

OFFICE OF THE DISTRICT & SESSIONS JUDGE ::::: ::::: BONGAIGAON

O R D E R
Dated Bongaigaon the July, 2020.

In terms of Notification No. 46 and in the light of the notification no 45 dated Guwahati the 30th June/2020 issued by the Hon'ble Gauhati High Court, Guwahati with a view to curb the spread of the contagion and taking note of the safety and the well-being of the officers and the staff working in the District Court establishment a COVID-19 response team has been constituted of the following members.

- (1) Doctor, Sri Bhupen Baishya, CM & HO (CD), Bongaigaon
Phone No. 9435021956
- (2) Sri Ananda Kr Saha,
Chief Administrative Officer, Bongaigaon District Judiciary,
Phone No. 6001386362
- (3) Sri Purnananda Das,
Head Assistant, Office of the C.J.M. Establishment.
Phone No. 9864816922
- (4) Smti. Gitali Talukdar,
U.D. Assistant, O/o the Civil Judge, Bongaigaon,
Phone No. 7002704330
- (5) Sri Haridhar Barman,
U.D. Assistant, O/o the District Judge, Bongaigaon,
Phone No. 6001321103

The above team shall co-operate with the Health Department in case of any necessity, in consultation with Nodal Officer of Bongaigaon District Judiciary, if any employee makes any consultation with doctor as regards the symptom as aforesaid, he or she shall immediately sent the photocopies of the Medical Documents to the COVID-19 response team, as mentioned above.


The other guidelines as follows :

1. Every employee shall inform the CAO or Head Assistant or U.D.A., as the case may be of the concerned court if the residential area where he is residing in the containment zone
2. The employee residing with the 'Containment Zone' shall not entered the concerned court complex. Such employee de rostered from duty.

Sp 6/17/2020

3. The employee shall also inform the CAO or Head Assistant or UDA forthwith if he/she suffering from fever, running nose, short throat, Cough, Headache, Diarrhea, breathing difficulty, vomiting etc. The CAO or Head Assistant or UDA shall percolate to the District Judge, the information which he received from the concerned employee.
4. The CAO or Head Assistant or UDA shall ensure that all the employee we are face mask and used sanitizer and wash their hand frequently and also ensure that all the employees maintain physical distance and any short of unwanted gathering shall be strictly avoided.
5. Chewing of Tabacco, Gutkam Paan, Tamul etc. and spitting is strictly prohibited in the court premises. The CAO or Head Assistant or UDA shall monitor that no employee or visitor spreads in the said premises. In case of any employee indulgence in any such act, it shall invite disciplinary action.
6. The CAO or Head Assistant or UDA ensure that physical distance at least 6 feet is maintained by the litigants or advocate, clerk while queuing at filling counter. He shall further ensure that such person we are face mask properly while queuing.
7. The CAO or Head Assistant or UDA shall indentify to employees who are acquainted with the filed and relevant information of every court.
8. The CAO or Head Assistant or UDA shall allot duty to the peon /attainder in such way that the particular peon we attain only to specify part of the court.

Inform all concerned accordingly.



04.07.2020
District & Sessions Judge,
Bongaigaon

Memo No. DJB.VIII-1/2020/2262-68

Dated Bongaigaon the 4th July, 2020.

Copy forwarded to :-

1. The Registrar (Judicial), Hon'ble Gauhati High Court, Guwahati.
2. The Chief Judicial Magistrate, Bongaigaon. She is asked compliance the order.
3. The Civil Judge & Asstt. Sessions Judge, Bongaigaon for information.
4. The Munsiff, Bongaigaon for information.
5. The Doctor, Sri Bhupen Baishya, CM & HO (CD), Bongaigaon for information and necessary action.
6. Employees Concerned for information and necessary action.
- ✓ 7. Systems Officer, District Judiciary. He is asked to uploading this order in the Bongaigaon District Judiciary websites.
8. Office file.


