

::कार्यालय-जिला एवं सत्र न्यायाधीश, उज्जैन (म0प्र0)::
//आ दे श//

282

क्रमांक- /2020

उज्जैन, दिनांक-28 जून, 2020

प्रति,

समस्त न्यायाधीशगण,
सत्र मण्डल, उज्जैन
समस्त अध्यक्ष,
अभिभाषक संघ,
उज्जैन/तराना/महिदपुर/बड़नगर/नागदा/खाचरौद
समस्त कर्मचारीगण,
उज्जैन/तराना/महिदपुर/बड़नगर/नागदा/खाचरौद

विषय:- न्यायालयीन कार्यवाही प्रारंभ किये जाने के संबंध में।

संदर्भ:- माननीय उच्च न्यायालय का परिपत्र क्र. डी/2377 जबलपुर दिनांक-
27 जून, 2020

माननीय उच्च न्यायालय द्वारा स्थितियों के आंकलन के पश्चात यह आदेशित किया है कि अब उज्जैन जिले में परिपत्र क्रमांक-क्यू-12 दिनांक 04 मई, 2020 के अनुसार अर्जेंट मामलों के अतिरिक्त ऐसे मामलों की सुनवाई हो सकेगी, जिनका निराकरण केवल अधिवक्ता के द्वारा तर्कों से हो सकता है, जैसे-किमिनल रिह्नीजन, किमिनल अपील, सिविल अपील, मिसलेनियस अपील और ऐसे सिविल तथा किमिनल के प्रकरण जो अंतिम तर्क की स्टेज पर हैं, संक्षिप्त विचारण के मामले और अन्य मामले। परिपत्र क्र. डी/2377 दिनांक 27 जून, 2020 एवं क्यू-12 दिनांक 04 मई, 2020 संलग्न हैं।

माननीय उच्च न्यायालय का परिपत्र इस पत्र के साथ संलग्न है।

अपर सत्र न्यायाधीश एवं सत्र न्यायाधीश उपरोक्त मामलों की सुनवाई 11.00 बजे से 2.00 बजे तक करेंगे और न्यायिक मजिस्ट्रेट एवं मुख्य न्यायिक मजिस्ट्रेट अपने उपरोक्त मामलों की सुनवाई 2.00 बजे से 5.00 बजे तक करेंगे। परिपत्र क्र. ए/930 दिनांक 11.05.2020 संलग्न है।

संख्या को नियंत्रित करने के लिये परिपत्र के अनुसार न्यायाधीश अपनी सुविधा और विवेकानुसार आधे स्टॉफ को एक दिन और और आधे स्टॉफ को दूसरे दिन बुलायेंगे और इस प्रकार से लिखित में ड्यूटी भी लगायेंगे।

न्यायालय में जो स्टॉफ है, उसकी संख्या एक तिहाई से अधिक नहीं होना चाहिये। ठीक इसी प्रकार से अनुभाग प्रभारी भी स्टॉफ की ड्यूटी एक तिहाई या अधिक से अधिक आधी लगा सकते हैं, इससे अधिक नहीं और यह ड्यूटी एक दिन के अंतर से होना चाहिए। इसी प्रकार से ऑफिस भी अपना कार्य इसी निर्देशों के पालन में करेगा।

न्यायालय में केवल कर्मचारी स्टॉफ एवं न्यायाधीशों को ही प्रवेश की अनुमति रहेगी, जिसके लिये केवल एक ही गेट खोला जायेगा। अधिवक्ताओं के मामलों की सुनवाई केवल वीडियो कॉन्फ्रेंसिंग या मोबाइल एप के माध्यम से ही की जावेगी।

जमानत आवेदन पूर्ववत ई मेल के द्वारा या पीडीएफ फाईल में ही प्रस्तुत किये जावेंगे और अब जमानत आवेदन सिस्टम ऑफिसर के समक्ष पेश न होकर सीधे संबंधित न्यायालय व अनुभाग में ई मेल के द्वारा भेजे जायेंगे, जिसका ई मेल एड्रेस बार के अध्यक्ष को और ग्रुप में भेजा जायेगा। जो इस पत्र के साथ संलग्न है। न्यायालय के न्यायाधीश के आदेशानुसार नियुक्त कर्मचारी प्रत्येक आधे घंटे में ई मेल चेक करेंगे जो न्यायालय के समक्ष प्रस्तुत करेंगे।

