

**HIGH COURT OF UTTARAKHAND, AT NAINITAL**  
**OFFICE ORDER**

**No. 55 /UHC/Admin.B/2021,**

**Dated 25.04.2021**

For prevention of Covid-19 infection, Covid-19 Preventive Cell in the Hon'ble High Court is formed having following Officers/Staff of the Court:-

1. Shri K. C. Suyal, Joint Registrar (Mobile No.9412403737)
2. Shri M. S. Sirohi. Section Officer (Mobile No.9761113310)
3. Shri Navin C. Bhatt, Review Officer (Mobile No.9412905977)
4. Shri Shailesh Bisht, ARO (Mobile No.8077656273)
5. Shri Anusuiya Singh Rana, Typist (Mobile No.9634413437)
6. Shri B. C. Pathak, Class-IV (Mobile No.9456384462)

Cell shall be responsible for management, medication and other arrangements necessary for its prevention and for timely response.

Cell shall be provided a work space.

For making all the arrangements, Cell shall be permitted to use vehicle with Driver assigned to Management/Protocol Section.

Following shall be duties and responsibilities of the Cell:-

1. Routine (morning and evening) sanitization of premises of High Court including all residential complexes.
2. To organize Covid Testing and Vaccination Camp in the Hon'ble High Court, in coordination with District Medical Administration.
3. To facilitate Covid test on request of Staff/Officers of the Court.
4. To maintain data of Covid infected cases.
5. To ensure and facilitate Covid test of the family members of the infected Officers/Staff.
6. To ensure/facilitate proper medication be made available to the infected employee.
7. To purchase/procure Covid-19 related items(like mask, sanitizers, gloves, hand wash etc.) under the Procurement Rules and by direct approval of Hon'ble the Chief Justice.
8. To ensure/facilitate mask, sanitizers and gloves to staff and Officers of the Court.
9. To facilitate, supply of all essential items including medical and grocery items to the staff/Officers who are in home isolation with family.
10. To facilitate shifting Covid infected officers/Staff and their family members to the quarantine center as earmarked by the District Administration, if need arises.
11. To maintain health update of Covid infected officers/Staff and their family members.
12. To ensure, health guidelines and protocols issued by the Government of India and State Government within the High Court Premises are followed.

Cell shall work under General Supervision of Registrar(Protocol) and Registrar(Judicial).

Officers/Staff may contact with the Cell for any Covid related assistance.

Above order shall have immediate effect.

By the Order of Hon'ble the Chief Justice

Sd/-

I/c REGISTRAR GENERAL

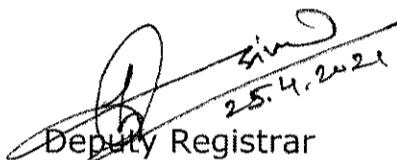
  
25.4.2021

**No. 2113/UHC/Admin.B/2021,**

**Dated 25.04.2021**

Copy to following for information:

1. All the Registrars.
2. All the Joint Registrar/DRs/ARs/SOs with a request to communicate the Office Order among the subordinate staff.
3. P.P.S./Joint P.P.S./ Head P.S./ all the P.Ss. with a request to communicate the Office Order among the subordinate staff.
4. Head B .S./ all the B.Ss. with a request to communicate the Office Order among the subordinate staff.
5. Management Officer for information and necessary action.
6. All the members of the CELL for information and necessary actions.
7. OIC/NIC with a request to upload the Office Order in the website of High Court.
8. Guard File.
9. Notice Board.

  
Deputy Registrar

Admin.B