

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

**O R D E R**

**Dated Guwahati, the 17<sup>th</sup> March, 2020**

**No. HC.V-30/20/214/Estt #####** 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) w.e.f. **17.03.2020 to 29.03.2020**. 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. **17.03.2020 to 29.03.2020**.

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 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.

By order,

Sd/-

**REGISTRAR GENERAL**

**Memo No.HC.V -30/20/214/Estt.**

**Date 17<sup>th</sup> March, 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 the 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 /In-charge of Court Masters, Gauhati High Court, Guwahati.
7. The Director In-charge, Law Research Institute, Gauhati High Court, Guwahati.
8. The Assistant Registrar,....., Gauhati High Court, Guwahati.

9. The Assistant Registrar (Establishment), Gauhati High Court, Guwahati/In-charge of Stenographers.
10. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati
11. The Special Officer, Translation Wing, Gauhati High Court, Guwahati
12. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati
13. The Project Manager, Gauhati High Court, Guwahati with a direction to upload the notice in High Court website.
14. The Private Secretary to Hon'ble Mr./Mrs. Justice....., Gauhati High Court, Guwahati.
15. Finance and Accounts Officer, Gauhati High Court, Guwahati.
16. The Chief Security Officer, Gauhati High Court, Guwahati.
17. The Administrative Officer (Judl.) ....., Gauhati High Court, Guwahati
18. The Court Officer No. 1 and 2, Gauhati High Court, Guwahati.
19. The Court Manager, Gauhati High Court, Guwahati.
20. The CA to the Registrar General, Gauhati High Court, Guwahati
21. The High Court Notice Board (Old Block and New Block), Gauhati High Court, Guwahati.
22. The Order file.

  
13/3/2020  
**REGISTRAR GENERAL** 