04/07/2020
District & Sessions Judge,
Bongaigaon

THE GAUHATI HIGH COURT AT GUWAHATI

(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION NO. 45

Dated Guwahati, the 30th June, 2020

Whereas the Covid-19 pandemic has been spreading rapidly in Kamrup (Metropolitan) Area, and whereas it is feared that community transmission of the disease is in progress.

And whereas, taking such rapid transmission into account, even the Government of Assam vide Notification No. ASDMA.24/2020/Part-1/dated 26-06-2020 has also imposed a total lockdown in Kamrup (Metropolitan) Area for 14 days w.e.f. 29-06-2020 to 12-07-2020.

In the above circumstances, with a view to curb the spread of the contagion and taking note of the safety and well-being of the Officers and Staff working in the Principal Seat of the Hon'ble Gauhati High Court at Guwahati, Hon'ble the Chief Justice has been pleased to issue the following guidelines, till further orders:-

- i) Every employee shall inform the Administrative Officer (Judicial) of the concerned section, if the residential area where he is residing is declared a "Containment Zone".
- ii) The employee residing within the "Containment Zone" shall not enter the High Court complex. Such employee would be deostered from duty.
- iii) The employees are expected to inform if any tenant, neighbor, landlord or family member living in the same house/building of the employee has tested positive for the Covid-19.
- iv) The employee shall also inform the concerned AO(J) forthwith if he/she is suffering from fever, running nose, sore throat, cough, headache, diarrhea, breathing difficulty, loss of smell and taste and vomiting etc.
- v) All AO(J)s shall percolate to the Registrar (Judicial) the information which he receives from the concerned employee.

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- vi) All AO(J)s shall ensure that all the employees wear face-mask; and use sanitizer, and wash their hands frequently. The AO(J) shall further ensure that all the employees maintain physical distance, and any sort of unwanted gathering shall be strictly avoided.
- vii) Chewing of tobacco, gutkha, paan, tamul etc. and spitting is strictly prohibited in the High Court premises. The Court Officers shall monitor that no employee or visitor spits in the said premises. The Joint Registrar (Admin-II) and Deputy Registrar (Admin-II) shall supervise the same, and they shall report if any objectionable activity is reported. In case any employee indulge in any such act, it shall invite disciplinary action.
- viii) The AO(J) Filing shall ensure that physical distance of at least 6 (six) feet is maintained by the litigants or advocate's clerks while queuing at the Filing counter. The AO(J) shall further ensure that such persons wear face-mask properly while queuing. In case a person appears without mask his request be not entertained.
- ix) All AO(J)s shall identify two (02) employees who are acquainted with the files and relevant information of every Section.
- x) All AO(J)s shall allot duty to the peon/attender in such a way that the particular peon will attend only to a specified part of the Section.
- xi) A Covid-19 response team has been constituted consisting of the following members:
- a) Dr. Sudip Kumar Nath
Medical Officer, the Gauhati High Court
Contact No. 7002437430
 - b) Shri Iftekar H. Ahmed
Court Manager, the Gauhati High Court
Contact No.91018-31713
 - c) Shri Neil J. Sangma
AO (J) Protocol, the Gauhati High Court
Contact No. 9954958733

Contd..

- d) Shri Arup Kakati
Pharmacist, the Gauhati High Court
Contact No. 7002582727

The above team shall co-ordinate with the Health Department in case of any necessity, in consultation with the Registrar (Judicial) and Registrar (Admin).

- xiii) If any employee makes any consultation with doctor as regards the symptoms as aforesaid, he or she shall immediately send the photocopies of the medical documents to the Covid-19 response team, as mentioned above.
- xiv) The AO(J)s shall circulate these guidelines forthwith to all the employees under his/her control for strict compliance.

