Hon'ble Mr. Justice Sanjiv Kumar Shukla Administrative Judge for District Poonch for information.
3. Chief Judicial Magistrate, Poonch for information and compliance.
4. Sub-Judge/Special Mobile Magistrate Poonch for information and compliance
5. Sub-Judge, Surankote for information and compliance.
6. Munsiff, Surankote for information and compliance
7. Munsiff (DMM) (T), Poonch for information and compliance
8. Munsiff, Mendhar for information and compliance
9. The District Magistrate, Poonch for information.
10. Senior Superintendent of Police, Poonch for information.
11. Superintendent of District Jail Poonch/Rajouri for information
12. All PPs/APPs of District Poonch for information and compliance.
13. All Presidents, Bar Associations, of District Poonch for information and compliance.
14. System Officer e-court for uploading the same on official website of the District Court.
15. Office Copy.