एडीआर बिल्डिंग में तीन वी.सी. यूनिट स्थापित की जा रही हैं और तीन वी. सी. यूनिट चाईल्ड फ्रेण्डली कोर्ट में स्थापित की जायेगी, जहां से अधिवक्ता महोदय अपने मामले की पैरवी कर सकते हैं। अधिवक्ता चाहे तो मोबाइल एप या वाट्सएप कॉल के द्वारा भी सुनवाई कर सकते हैं, चाहे तो वे अपनी सर्विस बिल्डिंग के चैम्बर से भी मामले की सुनवाई कर सकते हैं या घर से भी सुनवाई कर सकते हैं।

सभी अपर सत्र न्यायाधीश के न्यायालय में वी.सी. यूनिट तो जिले में है, लेकिन मुख्य न्यायिक मजिस्ट्रेट को छोड़कर अन्य न्यायिक मजिस्ट्रेटों के पास संभवतः वी.सी. यूनिट नहीं है, लेकिन अपर सत्र न्यायाधीश का कार्य का समय 11.00 से 2.00 बजे तक और न्यायिक मजिस्ट्रेटों का 2.00 बजे से 5.00 बजे रखा गया है। ऐसी स्थिति में जिला मुख्यालय पर मुख्य न्यायिक मजिस्ट्रेट यह तय करेंगे कि कौन-सा मजिस्ट्रेट किस अपर सत्र न्यायाधीश के न्यायालय में वी.सी. यूनिट का उपयोग करेगा एवं तहसील न्यायालयों में वरिष्ठ अपर सत्र न्यायाधीश यह तय करेंगे कि न्यायिक मजिस्ट्रेट कब-कब वी.सी. यूनिट का उपयोग करेंगे।

कोर्ट मैनेजर एवं नाजिर को सैनिटाईजेशन के लिये उचित निर्देश दिये गये हैं। सभी कोर्ट में स्कैनर व सैनेटाईजर भेज दिये हैं। तहसील न्यायालय में वरिष्ठ अधिकारी न्यायालय परिसर व बार रूम को सैनेटाईज कराने के लिये प्रशासन से सहयोग लेंगे।

न्यायालय परिसर में केवल विचाराधीन बंदी और जिन मामलों की सुनवाई की जा रही है, उनको अभियुक्तों को प्रवेश दिया जायेगा और जमानतदार को प्रवेश दिया जायेगा। इसके अतिरिक्त किसी भी सिविल मामले में एवं पक्षकार या उनके रिश्तेदारों को अनावश्यक रूप से प्रवेश नहीं दिया जायेगा। यदि किसी व्यक्ति का प्रवेश आवश्यक है, तो उसके लिये वे मुख्य न्यायिक मजिस्ट्रेट या जिला न्यायाधीश या तहसील की स्थिति में वरिष्ठ न्यायाधीश से अपनी समस्या प्रकट कर सकते हैं।

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कार्य प्रारंभ होने में कुछ समस्या आ सकती हैं, लेकिन उसके लिये सौजन्यता और शांति से ही समस्या रखना उचित मार्ग होगा उसका यथा संभव निराकरण किया जावेगा।

न्यायालय की कार्यवाही प्रारंभ करने का मुख्य उद्देश्य इस संस्था को गतिशील बनाना, जिसमें आप सबका सहयोग अपेक्षित है।


(श्यामकांत कुलकर्णी)
जिला एवं सत्र न्यायाधीश,
उज्जैन (म.प्र.) 28/6/2020

पृष्ठां० क्रमांक-~~34~~ 3658/2020

उज्जैन, दिनांक-28 जून, 2020

प्रतिलिपि-

- 1 श्रीमान जिला दण्डाधिकारी महोदय, जिला उज्जैन
 - 2 पुलिस अधीक्षक महोदय, जिला उज्जैन
 - 3 उप संचालक, अभियोजन कार्यालय, उज्जैन
 - 4 लोक अभियोजन कार्यालय, उज्जैन
 - 5 कोर्ट मैनेजर, जिला न्यायालय, उज्जैन
 - 6 प्रशासनिक अधिकारी, जिला न्यायालय, उज्जैन
 - 7 नाजिर, जिला न्यायालय, उज्जैन
 - 8 सिस्टम ऑफिसर, जिला न्यायालय, उज्जैन
- की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।