By order,
Sd/- R. A. Tapadar
REGISTRAR (JUDICIAL)

Memo No. HC. III - 06/2020 /1571-1590/G Dated 30th June, 2020

Copy to:

1. The Registrar (Vigilance/Judicial/Administration/Establishment), Gauhati High Court, Guwahati.
2. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl/ Itanagar Permanent Bench, Naharlagun.
3. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati. Guwahati.
4. The Joint Registrar (.....), Gauhati High Court, Guwahati.
5. The Deputy Registrar (.....), Gauhati High Court, Guwahati.
6. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
7. The Asstt. Registrar (.....), Gauhati High Court, Guwahati.
8. Shri Iftekar H. Ahmed, Court Manager, Gauhati High Court, Guwahati.
9. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
10. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court with a scroll in the Homepage.*
11. The P.S. to Hon'ble Mr. /Mrs. Justice, Gauhati High Court, Guwahati.
12. The A.O. (Judicial), Section, Gauhati High Court, Guwahati. *He is requested to circulate these guidelines forthwith to all the employees under his/her control for strict compliance.*
13. Shri Neil J. Sangma, Protocol Officer, Gauhati High Court, Guwahati.
14. Dr. Sudip Kumar Nath, Medical & Health Officer, Gauhati High Court Medical Unit, Guwahati.
15. The Court Master(s), Court No., Gauhati High Court, Guwahati.

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16. The Court Officer Nos. 1 & 2, Gauhati High Court, Guwahati.
17. The Chief Security Officer, Gauhati High Court, Guwahati.
18. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
19. Shri Arup Kakati, Pharmacist, Gauhati High Court Medical Unit, Guwahati.
20. Notice Boards, Gauhati High Court Old Block & New Block, Guwahati.

R. A. Tapadar
30.06.20

REGISTRAR (JUDICIAL)

Am
30/06/2020

THE GAUHATI HIGH COURT AT GUWAHATI

(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION NO. 46

Dated Guwahati, the 2nd July, 2020

Whereas the Covid-19 pandemic has been spreading rapidly in the States of Assam, Nagaland, Mizoram and Arunachal Pradesh, and whereas it is feared that community transmission of the disease is in progress in several urban areas of Assam, particularly in the Guwahati City.

And whereas, taking such rapid transmission into account, even the Government of Assam vide Notification No. ASDMA.24/2020/Part-1/dated 26-06-2020 has also imposed a total lockdown in Kamrup (Metropolitan) Area for 14 days w.e.f. 29-06-2020 to 12-07-2020.

And whereas, vide the same Notification, the Government of Assam has further directed the District Magistrates of the all the districts to promulgate necessary orders for total lockdown of all the Municipal and Town Committee areas under their jurisdiction on all Saturdays and Sundays w.e.f. 27-06-2020 until further orders.

And whereas the Government of Nagaland also vide Notification No.CSO/GAB-I/COM/GEN-I/2020 dated 29-06-2020 has extended the lockdown in all parts of the State till 15-07-2020.

In the above circumstances, with a view to curb the spread of the contagion and taking note of the safety and well-being of all the employees working in the Courts of the District and Sessions Judge, Special Judges, Family Courts, Tribunals, Chief Judicial Magistrate ("CJM") or the Sub-Divisional Judicial Magistrate (M), as the case may be, within the States of Assam, Nagaland, Mizoram and Arunachal Pradesh, Hon'ble the Chief Justice has been pleased to issue the following guidelines, till further orders:-

- i) Every employee shall inform the Sheristader or Head Assistant ("HA") or Upper Division Assistant ("UDA"), as the case may be, of the concerned Court, if the residential area where he is residing is declared a "Containment Zone".
- ii) The employee residing within the "Containment Zone" shall not enter the concerned Court complex. Such employee would be deostered from duty.

(Contd...)

