



P A N A J I.

NO: DSC/HC-COVID-19/529/2020/ 3833

Dated : 6th June, 2020.

16 Jyaistha, SAKA-1942.

C I R C U L A R

In continuation of the earlier Circular dated 01/06/2020 and as per the directions in the recent Circular dated 03/06/2020, issued by the Hon'ble Chief Justice and other Hon'ble Judges of the Hon'ble Committee, the regular functioning of all the Courts falling in the District of North Goa shall start functioning with effect from 08.06.2020 in two shifts (first shift from 10.00 a.m. to 1.00 p.m. and second shift from 2.30 p.m. to 5.30 p.m.)

At the District Courts at Panaji, Mapusa and Ponda, the following Judicial Officers shall take up cases in accordance with the Circular issued by the Hon'ble High Court in the first shift between **10.00 a.m. to 1.00 p.m.**

1. **Shri Irshad Agha**, Principal District & Sessions Judge, Panaji.
2. **Ms. Bela N. Naik**, District Judge-2 & Addl. Sessions Judge, Panaji, holding sittings at Ponda.
3. **Smt. Kshama M. Joshi**, District Judge-1 & Addl. Sessions Judge, Mapusa.
4. **Shri Bosco G. F. Roberts**, Ad-hoc District Judge-1 & Asst. Sessions Judge, Mapusa.

At the District Courts at Panaji, Mapusa and Ponda, the following Judicial Officers shall take up cases in accordance with the Circular issued by the Hon'ble High Court in the second shift between **2.30 p.m. to 5.00 p.m.**

1. **Ms. Sherin G. Paul**, District Judge-1 & Addl. Sessions Judge, Panaji.
2. **Ms. Durga V. Madkaikar**, District Judge-2 & Asst. Sessions Judge, Mapusa.
3. **Ms. Shabnam Shaikh**, Ad-hoc District Judge-1 & Addl. Sessions Judge, Panaji.
4. **Ms. Pooja C. Kavlekar**, Ad-hoc District Judge-2 & Asst. Sessions Judge, Panaji.

At the Civil & Criminal Court, Panaji, the following Judicial Officers shall take up cases in accordance with the Circular issued by the Hon'ble High Court in the first shift between **10.00 a.m. to 1.00 p.m.**

1. **Ms. Artikumari N. Naik**, Ad-hoc Senior Civil Judge & CJM, "A" Court, Panaji.
2. **Shri Jude Torex Sequeira**, Civil Judge, Junior Division & JMFC, "D" Court, Panaji.

At the Civil & Criminal Court, Panaji, the following Judicial Officers shall take up cases in accordance with the Circular issued by the Hon'ble High Court in the second shift between **2.30 p.m. to 5.00 p.m.**

1. **Ms. Ashwini Khandolkar**, Civil Judge, Junior Division & JMFC, "C" Court, Panaji.
2. **Ms. Pooja Desai**, Civil Judge, Junior Division & JMFC, "E" Court, Panaji.

However, regular remand work should be attended by the regular remand Judge.

At the Civil & Criminal Court, Mapusa, the following Judicial Officers shall take up cases in accordance with the Circular issued by

the Hon'ble High Court in the first shift between **10.00 a.m. to 1.00 p.m.**

1. **Ms. Sarika N. Faldessai**, Ad-hoc Senior Civil Judge & JMFC, "A" Court, Mapusa.
2. **Ms. Shantashri S. Sinai Kudchadkar**, Civil Judge, Junior Division & JMFC, "D" Court, Mapusa.
3. **Ms. Teisy Mascarenhas**, Civil Judge, Junior Division & JMFC, "F" Court, Mapusa.

At the Civil & Criminal Court, Mapusa, the following Judicial Officers shall take up cases in accordance with the Circular issued by the Hon'ble High Court in the second shift between **2.30 p.m. to 5.00 p.m.**

1. **Shri Carlo Rohin Santana Da Silva**, Ad-hoc Senior Civil Judge & JMFC, "C" Court, Mapusa.
2. **Ms. Anuradha Andrade**, Civil Judge, Junior Division & JMFC, "E" Court, Mapusa.
3. **Ms. Anusha D. Kaisukar**, Civil Judge, Junior Division & JMFC, "G" Court, Mapusa.

However, regular remand work should be attended by the regular remand Judge.

At the Civil & Criminal Court, Ponda, the following Judicial Officers shall take up cases in accordance with the Circular issued by the Hon'ble High Court in the first shift between **10.00 a.m. to 1.00 p.m.**

1. **Shri Anil Scaria**, Senior Civil Judge & JMFC, "A" Court, Ponda.