(श्यामकांत कुलकर्णी)
जिला एवं सत्र न्यायाधीश,
उज्जैन (म.प्र.) 28/6/2020

E Mail ID Details			
SNo	Court_Name	Designation	E Mail ID
1	Shri S K P Kulkarni	DJ Sir	dj.ujjain12@gmail.com
2	Ku Anita Bajpai	Special Judge ,Ujjain	spl.ujjain@gmail.com
3	Shri Arvind Raghuvanshi	VIII ADJ ,Ujjain	eightadj@gmail.com
4	Shri Anjani nandan Joshi	III ADJ,Ujjain	thirdadj@gmail.com
5	Shri Jitendra singh Kushwah	V ADJ,Ujjain	fifthadj@gmail.com
6	Shri Rajendra Devda	IV ADJ,Ujjain	fourthadj.ujjain@gmail.com
7	Dr Smt Arti Shukla Pandey	VI ADJ,Ujjain	sixthadj.ujjain@gmail.com
8	Shri Ambuj Pandey	IX ADJ,Ujjain	ninthadj.ujjain@gmail.com
9	Shri Pempal singh thakur	II ADJ,Ujjain	secondadj.ujjain@gmail.com
10	Shri Pankaj Chaturvedi	I ADJ,Ujjain	firstadj.ujjain@gmail.com
11	Smt Tripti Pandey	CJM,Ujjain	cjm.ujjain@gmail.com
12	Shri Sankarshan P Pandey	VI Civil Judge Class I,Ujjain	sixthcj1@gmail.com
13	Smt Natasha Shaikh Patel	III Civil Judge Class I,Ujjain	thirdcj1@gmail.com
14	Shri Atul Yadav(Sr)	II Civil Judge Class I,Ujjain	firstadcj1@gmail.com
15	Shri Rajesh Namdeo	VIII Civil Judge Class I,Ujjain	eightcj1@gmail.com
16	Smt Puneeta Chauhan	IX Civil Judge Class I,Ujjain	ninthcj1@gmail.com
17	Smt Sakshi Kapoor	II Civil Judge Class II,Ujjain	secondcj2@gmail.com

18	Ku Neha Agrawal	VI Civil Judge Class II,Ujjain	sixthcj2@gmail.com
19	Smt Shivangi Shrivastava	VII Civil Judge Class II,Ujjain	seventhcj2@gmail.com
20	Ku Meenu Pachori	I Civil Judge Class II,Ujjain	firstcj2@gmail.com
21	Smt Deepa Pol	III Civil Judge Class II,Ujjain	civiljudgeujjain9@gmail.com
22	Ku Sapna Shivhare	V Civil Judge Class II,Ujjain	fifthcj2@gmail.com
23	Shri Hemant Mehra	IV Civil Judge Class II,Ujjain	fourhcj2@gmail.com
24	Sushri Fatima Ali	VIII Civil Judge Class II,Ujjain	fithaddcj2@gmail.com
25	Sonakshi Joshi	IX Civil Judge Class II,Ujjain	secondaddcj2@gmail.com
26	Dileep Dubey	I Add I Civil Judge Class II,Ujjain	trainee.ujjain@gmail.com
27	Ravina Chaudhary	III Add I Civil Judge Class II,Ujjain	trainee.ujjain@gmail.com
28	Copying Section		copyingujjain@gmail.com
29	Filling Section		filingujjain@gmail.com
30	Account Section		lekhassection.ujjain@gmail.com
31	Receive/Dispatch Section		inward.ujjain@gmail.com, dispatch.ujjain@gmail.com
32	Library Section		ujjainlibrary@gmail.com
33	Record Room		recordroom.ujjain@gmail.com

34	Talwana/Process Section		processdc.ujjain@gmail.com
35	Badnagar		talwanabadnagar@gmail.com, badnagar@mphc.in
36	Khachroud		khachrod@mphc.in, talwanakhachrod@gmail.com
37	Mahidpur		mahidpur@mphc.in talwanamahidpur@gmail.com
38	Nagda		nagda@mphc.in, talwananagda@gmail.com
39	Tarana		tarana@mphc.in, najarattarana@gmail.com

HIGH COURT OF MADHYA PRADESH: JABALPUR

// CIRCULAR //

No.. **01.2377**

Jabalpur, dated **27. June, 2020**

Sub: Extension of operation of Circular No. Q-5 dated 25.03.2020, Q/12 dated 04.05.2020, C/1455 dated 19th June, 2020 & other circulars and clarifications issued in this regard.

