

No. 23/SPL/RG

From

Registrar General,  
Punjab & Haryana High Court,  
Chandigarh.

To,

The District & Sessions Judge,  
Amritsar.

Chandigarh, dated the 8<sup>th</sup> May, 2025.

**Subject:** Restricted functioning of District Courts.

**Ref:** Office letter No. 3538 dated 08.05.2025.

Sir,


I am directed by Hon'ble the Chief Justice to issue following directions qua restricted functioning of Courts in order to ensure the safety of General Public, Advocates, Litigants, Staff and Judicial Officers:

1. The Courts at Headquarters Amritsar and Sub-Divisional Courts at Ajnala be closed temporarily for public entry, to restrict footfall and be run in a restricted manner for a period of four days w.e.f. 09.05.2025 to 14.05.2025.
2. The entry of General Public, Lawyers, Ministerial Staff, Judicial officers and all other concerned be restricted to bare minimum during the said period.
3. The working of Courts at Sub Division Baba Bakala Sahib shall continue in routine manner.
4. To accommodate the Advocates and Litigants in the prevailing situation and to serve the interest of justice, permission be granted for filing of urgent cases only i.e. Bail Applications, Stay Applications or any other matters of urgency with the prior permission of the District & Sessions Judge, Amritsar, Civil Judge (Sr.Divn), Chief Judicial Magistrate, at District Headquarters and SDJM/ACJSD at Sub Division Ajnala, during the said period.

5. Marking of the urgent cases shall be by the District & Sessions Judge for Sessions Courts. Further, urgent civil cases for subordinate Courts shall be marked by Civil Judge (Sr. Divn.), Amritsar and urgent criminal cases for subordinate courts shall be marked by Chief Judicial Magistrate, Amritsar. Similarly, the urgent cases at Sub Division Ajnala shall be marked by SDJM/ACJSD, Ajnala during the said period.
6. Permission be granted for hearing of urgent cases through Video Conferencing mode through secured softwares. i.e. Vidyo, webex, Lifesize etc. However, in case of technical failure of any of the platforms, the hearing may be conducted through 'whatsapp', 'Zoom and 'Google duo' video calling as per the convenience. The pending cases be adjourned to next date.
7. Production of accused from police/judicial custody before the Court be permitted only through video conferencing mode during the said period.
8. The daily attendance of hundred percent staff members attached to the courts be exempted and only 50% of the staff of each respective Courts shall attend duty on rotation basis.
9. The staff not reporting for duty in Courts shall work from home during the temporary closure of courts and will not leave the station. They will make themselves available immediately as and when their services are required.
10. The holding of the benches of National Lok Adalat on 10.05.2025 be postponed.
11. The filing of urgent cases be permitted through email as well as e-filing mode. The time period of filing of urgent cases, through physical mode be restricted 11.00 a.m. to 02.30 p.m. during the said period.

*Handwritten signature*

12. The Duty Magistrate shall also conduct proceedings through video conferencing on 10.05.2025 (Saturday) / 11.05.2025 (Sunday).

  
Registrar General

Endst. No. 3552 /Dated, Amritsar the 08.05.2025

Copy forwarded for information and necessary action to:

1. All the Judicial Officers in Amritsar Sessions Division;
2. The Deputy Commissioner, Amritsar;
3. The Commissioner of Police, Amritsar (City);
4. The Senior Superintendent of Police, Amritsar (Rural);
5. The Superintendent, Central Jail, Amritsar
6. The District Attorney, Amritsar;
7. The Presidents, Bar Association, Amritsar, Ajnala & Baba Bakala Sahib;
8. System Officer of this Sessions Division, with the direction to upload the same on the official website of this Sessions Divisions;
9. System Assistant, Ajnala;
10. A copy of this order be placed on the notice board of this Court.

sd/-  
I/c District & Sessions Judge,  
Amritsar.