

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KANGRA DIVISION AT
DHARAMSHALA.**

No. DSJ/EC/(4-9)/2022-
Dated:-



OFFICE ORDER

In pursuance of the guidelines/instructions issued by the Hon'ble High Court of Himachal Pradesh, Shimla vide order No. HHC/RG/C-19/2020-17 dated 11.01.2022, the Subordinate Courts of the Civil and Sessions Division, Kangra, where winter vacation will start from 17th January, 2022 to 12th February 2022, the staff shall be deployed in such a manner that 50% staff shall remain on duty and 50% will avail Special Casual Leave as per the batches prepared by the Judicial Officer concerned.

In the summer zone Subordinate Courts of the Civil and Sessions Division, Kangra, in order to maintain social distancing, 30% of the sanctioned staff strength shall attend the office on rotation basis on each working day and the remaining will work from home. They shall not leave the station and be available on telephone or other means of communication and will attend the office, if called for, any exigency of work.

The Saturdays falling on 15.01.2022 and 22.01.2022, have been declared as closure days for the District Judiciary by the Hon'ble High Court. Therefore, the staff on duty, shall work from home and remain available at their residences and shall not leave the station without permission of the Presiding Officer/Judicial Officer concerned.

The premises of each Court Complexes, of this Civil and Sessions Division shall be sanitized regularly. Wearing of face cover/face mask shall be mandatory for all concerned. Every person entering in the Court Complex shall be only permitted after proper thermal scanning. Before entering the premises, everyone shall use sanitizer, hand sanitizers be provided at all the entry gates, Courts and office rooms by the concerned Judicial Officers. Social distancing should be maintained inside and outside the office/Court. Covid Protocol shall be followed strictly. Only those clients shall be permitted to enter in the Court Complexes of this Civil and Sessions Division, who are appearing in person or their presence is specially required by the Court. There shall be no gathering in the Court Premises.

All the Senior Civil Judges-cum-ACJMs and the Civil Judges-cum-JMFCs (where the court of Senior Civil Judge-cum-ACJM, is not existed) shall have meetings with the President of the respective Sub Divisional Bar Association regarding complete vaccination and take up the matter with the Senior Medical Officer to achieve the goal of vaccination by organizing special drive.

Unnecessary visits/movements in crowded places shall be avoided by all the employees and leave/station leave shall be availed in exceptional circumstances.

All the SOPs issued by the Hon'ble High Court and Authorities from time

to time shall be adhered to in letter and spirit by all the Subordinate Courts of the Civil and Sessions Division, Kangra.

(Yogesh Jaswal)
District and Sessions Judge
Kangra Division at Dharamshala

Endst. No. No. DSJ/EC/(4-9)/2022

~~647-687~~ (647-87) Dated:- 13-1-2022

Copy forwarded for information and necessary action to:-

1. All the Judicial Officers of Civil and Sessions Division, Kangra.
2. The District Magistrate, Kangra at Dharamshala.
3. The Superintendent of Police, Kangra at Dharamshala.
4. The Superintendent of Police (Vigilance and Anti Corruption), Kangra at Dharamshala.
5. All the Presidents of Bar Associations, of Civil and Sessions Division, Kangra.
6. The District Attorney, Kangra at Dharamshala.
7. The Superintendent, District Jail Dharamshala.
8. The Superintendent, Sub Jail, Nurpur
9. The Reader of this office.
10. The Daftri of this office. He is directed to get it noted from all the employees of this office.
11. Guard file.

District and Sessions Judge,
Kangra Division at Dharamshala