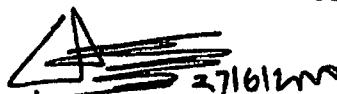
Ref: Circular No. Q/12 dated 04.05.2020 issued by the High Court of Madhya Pradesh, Jabalpur (copy enclosed).

Earlier in pursuance to the public declaration by Hon'ble The Prime Minister of India on 24th March 2020, the lock down started and from time to time, it was extended. In this regard, previously the Circular No. Q-5 dated 25.03.2020 was issued and only urgent work in subordinate courts was started thereafter through various orders, circulars, clarifications restricted functioning of the High Court and its Registry as well as of the Subordinate Courts was started from 4th May, 2020 and that is continuing till 27th June, 2020.

To avoid any possibility of spreading Corona cases in or all surrounding areas of court campus/residence of Judicial Officers, Hon'ble the Chief Justice has been pleased to direct as under:-

- (i) The limited functioning as per Circular no. Q-12 dated 4th May, 2020 of the High Court as well as Subordinate Courts will continue from 29th June, 2020 till 4th July, 2020.
- (ii) The District Court Bhopal and Ujjain will start limited functioning as per circular dated Q/12, dated 4th May, 2020, Circular no. A/1214 dated 5th June, 2020 and other circulars issued from time to time.
- (iii) In the District Court Indore only urgent matters will be heard.

By Order of Hon'ble The Chief Justice,


(Rajendra Kumar Vani)
Registrar General

HIGH COURT OF MADHYA PRADESH: JABALPUR

// CIRCULAR //

No. Q-12

Jabalpur, Dated 04th May, 2020

Sub.: COVID-19 - Nation wide lock down - further directions of Hon'ble the Chief Justice.

Ref.: Order No.Q5 dated 25-03-2020 issued by the High Court of Madhya Pradesh, Jabalpur.

In the reference circular, after clause- 4 and before clause- 5 following shall be added that will be applicable to all the Subordinate Courts (except District Indore, Bhopal & Ujjain) from 04/05/2020 until further orders:

- 4.1 Including urgent cases, those cases shall also be taken for hearing which are at the stage of disposal, order, final hearing, remands & bails, criminal revisions, civil appeals etc. which can be decided only by hearing of Advocates of both the parties without taking any oral evidence by the Presiding Officer of the concerned Court. Presiding Officers are also directed to request to the Learned Advocates to file the written arguments.
- 4.2 The requirements of court staff shall be arranged in such a manner that no rush should be in the court premises but at the same time no work should suffer due to shortage of staff, for this purpose employees may be called in shift and if possible only 1/3 or 1/4 staff may be called on each working day, except officers/employees residing in Containment Zones/Hotspots, with further instructions that the remaining staff will remain available at his residence during the office hours and if required be called at any time, no one shall leave his residence for non-official purpose without permission of the concerned Presiding Officer.



The District Judges shall ensure that at every place where Advocates and public is entering in Court premises the protocol of wearing mask, sanitization and social distancing shall be strictly followed and for this purpose circles with minimum one meter distance be made. The Guidelines issued by High Court for conducting hearing through Video Conferencing and other Guidelines issued by High Court, Central & State Government to combat with outspreading of Coronavirus (Covid-19) shall be followed in letter & spirit. The Clause- 22 of VC Guidelines dated 20/04/2020 will be read in consonance with these amendments.

The progress report by all District & Sessions Judges shall be sent to the Registry every week i.e. up to every Sunday morning for weekly review.

BY ORDERS OF HON'BLE
THE CHIEF JUSTICE

 4/5/2020
(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL

HIGH COURT OF MADHYA PRADESH
PRINCIPAL SEAT AT JABALPUR

// CIRCULAR //

No. A/930 /

Jabalpur dated 11/05/2020

In continuation to the earlier Circular No. A/911 dated 05.05.2020 issued by this High Court, Clause No.1 has been modified as below:

"The working hours of the courts of the District and Session Judges/Addl. District and Sessions Judges shall be from 11:00 am to 02:00 pm while the working hours of Civil Judge Class-I & II shall be from 02:00 pm to 05:00 pm"

By order of Hon'ble the Chief Justice


(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL

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HIGH COURT OF MADHYA PRADESH: JABALPUR

// CIRCULAR //

No. A/1214

Jabalpur, dated 5th June, 2020

Sub: Extension of operation of Circular No. Q-5 dated 25.03.2020, B/1880 dated 30.05.2020 & other circulars and clarifications issued in this regard.