At the Civil & Criminal Court, Ponda, the following Judicial Officers shall take up cases in accordance with the Circular issued by the Hon'ble High Court in the second shift between **2.30 p.m. to 5.00 p.m.**

1. **Ms. Puja Sardessai**, Civil Judge, Junior Division & JMFC, "C" Court, Ponda.

However, regular remand work should be attended by the regular remand Judge.

At the Civil & Criminal Court, Bicholim, the following Judicial Officers shall take up cases in accordance with the Circular issued by the Hon'ble High Court in the first shift between **10.00 a.m. to 1.00 p.m.**

1. **Ms. Kalpana V. Gavas**, Senior Civil Judge & JMFC, "A" Court, Bicholim.

At the Civil & Criminal Court, Bicholim, the following Judicial Officers shall take up cases in accordance with the Circular issued by the Hon'ble High Court in the second shift between **2.30 p.m. to 5.00 p.m.**

1. **Ms. Suman C. Gad**, Civil Judge, Junior Division & JMFC, "C" Court, Bicholim.

However, regular remand work should be attended by the regular remand Judge.

At the Civil & Criminal Courts in Pernem and Valpoi, the Judicial Officers shall attend work on all working days in the first shift between **10.00 a.m. to 1.00 p.m.**

Guidelines for the functioning of the Courts:

1. All the Judicial Officers shall see that only fifty percent of the staff is called for work in first shift and remaining fifty percent of the staff in the second shift to complete the pending work.
2. The Judicial Officers may devote some time for adjusting the board so as to reduce crowd in the Court building/hall.
3. The Judicial Officer should keep moderate number of cases on daily board. It would be desirable that during the first week, not more than 10 matters are placed on the daily board in every Court in each shift. The daily board should be uploaded on the District Court website preferably a day in advance and if possible by sending copy of the same to the concerned Advocates by Whatsapp or email.
4. Judicial Officers may not pass any adverse order owing to the absence of the parties to the proceedings.
5. The Judicial Officers may also generally refrain themselves from taking coercive action, such as passing ex-parte orders, issuance of warrants to the accused and witnesses, etc.
6. Judicial Officers may give priority to the cases which are posted for delivery of Judgments.

7. The Judicial Officers shall ensure utmost use of the facility of video conferencing and persuade the advocates to use the same by apprising them with the benefits of the facility.
8. The hearing of final arguments shall preferably be done via video conferencing and / or by accepting the written notes of arguments submitted by either of the parties.
9. The Advocates and Parties are requested to verify the dates of their matters through CIS system to avoid attending Court proceedings.

Registration Section:

1. Filing of cases of urgent nature and regular filing will be accepted from 10.00 a.m. to 1.00 p.m. as far as possible, on the ground floor of the building (near the entry gate) by a dedicated staff deputed for the session. Interested litigants and/or advocates may send by mail to the District court or the concern court their requests for registration of the case. Provision shall be made for filing/accepting of cases, affirmation/declaration by a mechanism of issuing token system and giving a particular time slot for filing of such cases. Per day only 10 tokens will be issued to the interested parties on the first come first serve basis and considering the urgency in the matter. To avoid excess crowd in the Court office/registry, the Advocates are requested to ensure that the affidavits and/or verification of pleadings are duly verified before a Notary.
2. All the Advocates shall observe social/physical distancing norms and the seating arrangements in the Court halls and departments be adjusted accordingly. No visitor(s) other than

Advocates and parties in person whose matters are listed shall be allowed in the Court premises.

3. In order to minimize the physical contact, the Information Kiosk Machine/s be switched off until further orders. Close water coolers and glasses and request Persons/Advocates visiting Courts to bring own water bottles, food items.
4. The copy of the daily board shall be supplied to the Bar Association a day in advance with a request to the concerned Advocates to cause their presence unaccompanied by any other person to avoid crowding and to maintain physical distancing.
5. The services of Class-IV employees and contractual servants viz. Sweepers shall be monitored by responsible officer to ensure proper upkeep of the Court building and the surrounding area neat and tidy, as well as to sanitize the same with disinfectants with the help of local bodies.
6. Beyond the office hours, as stated in the manner aforementioned, the concerned staff may be called for routine correspondence as well as to furnish the necessary information for submission to the High Court and for the compliance as directed by the High Court.

GENERAL INSTRUCTIONS:

1. Persons who may have symptoms of fever, sore throat, cough, running nose or breathing difficulty are advised to self-restrain themselves from presently visiting the Court premises. Any visitor found with temperature above 38 degree Celsius or having apparent symptoms of Covid-19 or coming from containment zone shall not be allowed entry in the Court premises.

