

**HIGH COURT OF UTTARAKHAND, NAINITAL**

**OFFICE-MEMORANDUM**

No. 28 /UHC/Admin.A/2020

Dated: August 06, 2020

In order to prevent the spread of COVID-19, several directions were issued vide Office Memorandum No.05/UHC/Admin.A/2020 dated 12.04.2020 and No.09/UHC/Admin.A/2020 dated 08.05.2020. Further, vide Office Order No.32/UHC/Admin.A/2020 dated 27.05.2020, provision of fine for not wearing face mask at public place/work place and for spitting at public place was also issued. But, it has been noticed that directions issued vide aforementioned Office Memorandum / Office Order, are not being complied with. It has come to notice that all the staff is attending their duties; social distancing is not being followed; face mask is not being used/used properly; and some of the officials are going outside the premises and after going outside, returning back to the premises.

Due to non-compliance of directions, the possibility of spread of COVID-19, cannot be ruled out. Therefore, in the interest of institution and for safety of all, following directions are being issued for compliance in letter & spirit:-

1. All the precautions/guidelines/directions issued by the Government regarding COVID-19 pandemic shall be strictly observed.
2. It is the responsibility of all to check whether social distancing is being followed and everyone present is properly using face mask.
3. Registrars, Joint Registrars, Deputy Registrars, Assistant Registrars, Section Officers, Management Officer, Protocol Officer and Librarian shall remain present on all working days and remaining staff shall be arranged on rotation basis.
4. All the Section In-charge(s) shall prepare rotation-wise arrangement of staff posted in their Sections and submit the same to Admin.A Section by 07.08.2020.
5. If there is less staff in a Section and there is requirement of all in view of work of the Section, they shall attend their duties on all working days, but, justification of same would have to be given in writing to the undersigned through the concerned Registrar and only after



permission is granted by the undersigned, such staff would attend the duty on all working days.

6. Such staff, who has not been called for duty, shall remain at home and they may be called, if required.
7. It shall be deemed that the staff, who has not been called, is on duty and no leave would have to be taken.
8. Staff attached with the Hon'ble Judges would attend their duties as per the directions of Hon'ble Judges concerned.
9. Proper social distancing at the Canteen and the place, where filing is being done shall be maintained.
10. Minimum Group-D staff shall be called, as per requirement.
11. Staff attending duty shall not move from his/her Sections unnecessarily and shall not go outside the court premises during working hours.
12. Management Officer shall ensure proper sanitization of Court Premises and all the Sections on regular basis.
13. Sanitizers (large bottles) shall be placed outside each Section and the staff shall enter the Section after sanitizing his/her hand.
14. Entry in the High Court premises shall be from Gate No. 2 (only for Advocates appearing for their cases in Court No.10), Gate No.4 (only vehicle entry & staff) and Gate No.7 (General entry). Only the staff, who is to attend duty and the Advocates, whose cases are listed, shall be permitted to enter in the High Court premises. Ld. Advocates/litigants are requested to go to only the Court Room, from where, they have to appear for their cases and soon after the case is over, to leave the premises. Staff, who is not to attend duty, is requested not to enter the premises on that day.
15. Entry shall be allowed only after thermal scanning.
16. High Court canteen would remain open only for limited purpose. No entry would be permitted in canteen. Group-D employees attached with various Sections would be used for bringing tea from the canteen. No congregation shall be done outside canteen. Management Officer shall ensure sanitization of canteen each day and only permitted card-board cups shall be used. Staff is again advised to bring their cups from their home.
17. All the concerned are requested to sanitize their hands regularly and not to touch anything unnecessarily.
18. All the concerned are also requested to keep away themselves from the premises, if they feel, they have any symptoms, which may be due to infection of COVID-19. Staff is directed to intimate to the concerned In-charge through whatsapp/e-mail/mobile.
19. Not wearing of face mask & spitting at public place shall entail penalty as provided vide Office Order No.32/UHC/Admin.A/2020 dated 27.05.2020 (copy enclosed).



