

# **THE GAUHATI HIGH COURT AT GUWAHATI**

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

## **NOTIFICATION NO. 45**

Dated Guwahati, the 30<sup>th</sup> June, 2020

Whereas the Covid-19 pandemic has been spreading rapidly in Kamrup (Metropolitan) Area, and whereas it is feared that community transmission of the disease is in progress.

And whereas, taking such rapid transmission into account, even the Government of Assam vide Notification No. ASDMA.24/2020/Part-1/dated 26-06-2020 has also imposed a total lockdown in Kamrup (Metropolitan) Area for 14 days w.e.f. 29-06-2020 to 12-07-2020.

In the above circumstances, with a view to curb the spread of the contagion and taking note of the safety and well-being of the Officers and Staff working in the Principal Seat of the Hon'ble Gauhati High Court at Guwahati, Hon'ble the Chief Justice has been pleased to issue the following guidelines, till further orders:-

- i) Every employee shall inform the Administrative Officer (Judicial) of the concerned section, if the residential area where he is residing is declared a "Containment Zone".
- ii) The employee residing within the "Containment Zone" shall not enter the High Court complex. Such employee would be derostered from duty.
- iii) The employees are expected to inform if any tenant, neighbor, landlord or family member living in the same house/building of the employee has tested positive for the Covid-19.
- iv) The employee shall also inform the concerned AO(J) forthwith if he/she is suffering from fever, running nose, sore throat, cough, headache, diarrhea, breathing difficulty, loss of smell and taste and vomiting etc.
- v) All AO(J)s shall percolate to the Registrar (Judicial) the information which he receives from the concerned employee.

Contd...

- vi) All AO(J)s shall ensure that all the employees wear face-mask; and use sanitizer, and wash their hands frequently. The AO(J) shall further ensure that all the employees maintain physical distance, and any sort of unwanted gathering shall be strictly avoided.
- vii) Chewing of tobacco, gutkha, paan, tamul etc. and spitting is strictly prohibited in the High Court premises. The Court Officers shall monitor that no employee or visitor spits in the said premises. The Joint Registrar (Admin-II) and Deputy Registrar (Admin-II) shall supervise the same, and they shall report if any objectionable activity is reported. In case any employee indulge in any such act, it shall invite disciplinary action.
- viii) The AO(J) Filing shall ensure that physical distance of at least 6 (six) feet is maintained by the litigants or advocate's clerks while queuing at the Filing counter. The AO(J) shall further ensure that such persons wear face-mask properly while queuing. In case a person appears without mask his request be not entertained.
- ix) All AO(J)s shall identify two (02) employees who are acquainted with the files and relevant information of every Section.
- x) All AO(J)s shall allot duty to the peon/attender in such a way that the particular peon will attend only to a specified part of the Section.
- xi) A Covid-19 response team has been constituted consisting of the following members:
  - a) Dr. Sudip Kumar Nath  
Medical Officer, the Gauhati High Court  
Contact No. 7002437430
  - b) Shri Iftekar H. Ahmed  
Court Manager, the Gauhati High Court  
Contact No.91018-31713
  - c) Shri Neil J. Sangma  
AO (J) Protocol, the Gauhati High Court  
Contact No. 9954958733

Contd..

d) Shri Arup Kakati  
Pharmacist, the Gauhati High Court  
Contact No. 7002582727

The above team shall co-ordinate with the Health Department in case of any necessity, in consultation with the Registrar (Judicial) and Registrar (Admin).

- xiii) If any employee makes any consultation with doctor as regards the symptoms as aforesaid, he or she shall immediately send the photocopies of the medical documents to the Covid-19 response team, as mentioned above.
- xiv) The AO(J)s shall circulate these guidelines forthwith to all the employees under his/her control for strict compliance.

By order,  
Sd/- R. A. Tapadar  
**REGISTRAR (JUDICIAL)**

**Memo No. HC. III - 06/2020 /1571-1590/G Dated 30<sup>th</sup> June, 2020**

**Copy to:**

1. The Registrar (Vigilance/Judicial/Administration/Establishment), Gauhati High Court, Guwahati.
2. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl/ Itanagar Permanent Bench, Naharlagun.
3. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati. Guwahati.
4. The Joint Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
5. The Deputy Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
6. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
7. The Asstt. Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
8. Shri Iftekar H. Ahmed, Court Manager, Gauhati High Court, Guwahati.
9. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
10. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court with a scroll in the Homepage.*
11. The P.S. to Hon'ble Mr. /Mrs. Justice \_\_\_\_\_, Gauhati High Court, Guwahati.
12. The A.O. (Judicial), \_\_\_\_\_ Section, Gauhati High Court, Guwahati. *He is requested to circulate these guidelines forthwith to all the employees under his/her control for strict compliance.*
13. Shri Neil J. Sangma, Protocol Officer, Gauhati High Court, Guwahati.
14. Dr. Sudip Kumar Nath, Medical & Health Officer, Gauhati High Court Medical Unit, Guwahati.
15. The Court Master(s), Court No. \_\_\_\_\_, Gauhati High Court, Guwahati.

contd. - -

16. The Court Officer Nos. 1 & 2, Gauhati High Court, Guwahati.
17. The Chief Security Officer, Gauhati High Court, Guwahati.
18. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
19. Shri Arup Kakati, Pharmacist, Gauhati High Court Medical Unit, Guwahati.
20. Notice Boards, Gauhati High Court Old Block & New Block, Guwahati.

R. A. Tapadar  
30.06.20

**REGISTRAR (JUDICIAL)**

*Am*  
30/06/2020