Ref: Order No. Q13 dated 17.05.2020 issued by the High Court of Madhya Pradesh, Jabalpur.

Earlier in pursuance to the public declaration by Hon'ble The Prime Minister of India on 24th March 2020, the lock down started and from time to time, it was extended. In this regard, previously the Circular No. Q-5 dated 25.03.2020 was issued and only urgent work in subordinate courts was started thereafter through various orders, circulars, clarifications restricted functioning of the High Court and its Registry as well as of the Subordinate Courts was started from 4th May, 2020 and that is continuing till 7th June, 2020.

Due to spread of COVID-19 cases, Containment zone/area of Madhya Pradesh is changing from time to time, hence to avoid any possibility of spreading Corona cases in or all surrounding areas of court campus/residence of Judicial Officers Hon'ble the Chief Justice has been pleased to direct as under :

- (i) In case any court campus happens to fall in containment zone/area, such court campus shall remain closed until the



area is declared as non-containment area and urgent works shall be conducted from the residence of Judicial Officer concerned (as may be directed by District Judge), through Video Conferencing or other suitable mode, while in case of residential area of Judicial Officer(s) falls within containment area, such Judicial Officer(s) shall not attend the court until the residential area of concerned officer is not declared as non-containment area.

- (ii) The limited functioning of the High Court as well as Subordinate Courts as mandated by circular dated 30th May, 2020 will continue from 8th June 2020 till 13th June, 2020 except Subordinate Courts in districts Indore, Ujjain & Bhopal where only urgent matters shall be heard.
- (iii) In the High Court of Madhya Pradesh at Bench Indore, the hearing of cases will continue with minimum required staff, through Video Conferencing till 13th June, 2020.

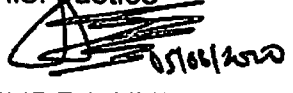
By order of Hon'ble the Chief Justice


(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL

05/06/2020

Copy to :-

- (1) Principal Registrar (Judicial) High Court of M.P. Jabalpur
- (2) Principal Registrar, Bench at Indore
- (3) Principal Registrar, Bench at Gwalior
- (4) All District Judges / Principal Judges, Family Court in the State of M.P.
- (5) Registrar-Cum-P.P.S. to Hon'ble the Chief Justice


(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL

HIGH COURT OF MADHYA PRADESH: JABALPUR

// CIRCULAR //

No. Q-5

Jabalpur, dated 25th March, 2020

Sub.: COVID-19 - Nation wide lock down - further directions of Hon'ble the Chief Justice.

Ref.: Order No.Q-1 & Q-2 dated 22.03.2020 and Order No.Q-3 & Q-4 dated 23.03.2020 issued by the High Court of Madhya Pradesh, Jabalpur.

The public announcement was made by the Hon'ble Prime Minister of the country on 24/03/2020 imposing a complete lock-down throughout the country. The Order No.40-3/2020-D dated 24th March 2020 along with the annexures has been issued by the Ministry of Home Affairs, Government of India, New Delhi. Subject to the condition contained therein and due to the threat of pandemic Corona Virus and immobilization of the public at large, it has been decided to declare the non-working of the High Court of Madhya Pradesh as well entire Subordinate judiciary of the State of Madhya Pradesh.

In the wake of this unprecedented and uncertain situation, it is directed by Hon'ble the Chief Justice, in addition to the above referred orders, to declare that there shall be no Court work with immediate effect for three weeks till 14/04/2020 (including Holidays from 10/04/2020 to 14/04/2020) in case of High Court of Madhya Pradesh at Principal Seat Jabalpur and its Benches at Indore & Gwalior and till 14/04/2020 (including Holiday on 14/04/2020) in case of all Subordinate Courts and Family Courts across the State of Madhya Pradesh subject to the following:-