Note: To supervise the compliance, following Officers shall act as Nodal Officer:-

- i) Registrar (Protocol)
- ii) Management Officer,
- iii) Chief Security Officer
- iv) In-charge LIU, High Court Security

The Management Officer, Chief Security Officer and In-charge LIU, High Court Security will regularly take round of premises and check implementation of aforesaid directions and shall report to Registrar (Protocol) in writing, in case of any violation. Thereafter, the Registrar (Protocol) shall immediately report the matter to the undersigned.

By order of Hon'ble the Acting Chief Justice

Sd/-

**(Hira Singh Bonal)**  
Registrar General

*Encl. as above*

**No. 3630/UHC/Admin.A/2020**

**Dated: August 06, 2020**

Copy for information, necessary action and to circulate amongst all the concerned to:

1. Advocate General with a request to circulate this Office Memorandum amongst all the Government Advocate/Chief Standing Counsel and all concerned.
2. President/Secretary, High Court Bar Association with a request to circulate this Office Memorandum amongst all the Advocates and all concerned for compliance.
3. All the Registrars.
4. PPS to Hon'ble the Acting Chief Justice.
5. J.R.(s)/D.R.(s)/A.R.(s)/S.O.(s) to circulate amongst the staff.
6. Head BS/Head PS to circulate amongst all the BS/PS/PA.
7. Management Officer to circulate amongst all the drivers and Class IV staff.
8. In-charge, Dispensary (Allopathic) to ensure thermal scanning at the gates.
9. In-charge, Dispensary (Homeopathy & Ayurvedic) of the Court.
10. Assistant Engineer, PWD (Provincial Division & E/M Division)
11. Branch Manager, SBI, In-charge Post Office, Railway Counter, Horticulture.
12. Chief Security Officer and In-charge LIU, High Court Security.
13. Guard File.

  
06/8/2020  
**Registrar (Vigilance)**



**HIGH COURT OF UTTARAKHAND**  
**NAINITAL**

**OFFICE ORDER**

No. 32 /UHC/Admin.A/2020

Dated: May 27, 2020.

Ministry of Home, Government of India has imposed certain restrictions at public places and work places, vide its various orders issued from time to time, by exercising powers under Section (10)(2)(1) of the Disaster Management Act, 2005.

In this connection, District Magistrate, Nainital has issued an Order No.277/COVID-19/2020 dated 15.05.2020 under the Disaster Management Act, 2005 and The Epidemic Disease Act, 1897.

By way of said order, following acts/omissions have been made punishable:

S.No.	Subject	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	Repetition
1.	Not wearing face cover/face mask at public place/work place	Fine of ₹ 200/-	Fine of ₹ 500/-	Repetition of the offence shall entail complaint under Section 51-60 of Disaster Management Act.
2.	Spitting at Public Places	Fine of ₹ 200/-	Challan under Section 81 Police Act.	

Therefore, it is directed that all the officers/officials in the establishment of High Court shall wear face mask, while in Court premises and spitting at any place in the Court premises /toilets/dustbins etc is strictly prohibited.

If any person would violate above directions, required action, as mentioned aforesaid shall be taken against him/her.

**By Order of Hon'ble the Chief Justice,**

Sd/-  
**(Hira Singh Bonal)**  
Registrar General.

No. 2231 /UHC/Admin.A/2020

Dated: May 27, 2020.

Copy for information and necessary action to:

1. All the J.R.s/D.R.s/A.R.s/S.O.s of the Court with a request to inform and circulate the order among all the employees attached with their respective Sections.
2. PPS to Hon'ble the Chief Justice with a request to place it before His Lordship and all the staff attached therein.
3. I/c Head P.S./P.S./P.A.s to Hon'ble Judges with a request to place it before their Lordships and all the staff attached therein.
4. Head B.S. with a request to inform all the Bench Secretaries.
5. Librarian/OIC-NIC of the Court.
6. Management Officer of the Court with a request to inform all the Drives and class IV employees of the Court and make sure that this order is pasted in all notice boards/gates and key points of the Court premises.
7. Public Relation Officer/Protocol Officer of the Court.
8. All the Officers/Officials of the Facility Centers of the Court.
9. Chief Security Officer of the Court with a request to ensure strict compliance of the order and to coordinate with Ld. Registrar General in case of violation of said order.
10. Guard File/Assistant concerned.

  
Assistant Registrar  
Admin. A