- iii) The employees are expected to inform if any tenant, neighbor, landlord or family member living in the same house/building of the employee has tested positive for the Covid-19.
- iv) The employee shall also inform the concerned Sheristader or HA or UDA forthwith if he/she is suffering from fever, running nose, sore throat, cough, headache, diarrhea, breathing difficulty, loss of smell and taste and vomiting etc. The Sheristader or HA or UDA shall percolate to the District Judge, Special Judge, Principal Judge, Member, Presiding Officer, CJM or SDJM (M), as the case may be, the information which he receives from the concerned employee.
- v) The Sheristader or HA or UDA shall ensure that all the employees wear face-mask; and use sanitizer, and wash their hands frequently. The Sheristader or HA or UDA shall further ensure that all the employees maintain physical distance, and any sort of unwanted gathering shall be strictly avoided.
- vi) Chewing of tobacco, gutkha, paan, tamul etc. and spitting is strictly prohibited in the Court premises. The Sheristader or HA or UDA shall monitor that no employee or visitor spits in the said premises, and he shall report if any objectionable activity is reported. In case any employee indulges in any such act, it shall invite disciplinary action.
- vii) The Sheristader or HA or UDA shall ensure that physical distance of at least 6 (six) feet is maintained by the litigants or advocate's clerks while queuing at the Filing counter. He shall further ensure that such persons wear face-mask properly while queuing. In case a person appears without mask his request be not entertained.
- viii) The Sheristader or HA or UDA shall identify two (02) employees who are acquainted with the files and relevant information of every Court.
- * | ix) The Sheristader or HA or UDA shall allot duty to the peon/attender in such a way that the particular peon will attend only to a specified part of the Court.
- * | x) A Covid-19 response team shall be constituted in the spirit of the Notification No.45 dated 30-06-2019 of the Gauhati High Court.

The above team shall co-ordinate with the Health Department in case of any necessity, in consultation with the District Judge, Special Judge, Principal Judge, Member, Presiding Officer, CJM or SDJM (M), as the case may be.

- xi) If any employee makes any consultation with doctor as regards the symptoms as aforesaid, he or she shall immediately send the photocopies of the medical documents to the Covid-19 response team, as mentioned above.
- xii) The Sheristader or HA or UDA shall circulate these guidelines forthwith to all the employees under his control for strict compliance.

By order,
Sd/- R. A. Tapadar
REGISTRAR (JUDICIAL)

Memo No. HC. III - 06/2020 /1610-1635/G Dated 2nd July, 2020

Copy to:

1. The Registrar (Vigilance/Judicial/Administration/Establishment), Gauhati High Court, Guwahati.
2. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl/ Itanagar Permanent Bench, Naharlagun.
3. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati, Guwahati.
4. The District & Sessions Judge, _____ Assam. He /She is requested to circulate this notification amongst the respective Subordinate Courts under his/her jurisdiction.
5. The L.R.-cum-Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
6. The Principal Judge, Family Court, _____ Assam.
7. The Special Judge, Assam.
8. The Special Judge CBI & NIA Assam.
9. The Member, MACT, _____, Assam.
10. The Presiding Officer, Special Court _____, Assam.
11. The Presiding Officer, Labour Court _____, Assam.
12. The Presiding Officer, Industrial Tribunal _____, Assam.
13. The Joint Registrar (_____), Gauhati High Court, Guwahati.
14. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
15. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
16. The Asstt. Registrar (_____), Gauhati High Court, Guwahati.
17. The Court Manager, Gauhati High Court, Guwahati.
18. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
19. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court.*
20. The P.S. to Hon'ble Mr. /Mrs. Justice _____, Gauhati High Court, Guwahati.
21. The A.O. (Judicial), _____ Section, Gauhati High Court, Guwahati.
22. The Court Masters, Court No. _____, Gauhati High Court, Guwahati.
23. The Court Officer Nos. 1 & 2, Gauhati High Court, Guwahati.
24. The Chief Security Officer, Gauhati High Court, Guwahati.
25. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
26. The Gauhati High Court Notice Board, (Old Block & New Block).

R. A. Tapadar
02.07.20
REGISTRAR (JUDICIAL)

Am
02/07/2020