- 01- Entry in person to the High Court at Main Seat Jabalpur and Benches at Indore & Gwalior shall remain prohibited till 14/04/2020. Administrative/Judicial work shall be communicated through Registrar General/Principal Registrar (Judicial) at Main Seat Jabalpur and Principal Registrars at Benches at Indore & Gwalior on their official e-mail I.D.
- 02- Entry into all Subordinate Courts shall remain prohibited till 14/04/2020 subject to specific permission of the District Judge/ Principal Judge, Family Court or In-charge Officer thereof, as the case may be. The respective Heads shall notify official e-mail I.D. details of Court Manager or Administrative Officer, as the case may be, for any contact by any person including lawyers for either Administrative or Judicial work.
- 03- All Registry Officers and staff of the High Court Main Seat at Jabalpur and Benches at Indore & Gwalior as well as all Judicial Officers & staff members of the Subordinate Courts including Family Courts shall remain stationed at their respective place of posting subject to the directions issued by the respective Heads, as the case may be, to carry out urgent or emergent duties.
- 04- No matter, unless it is urgent or eminently emergent, shall be entertained except with the permission of Hon'ble the Chief Justice in case of the High Court and District Judge or Principal Judge, Family Court or In-charge Officer thereof in case of Subordinate Court or Family Court.
- 05- On permission being granted, the lawyers / litigants or the concerned person shall be accordingly instructed of the venue and mode of addressing the Court either through Video Conferencing or otherwise.



- 06- All Registry Officers and staff members of the High Court Main Seat at Jabalpur and Benches at Indore & Gwalior and all Judicial Officers & staff members of the Subordinate Courts including Family Courts shall keep their mobile phones and contact numbers in an active mode for receiving and executing any communications issued by their respective superiors for the discharge of their duties.
- 07- In view of the unpredictable situations, the High Court and Subordinate Courts including Family Courts shall function as per the aforesaid directives until further orders subject to any further decision being taken on administrative side by Hon'ble the Chief Justice.
- 08- The directions and the guidelines issued by the Central Government and the State Government from time to time shall be followed in letter & spirit by all concerned. A copy of the guidelines issued by the Department of Justice, Government of India on 20/03/2020 and Ministry of Home Affairs, Government of India on 24/03/2020 along with all annexures are being appended herewith for ready reference.
- 09- Any kind of disobedience and deviation of the aforesaid directions shall be viewed seriously.

BY ORDERS OF HON'BLE
THE CHIEF JUSTICE



25/3/2020

(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL

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No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

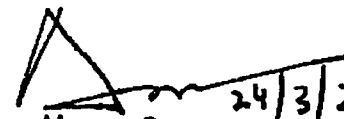
North Block, New Delhi-110001
Dated 24th March, 2020

ORDER

Whereas, the National Disaster Management Authority (NDMA), is satisfied that the country is threatened with the spread of COVID-19 epidemic, which has already been declared as a pandemic by the World Health Organisation, and has considered it necessary to take effective measures to prevent its spread across the country and that there is a need for consistency in the application and implementation of various measures across the country while ensuring maintenance of essential services and supplies, including health infrastructure;

Whereas in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, the National Disaster Management Authority (NDMA), has issued an Order no. 1-29/2020-PP (Pt.II) dated 24.03.2020 (Copy enclosed) directing the Ministries/ Departments of Government of India, State/Union Territory Governments and State/ Union Territory Authorities to take effective measures so as to prevent the spread of COVID-19 in the country;

Whereas under directions of the aforesaid Order of NDMA, and in exercise of the powers, conferred under Section 10(2)(I) of the Disaster Management Act, the undersigned, in his capacity as Chairperson, National Executive Committee, hereby issues guidelines, as per the Annexure, to Ministries/ Departments of Government of India, State/Union Territory Governments and State/ Union Territory Authorities with the directions for their strict implementation. This Order shall remain in force, in all parts of the country for a period of 21 days with effect from 25.03.2020.


24/3/2020
Home Secretary

To

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories
(As per list attached)

Copy to:

- i. All members of the National Executive Committee.
- ii. Member Secretary, National Disaster Management Authority.

Guidelines on the measures to be taken by Ministries/ Departments of Government of India, State/Union Territory Governments and State/ Union Territory Authorities for containment of COVID-19 Epidemic in the Country.

1. Offices of the Government of India, its Autonomous/ Subordinate Offices and Public Corporations shall remain closed.

Exceptions:

Defence, central armed police forces, treasury, public utilities (including petroleum, CNG, LPG, PNG), disaster management, power generation and transmission units, post offices, National Informatics Centre, Early Warning Agencies

2. Offices of the State/ Union Territory Governments, their Autonomous Bodies, Corporations, etc. shall remain closed.

Exceptions:

- a. Police, home guards, civil defence, fire and emergency services, disaster management, and prisons.
- b. District administration and Treasury
- c. Electricity, water, sanitation
- d. Municipal bodies—Only staff required for essential services like sanitation, personnel related to water supply etc

The above offices (Sl. No 1 & 2) should work with minimum number of employees. All other offices may continue to work-from-home only.

