

# HIGH COURT OF JAMMU AND KASHMIR

(Office of the Registrar General at Jammu)

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## CIRCULAR

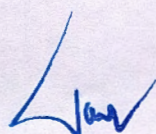
No.: 18

Dated: 28-05-2020

### Directions to the High Court Registry

**I. Provision for daily sanitization of the Court Building / Court Rooms / Office Rooms and placement of equipment:**

1. In order to check spread of the COVID-19 infection, the concerned authorities (Municipal Corporation / Health Department / the security agency) be asked by the Registrar General to post sufficient number of trained staff with necessary equipment at the outer gate of the Court premises and the main building of the Court, to ensure such screening of all the entrants as is necessary, effective from the date the Government removes prohibitions.
2. The Registrar Judicial shall ensure identification of appropriate places in the court premises and ensure that sufficient number of hand sanitizers are placed by them in all office rooms, of the High Court, outside court rooms and such places.
3. The Registrar Judicial shall ensure procurement and availability of sufficient number of good quality face masks and gloves for use by the officials of the Court who are required to attend the duties.
4. The Registrar General, Commissioner, Municipal Corporations shall ensure that the concerned authorities, shall be required to regularly sanitize the premises of the Courts, its buildings including the ADR Center; Judicial Academy, Office of Registrar (Vigilance), Court rooms, office rooms, wash rooms, corridors and the Chamber blocks and other buildings as well as areas in the court complexes.





5. Office spaces, including conference/common rooms, should be cleaned every evening after office hours or early in the morning before the rooms are occupied. If the contact surface is visibly dirty, it should be cleaned with soap and water prior to disinfection. Prior to cleaning, the worker should wear appropriate gear including rubber boots, gloves (heavy duty), and a triple-layer mask.
6. Separate cleaning material including disinfectants and white cleaning cloth/wipes etc shall be maintained and used for disinfecting electronic items including computers, key-boards, telephones, laptops, mikes etc. Special care will be taken to ensure that these materials are not mixed with the general cleaning materials.
7. Sanitary workers must use a separate set of cleaning equipment for toilets (mops, nylon scrubber) and a separate set for sink and commode. They should wear appropriate protective gear while cleaning a toilet.
8. Wash rooms and cleaning areas shall be sanitised at regular intervals during the day.
9. Spitting in open shall be strictly prohibited.
10. Disposal of used mask(s), gloves tissues etc shall be in covered bins specially provided for the purpose.

## **II. Cause List:**

11. With a view to facilitating the Advocates / litigants to furnish their urgency memos *vis-à-vis* the cases listed on Mondays, the advance cause list of cases should be notified by 1 PM on each Friday to enable the Advocates/litigants to give their options well in time as also to enable the Registry to notify the list of urgent matters by Saturday.

## **III. Architectural Points**

12. Carpets to be removed from the court rooms/chambers/common rooms and the IPS floor / Marble flooring underneath to be cleaned as much as possible .



13. In the case of IPS , Epoxy floor finish may be done incase cost is not prohibitive, PWD to keep an agency ready and get cost and time estimate.
14. Installation of Acrylic/Glass protective screen on the dias be examined.
15. Lawyers arguing desk to be moved away from the judicial side
16. Number of chairs / benches in the courtroom shall be minimised to ensure social distancing.
17. Waiting area seating shall be re-arranged for social distancing.
18. Doors and windows shall be kept open wherever possible.
19. In judges chambers fresh air window shall be kept open while AC is running .
20. Wherever possible in common areas High Volume Low Velocity fans to be added.
21. In Courts, if ceiling fans have not been installed, HVLV fans shall be installed. Incase not available readily, then largest available fans to be installed.
22. In all rooms including judges chambers, fans shall be installed, if not already there.
23. All toilet windows shall be kept open for proper ventilation.

#### **IV. MEP Points**

24. All Return Air Ducts of air conditioning plant to be sealed both at grill level and inside the AHUs.
25. These instructions shall be subject to alteration/modification/addition as the situation may demand from time to time.

Sd/-  
(GITA MITTAL)  
CHIEF JUSTICE

No.: 45217-227/RG

Dated : 28.05.2020

#### **Copy of the above forwarded to the:-**

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Jammu;
2. Secretary to Hon'ble Mr./Mrs. Justice \_\_\_\_\_

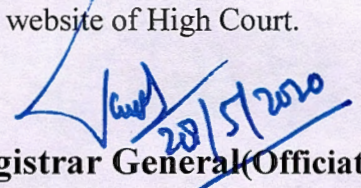
.....for information of their Lordships.



3. Registrar Vigilance, High Court of J&K, Jammu;
4. Registrar Rules, High Court of J&K, Jammu;
5. Registrar Computers, High Court of J&K, Jammu;
6. Registrar Judicial, High Court of J&K, Jammu/Srinagar;

.....for information.

7. All Principal District Judges of the Union Territories of Jammu & Kashmir and Ladakh with the request to circulate the same among the Judicial Officers under their jurisdiction.
8. Secretary, Jammu and Kashmir High Court Bar Association, Jammu/Srinagar for information.
9. Secretaries of all District Bar Associations of Union Territories of Jammu & Kashmir and Ladakh.
10. Director Information, Government of Union Territories of Jammu & Kashmir with request to give wide publicity to the Circular in print and electronic media.
11. Incharge NIC for uploading the same on the official website of High Court.

  
**Registrar General(Officiating)**