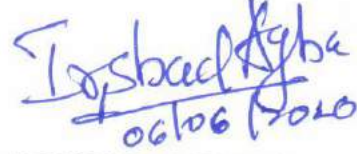
2. A minimum of 2 (two) metres gap between people has to be maintained while queuing and on entering the Court building.
3. Hand sanitizing stations shall be installed in office premises (especially at the entry) and near high contact surfaces. Hand wash facilities should be installed. Water including liquid soap may be made available.
4. The concerned Judicial Officers may, if the situation demands, use face shield as well transparent acrylic sheets partitioning the Dais from the addressee.
5. Canteen facilities should be opened after the same have been granted permission by the concerned authorities and it be upgraded to ensure daily continuous cleanliness as per the set norms and further ensuring physical distancing of persons working therein and persons using the facilities.
6. As far as possible, owing to the current Pandemic, an arrangement be made to have only one entry and one exit point in order to manage all visitors (including Advocates and staff members) entering the Court premises.
7. Two guards (or personnel provided by DLSA) should be deputed at the entry gate, one of whom shall do thermal scanning with the help of contact-less Infra-red temperature gun and other for sanitizing the hands of the persons entering the Court premises. One guard should be deputed at the exit point to restrict the entry therefrom.

8. Sanitization shall be carried out periodically in the entire Court building with the assistance of the Local Bodies.
9. Sanitizer dispensers shall also be provided at the entry of the office / chamber of the Judges and at the entry of all the departments of the Courts. The entry shall be manned to ensure that the persons entering the Court premises are wearing masks and use the sanitizer before entry.
10. It shall be ensured that all washrooms in the premises of Court do have liquid soap dispensers. The washrooms including the taps, handles and door knobs shall be cleaned with disinfectants at regular intervals during the day.
11. The Staff Members working in the departments, Court halls and chambers of Judges shall ensure that the tables, chairs, telephones, keyboards, handles, knobs, etc., are wiped regularly with disinfectants. The Staff using computers shall be advised to ensure their keyboards and mouse are not used by others and are wiped regularly.
12. Notices and other Sign Boards with necessary instructions shall be displayed at appropriate and conspicuous places, including washrooms and lifts, in the Courts.
13. All the members of the staff, Judicial Officers, Advocates, litigants shall be allowed entry in the Court premises, only after they wear masks and strictly adhere to sanitizing measures which are put in place.
14. The members of the Bar may be requested not to allow their Junior Advocates and Clients to accompany them in the Court

to avoid overcrowding in the Court and to maintain social / physical distancing.

15. Each and every visitor (including Advocates and staff members) desirous of entry in the Court Hall shall be advised to download Aarogya Setu App in their mobile handsets. Any exemption in this regard shall be considered by the Head of the Establishment or the Judicial Officer authorized by him, upon his subjective satisfaction as to the cause put forth for such exemption.
16. Entry of strangers and persons unconnected with any Court related work, in the Court shall be prohibited. All measures which are put in place shall be strictly implemented. Any sort of disobedience in this regard may attract penal provisions.
17. Bar Associations of North Goa and Advocate Forums may issue instructions to all their members to strictly abide by the lockdown and social distancing norms, failing which, the Head of the establishment may take such action as he deems fit and proper in the circumstances.
18. The members of the Bar may not enter the Court halls unless the matters in which they have been engaged are called in for consideration. Overcrowding of the corridors may also be avoided.
19. The Bar Rooms in all the Courts shall remain closed till further orders.
20. If any Advocate or litigant is found violating the above said guidelines, the concerned Judge shall report the same to the

Principal District & Sessions Judge, North Goa, Panaji - only by e-mail - **reg-ngdc.goa@nic.in**. Any violation of the norms may entail the closure of such Court by the High Court, till further order.


06/06/2020

(**IRSHAD AGHA**)

Principal District & Sessions Judge,
North Goa, Panaji.

Copy to:

1. The Registrar General, High Court of Bombay, Appellate Side, Mumbai.
2. The Registrar (Inspection-I), High Court of Bombay, Appellate Side, Mumbai.
3. The Registrar (Adm.) High Court of Bombay at Goa, Panaji.
4. The Principal District and Sessions Judge, South Goa, Margao.
5. The Superintendent of Police, North Goa, Panaji, with a request to circulate the above Circular dated 15/04/2020 to the concerned Police Stations.
6. The Collector, North Goa, Panaji.