3. Hospitals and all related medical establishments, including their manufacturing and distribution units, both in public and private sector, such as dispensaries, chemist and medical equipment shops, laboratories, clinics, nursing homes, ambulance etc. will continue to remain functional. The transportation for all medical personnel, nurses, para-medical staff, other hospital support services be permitted.

4. Commercial and private establishments shall be closed down.

Exceptions:

- a. Shops, including ration shops (under PDS), dealing with food, groceries, fruits and vegetables, dairy and milk booths, meat and fish, animal fodder. However, district authorities may encourage and facilitate home delivery to minimize the movement of individuals outside their homes.
- b. Banks, insurance offices, and ATMs.
- c. Print and electronic media
- d. Telecommunications, internet services, broadcasting and cable services. IT and IT enabled Services only (for essential services) and as far as possible to work from home.
- e. Delivery of all essential goods including food, pharmaceuticals, medical equipment through E-commerce.

- f. Petrol pumps, LPG, Petroleum and gas retail and storage outlets.
- g. Power generation, transmission and distribution units and services.
- h. Capital and debt market services as notified by the Securities and Exchange Board of India
- i. Cold storage and warehousing services.
- j. Private security services

All other establishments may work-from-home only.

5. Industrial Establishments will remain closed.

Exceptions:

- a. Manufacturing units of essential commodities.
- b. Production units, which require continuous process, after obtaining required permission from the State Government

6. All transport services – air, rail, roadways – will remain suspended.

Exceptions:

- a. Transportation for essential goods only.
- b. Fire, law and order and emergency services.

7. Hospitality Services to remain suspended

Exceptions:

- a. Hotels, homestays, lodges and motels, which are accommodating tourists and persons stranded due to lockdown, medical and emergency staff, air and sea crew.
- b. Establishments used/ earmarked for quarantine facilities.

8. All educational, training, research, coaching institutions etc. shall remain closed.

9. All places of worship shall be closed for public. No religious congregations will be permitted, without any exception.

10. All social/ political/ sports/ entertainment/ academic/ cultural/ religious functions / gatherings shall be barred.

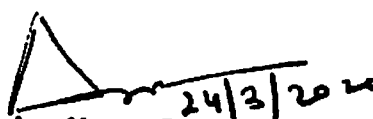
11. In case of funerals, congregation of not more than twenty persons will be permitted.

12. All persons who have arrived into India after 15.02.2020, and all such persons who have been directed by health care personnel to remain under strict home/ institutional quarantine for a period as decided by local Health Authorities, failing which they will be liable to legal action under Sec. 188 of the IPC.

13. Wherever exceptions to above containment measures have been allowed, the organisations/employers must ensure necessary precautions against COVID-19

virus, as well as social distance measures, as advised by the Health Department from time to time.

14. In order to implement these containment measures, the District Magistrate will deploy Executive Magistrates as Incident Commanders in the respective local jurisdictions. The Incident Commander will be responsible for the overall implementation of these measures in their respective jurisdictions. All other line department officials in the specified area will work under the directions of such incident commander. The Incident Commander will issue passes for enabling essential movements as explained.
15. All enforcing authorities to note that these strict restrictions fundamentally relate to movement of people, but not to that of essential goods.
16. The Incident Commanders will in particular ensure that all efforts for mobilisation of resources, workers and material for augmentation and expansion of hospital infrastructure shall continue without any hindrance.
17. Any person violating these containment measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Sec. 188 of the IPC (as per Appendix).
18. The above containment measures will remain in force, in all parts of the country, for a period of 21 days with effect from 25.03.2020.


