



Court of the Principal District &  
Sessions Judge, North Goa,  
Lyceum Complex, Altinho,  
Panaji-Goa, 403-001

No.DSC/COVID-19/529/2022/ 295

Dated: 07<sup>th</sup> January, 2022  
17 Pausa, Saka 1943.

### **C I R C U L A R**

In view of letter No.Insp-I/6/2022, dated 07.01.2022 forwarding therein Standard Operating Procedure (SOP) dated 07.01.2022, issued by the Hon'ble Chief Justice and other Hon'ble Administrative Committee, after taking into account the exponential surge in COVID-19 cases (all variants), following arrangements is made for the functioning of all Courts in the North Goa District **w.e.f. 10.01.2022.**

### **JUDICIAL AND ADMINISTRATIVE WORK**

1. All the Courts in North Goa District shall function in **TWO SHIFTS** and to take up remand, bail, matters of under trial prisoners and urgent Civil and Criminal matters w.e.f. 10.01.2022. The Judicial working hours will be of 2 hours in each shift with 50% of the staff everyday by rotation. All the Judicial Officers to instruct their respective staff accordingly.

The working hours shall be as under:


<b>SHIFTS</b>	<b>COURT WORKING</b>	<b>OFFICE WORKING</b>
<b>1<sup>st</sup> Shift timing</b>	<b>11.00 a.m. To 01.00 p.m.</b>	<b>10.30 a.m. To 01.00 p.m</b>
<b>2<sup>nd</sup> Shift timing</b>	<b>2.00 p.m. to 4.00. p.m.</b>	<b>2.00 p.m. to 4.30 p.m.</b>

2. The Courts may take up other matters e.g. fixed for recording of evidence, hearing of arguments, etc., via virtual platform.
3. The Courts may take up the matters physically which are either brought or scheduled for compromise/compounding.
4. In the first shift, preferably, the cases which are fixed for evidence and in the second shift, preferably, the cases which are fixed for Judgment, Order or hearing of arguments may be taken up.
5. The Judicial Officers may not pass any adverse order owing to the absence of the advocates, parties, witnesses or accused persons.
6. Only those advocates, witnesses, accused persons and party-in-persons whose matters are listed on that day's board or whose presence is required by the court for any specific purpose like verification etc., will be permitted to have access in the Court building. No one should enter the court halls unless their matter is called out and shall leave the Court premises as soon as hearing of their case/work is over.
7. The Undertrial Accused shall be allowed to be produced in the Court through Video Conference only.
8. The Judicial Officers may pronounce judgment/s or pass order/s in those matters only, wherein the arguments of both the parties are concluded.
9. Advocates and litigants shall collect the dates from CIS and avoid entering the Court premises/Court halls.
10. All the safety/precautionary measures set forth by the Central and State Government shall be adhered scrupulously.
11. This Circular shall remain in force till **28<sup>th</sup> January, 2022.**

### SAFETY/PRECAUTIONARY MEASURES

1. All persons entering the Court premises shall compulsorily wear face mask covering the nose and mouth (including at the time of arguments or giving evidence) and shall also observe social/physical distancing norms as set out time to time by the Hon'ble Court, Central Government and State Government regarding precautions to be taken to prevent the spread of COVID-19.
2. Persons who may have symptoms of COVID-19 (all variants) shall not be permitted to enter the Court premises.
3. Bar Rooms, Advocates' Chambers, Bar Library, Canteens, Photocopying Room/Section, shall remain open subject to adherence of all the safety norms. The Bar Associations shall observe all the safety norms and ensure sanitization of the Bar Rooms etc. It shall also be the responsibility of the concerned Bar Association to see that only those advocates whose matters are on board are coming to the Court and given access to the Bar Rooms.
4. It shall be the responsibility of the concerned Bar Association, in coordination with the Bar Council of Maharashtra and Goa, to ensure that due precautions are taken to avoid spread of COVID-19 (all variants).
5. The Head of the Office may take decision at their end about the entry and exit points of the Court premises.
6. One or more officer/s shall be nominated by the Head of Office to oversee the arrangements vis-a-vis adherence of the safety norms, who shall carry out inspection on daily basis.
7. Office bearers of the Bar Council and Bar Associations may issue instructions to all their members to strictly abide by the safety norms.
8. If any advocates or litigants are found violating the above said guidelines, the Head of the Office shall bring it to the notice of the Bar Council of Maharashtra and Goa and respective Bar Associations under intimation to High Court by e-mail on [rg-bhc@nic.in](mailto:rg-bhc@nic.in) and may take such action as he/she deems fit and proper.

9. In case the situation owing to pandemic is worsened, the Principal District Judge will approach the High Court and seek appropriate directions.

  
**( B. P. Deshpande )**  
Principal District Judge and Sessions Judge  
B North Goa, Panaji-Goa

Copy to:

1. The Hon'ble Registrar General, High Court of Bombay, Appellate Side, Mumbai.
2. The Registrar (Inspection-I), High Court of Bombay, Appellate Side, Mumbai.
3. The Registrar (Adm.) High Court of Bombay at Goa, Penha de Franca, Porvorim, Goa.
4. The Principal District and Sessions Judge, South Goa, Margao.
5. The Superintendent of Police, North Goa, Panaji, with a request to circulate above Circular to the concerned Police Stations.
6. The Collector, North Goa, Panaji.
7. The Inspector General of Prisons, Panaji, Goa.
8. The Directorate of Prosecution, Panaji, Goa.
9. The Superintendent of Police, CBI, ACB, Bambolim- Goa.
10. The President, Advocate Bar Association, North Goa, Panaji with a request to circulate above Circular to the Taluka Bar Associations.