

**HIGH COURT OF UTTARAKHAND, NAINITAL**  
**OFFICE-MEMORANDUM**

**No. 05 /UHC/Admin. A/2020**

**Dated: 12<sup>th</sup> April, 2020.**

It is hereby informed to all the employees in the establishment of High Court of Uttarakhand, that, High Court shall function w.e.f 15<sup>th</sup> of April, 2020, for hearing of urgent matters and other urgent work, but, having considered the lockdown declared by the Government and in order to prevent the spread of COVID-19 (Corona Virus), following directions are being issued for strict compliance:

1. Only the staff residing at Nainital, more particularly, near High Court campus, shall attend duty and they shall be called as per the requirement. They shall work from home, when they are not called.
2. Staff residing at Haldwani/Pines Colony/Bhowali, shall remain at their home and work from there. They would be called, whenever required.
3. PSs/PAs/BSs and Group-D staff attached to the Hon'ble Courts would attend the duty as per the directions of the Hon'ble Judge, with whom they are attached, but, if they are not called by the Hon'ble Judge, they shall not come to the court premises and shall work from home.
4. In-charge(s) of Sections shall ensure that when required, only 01 staff would attend the duty at one time and therefore, he/she shall prepare a roster of duty, as per availability of staff in Nainital (near High Court campus).
5. In-charge(s) of Sections shall assigned tasks to the staff in his/her Section, under the directions of the Registrar concerned, when the staff is called to attend duty.
6. Management Officer shall ensure that only such numbers of Group-D staff shall be called, who are urgently required. Rest of the Group-D staff shall remain at their home.
7. No conveyance shall be used by the staff in attending the duty.
8. All the precautions/guidelines/directions issued by the Government regarding COVID-19 pandemic, shall be strictly observed.
9. Social distancing guidelines and sanitization shall be ensured.
10. Staff attending duty shall not unnecessarily move from his/her Section.
11. Staff shall not congregate and shall maintain proper distance.
12. Management Officer shall ensure proper sanitization of court premises and all the Sections on regular basis.
13. Mask/handkerchief shall be used by the staff at all times.
14. Sanitizers (large bottles) shall be placed outside each Section and the staff shall enter the Section after sanitizing his/her hand.
15. High Court Canteen shall remain closed till further orders.
16. Entry in the High Court premises shall be from Gate No. 2, 4 & 7. Only the staff, who is called for duty and the Advocates, whose cases are listed for hearing, shall be permitted to enter in the High Court premises to avail the facility of service room in the High Court premises, as per para 17 of Notification No. 86/UHC/Admin.B/2020 dated 11.04.2020. No litigant shall be permitted to enter.
17. Entry shall be allowed only after thermal scanning.

**By Order of Hon'ble the Chief Justice**

**Sd/-**

**(Hira Singh Bonal)**  
**Registrar General**

**Dated: 12<sup>th</sup> April, 2020.**

**No. 1754/UHC/Admin. A/2020**

**Copy for information and necessary action to:**

1. All the Registrars.
2. PPS to Hon'ble the Chief Justice.
3. PS/PA to Hon'ble Judge(s).
4. Head BS/Head PS.
5. J.R.(s)/D.R.(s)/A.R.(s)/S.O.(s).
6. Management Officer / Accounts Section.
7. In-charge, Dispensary (Allopathic) to ensure thermal scanning at the gates.
8. Chief Security Officer.
9. Guard File.

**Joint Registrar**  
**Admin. A**