

Office of the Principal Judge Family Court Ghaziabad

Administrative Order No. 16 /2021

In compliance of Guidelines issued by the Hon'ble High Court vide letter no. 1944/LXXXVII-CPC/e-Courts/Allahabad/Dated: 14.04.2021 for functioning of District Courts/Tribunals, keeping in view the increasing cases of COVID-19 in Districts, following order is being passed for functioning of Family Court's at Ghaziabad-

1. The Court of Principal Judge Family Court, Ghaziabad shall take up the matters through the physical mode.
2. As per directions contained at the point no. 04(f) all such cases/matters where Hon'ble Court has issued directions for expeditious disposal, in a time bound manner shall be undertaken. And any other nature of matter which the undersignee considers it urgent or appropriate shall be undertaken.

In the light of the above, the following Judicial Officers are assigned judicial work by way of rotation for the said purpose, with direction that they shall fix the cases relating to directions of Hon'ble Court on such day, on which they are deputed to work accordingly-

Sl.No.	Name and designation of the Judicial Officer	Day/Dates
1.	Pratibha Saxena Addl. Principal Judge, Family Court No.2	Monday, Wednesday & Friday.
2.	Chhavi Asthana Addl. Principal Judge, Family Court No.1	Monday, Wednesday & Friday.
3.	Aparna Tripathi Addl. Principal Judge, Family Court No.3	Tuesday, Thursday & Saturday.
4.	Archana Rani Addl. Principal Judge, Family Court No.5	Tuesday, Thursday & Saturday.

3. Addl. Principal Judges Family Court's shall undertake the following nature of matters-

- (1) All such cases/matters where Hon'ble Court has issued directions for expeditious disposal, in a time bound manner.
- (2) Any other matter, which Principal Judge Family Court shall consider urgent or appropriate.
- (3) Matters already fixed in Arguments in different Courts, may be heard on agreement of concerning sides.



4. All cases in which Judgments/Orders are fixed, they shall be delivered accordingly.
5. A dedicated email i.e. pj-fc.gz@u.p.gov.in of Family Court, Ghaziabad has already been created previously. The said email shall be used for receiving the urgent applications and fresh applications.
6. The urgent applications sent by the Ld. Counsels through email shall contain the details of Advocate/Litigants including his mobile number, email I.D.
7. The system Officer Sri Shivam Shrivastav and System Assistant Sri Vinlesh Shukla shall download such applications received through email and necessary list shall be generated and send the information to Family Court
8. The Judicial Service Centre (Centralised filing counter) will be used for receiving 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 number. The defects if any, may be informed to Counsel Concerned by the System Administrative at once.
9. The system Officer and System Assistant are directed that they inform about the functioning of eCourts app to all the ld. Counsels approaching the Judicial Service Centre so that they can view the listed matters/cause list through the above app.
10. All the Presiding Officers of the above stated functional courts are directed that they shall ensure that only 4 chairs will be arranged in courtroom for advocates with proper distance and everyone who enters in the courtroom shall use mask. The officials posted in the concerned shall follow Social/Physical distancing guidelines. Necessary arrangement of sanitizer at the door of every functional courtrooms shall be ensured by O/c Nazarat, Ghaziabad.
11. The System Officer and System Assistant are directed to ensure the updation of the cases in CIS and he shall also ensure proper arrangements of Video-Conferencing facilities for Court proceedings through video-conferencing.
12. Dedicated helpline mobile numbers i.e. 9810637871 (AO/Munsarim Family Court) and 9718662882 (Clerk) are hereby declared for assisting the advocates/litigants. The dedicated helpline mobile numbers shall be used for any information regarding the mechanism of listing of cases in cause list and

time slot etc.

The officials whose mobile numbers are declared as dedicated helpline are hereby directed that they shall inform the counsels/litigants about the functioning of eCourts app for the status/listing of case. They shall also apprise the concerned stakeholders about mechanism for connecting through VC.

13. Stenographers of the functional courts shall ensure uploading of orders passed by their Presiding Officers.

14. An assistance of the office bearer of the bar association be taken that they shall intimate the learned Advocates, Litigants that only such Learned Advocates and Litigants should come to Court Premises, whose cases/matters are listed and as soon as the cases of learned Counsels are complete, they shall leave court premises.

15. The Addl. Courts which will not sit on a particular day, their staff will also not come to court, so as to ensure that the total working strength of the staff should be only 50%.

16. In-charge Sadar Munsarim is hereby directed to ensure that the daily report be sent to the Office of CPC on daily basis, without fail.

In case of leave of any Judicial Officer, the next available link Officer will be Officer-in-charge of the said Judicial Officer.

Inform all concerned accordingly for compliance. Let a copy of the order be displayed on the notice board of the Judgeship.

Date 16.04.2021

Anita Raj
(Anita Raj)

Principal Judge,

Family Court, Ghaziabad.

**Principal Judge Family Court
Ghaziabad (U.P.)**