

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

ORDER

Dated Guwahati, the 17th April, 2020

No.HC.V-77/2011/253/Estt(Pt.5)#### In continuation of this Registry's Order No. HC.V-30/20/214/Estt dated 17th March, 2020, this is for information to all concerned that following instructions are to be followed by the Officers and staff of the Principal Seat of Gauhati High Court for prevention and control of the Novel Corona Virus (COVID-19) disease:

1. A roster duty arrangement has to be made for all the employees of this Registry excluding Officers upto the rank of Administrative Officer (Judicial)/In-charge of the concerned Section(s) w.e.f. 20.04.2020 to 03.05.2020. The roster duties are to be prepared in such a way that concerned Officers and staff of this Registry attend duty on every alternate day for the roster period w.e.f. 20.04.2020 to 03.05.2020.
2. The Administrative Officer(s) (Judicial)/In-charge(s) of the concerned Sections of this Registry shall allot the roster duties amongst the Officers and staff as per requirement. Moreover, Administrative Officer(s) (Judicial)/In-charge(s) of the concerned Sections shall ensure that the urgent works of their respective Section(s) are not affected.
3. The aforesaid roster should not be treated as Vacation/leave. The Officer and staff who are off-duty for the day, shall have to remain in station and if urgency/exigency of service arises, they will be communicated and in such scenario, the concerned Officer/staff has to report to this Registry within forty five minutes.
4. Court Officer-I & II will ensure the presence of sufficient numbers of staff including Usher/Court Attendant etc. etc. for the smooth functioning of the Court proceedings as well as Office functioning of this Registry during the roster period.
5. The staff attached with Officer(s) will attend duty as per the direction of the concerned Officer.

During the roster period all the Officers and staff will attend the office on or before at 09:30 AM positively.

By Order

Sd/-

REGISTRAR GENERAL


Memo No.HC.V-77/2011/253A/Estt(Pt.5)

Dated: 17.04.2020

Copy for information and necessary action to:-

1. The Registrar (Vigilance/Admn/Judl/Estt), Gauhati High Court, Guwahati.

2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Registrar (Kohima Bench/Aizawl Bench/Itanagar Bench), Gauhati High Court for information
4. The Joint Registrar (_____), Gauhati High Court, Guwahati.
5. The Deputy Registrar _____, Gauhati High Court, Guwahati.
6. The Deputy Registrar (Protocol), Gauhati High Court, Guwahati for necessary action for smooth functioning of the Court Proceeding as well as Office functioning
7. The Deputy Registrar/ In-charge of Court Masters, Gauhati High Court, Guwahati for arranging a roster for Court Masters w.e.f. 20.04.2020 to 03.05.2020 for smooth functioning of Court proceedings.
8. The Director In-charge, Law Research Institute, Gauhati High Court, Guwahati.
9. The Assistant Registrar, _____, Gauhati High Court, Guwahati.
10. The Assistant Registrar (Establishment)/ In-charge of Stenographers, Gauhati High Court, Guwahati for necessary action for smooth functioning of Court proceedings w.e.f. 20.04.2020 to 03.05.2020
11. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
12. The Special Officer, Translation Wing, Gauhati High Court, Guwahati
13. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
14. The Project Manager, Gauhati High Court, Guwahati is directed upload the order in the website of the Gauhati High Court, Guwahati.
15. The Private Secretary to Hon'ble Mr./Mrs. Justice....., Gauhati High Court, Guwahati.
16. Finance and Accounts Officer, Gauhati High Court, Guwahati
17. The Chief Security Officer, Gauhati High Court, Guwahati.
18. The AOJ (_____), Gauhati High Court, Guwahati.
19. The Court Officer-I/II, Gauhati High Court, Guwahati.
20. The Court Manager, Gauhati High Court, Guwahati
21. The CA to the Registrar General, Gauhati High Court, Guwahati.
22. The High Court Notice Boards (Old and New Blocks), Gauhati High Court, Guwahati
23. The Order File.


17/04/2020

REGISTRAR (ESTABLISHMENT)

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