24/3/2020
Union Home Secretary

• बरुण मित्रा, भा.प्र.से.
BARUN MITRA, IAS



राष्ट्रमेव जयते



सचिव
न्याय विभाग
विधि और न्याय मंत्रालय
भारत सरकार
SECRETARY
DEPARTMENT OF JUSTICE
MINISTRY OF LAW & JUSTICE
GOVERNMENT OF INDIA

D.O. No. 15011/38/2020-JUS (AU)

Dated the 20th March, 2020

Dear

We are all aware that the Novel Coronavirus (COVID-19) has spread to more than 90 countries in the world, including India. The Government of India through its all Ministries/Departments and its Institutions/Organizations is making all possible endeavours to mitigate the impact of the outbreak in the country. The Ministry of Health and Family Welfare has been issuing guidelines on various aspects. The Department of Personnel and Training has recently issued guidelines on activities to be undertaken by all concerned Departments in order to control the impact of outbreak in the country. Please find enclosed a copy of these guidelines which are also available on the website of the Ministry of Health and Family Welfare.

You are requested to disseminate these guidelines in the High Court and Districts and Subordinate Courts under your jurisdiction and mobilize all efforts to implement these effectively. As these guidelines may not be exhaustive, you may also like to issue your own advisory in this regard.

With regards,

Yours sincerely,

Encl:- As above


(Barun Mitra)

Registrars General of all High Courts
(As per list attached)



प्रीति सूदन, आईएएस
सचिव

PREETI SUDAN, IAS
Secretary



भारत सरकार
स्वास्थ्य एवं परिवार कल्याण विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Government of India
Department of Health and Family Welfare
Ministry of Health and Family Welfare

D.O.No.Z-21020/14/2020-PH
17-3-2020

Dear Colleagues,

A number of measures have been taken both by Govt of India and by the States to contain nCoronavirus/COVID-19. These include dissemination of Do's & Don'ts, guidelines on wearing of masks, action on various travel advisories, implementation of protocols on surveillance, prevention of hospital infection, discharge policy, clinical management, etc. Kindly visit our website <https://mohfw.gov.in> for details.

Extensive consultations have been held with public health experts who have suggested to focus on social distancing measures as a preventive strategy to contain transmission of Covid-19. It was brought out that implementation of social distancing measures would have a major impact in limiting the spread and will also provide us with time to strengthen our response framework.

Accordingly, advisory/guidelines are drawn up for further action. While implementing these measures, it is important to educate the community so as to ensure their cooperation and avoid any panic. It is reiterated that these are preventive measures so as to lessen the impact of COVID-19 in the country and are temporary.

I shall be grateful if the enclosed advisory/guidelines are implemented as applicable to your particular Ministry/Department and organizations under you. You may also like to issue your own orders/advisory in this regard. Please direct States implement these effectively.

With collective effort, we will succeed in containing Covid-19.

Yours sincerely,

(Preeti Sudan)

Secretaries to GoI of all Ministries/Departments

Encl.: as above

Advisory on Social Distancing Measure in view of spread of COVID-19 disease

Social distancing is a non-pharmaceutical infection prevention and control intervention implemented to avoid/decrease contact between those who are infected with a disease causing pathogen and those who are not, so as to stop or slow down the rate and extent of disease transmission in a community. This eventually leads to decrease in spread, morbidity and mortality due to the disease.

In addition to the proposed interventions, the State/UT Governments may prescribe such other measures as they consider necessary.

All these proposed interventions shall be in force till 31st of March, 2020. They will be reviewed as per the evolving situation.

The following interventions are proposed:

1. Closure of all educational establishments (schools, universities etc), gyms, museums, cultural and social centres, swimming pools and theatres. Students should be advised to stay at home. Online education to be promoted.
2. Possibility of postponing exams may be explored. Ongoing exams to be conducted only after ensuring physical distance of one meter amongst students.
3. Encourage private sector organizations/employers to allow employees to work from home wherever feasible.
4. Meetings, as far as feasible, shall be done through video conferences. Minimize or reschedule meetings involving large number of people unless necessary.
5. Restaurants to ensure handwashing protocol and proper cleanliness of frequently touched surfaces. Ensure physical distancing (minimum 1 metre) between tables; encourage open air seating where practical with adequate distancing.
6. Keep already planned weddings to a limited gathering, postpone all non-essential social and cultural gatherings.
7. Local authorities to have a dialogue with organizers of sporting events and competitions involving large gatherings and they may be advised to postpone such events.
8. Local authorities to have a dialogue with opinion leaders and religious leaders to regulate mass gatherings and should ensure no overcrowding/at least one metre distance between people.

9. Local authorities to have meeting with traders associations and other stakeholders to regulate hours, exhibit Do's and Don'ts and take up a communication drive in market places like sabzi mandi, anaj mandi, bus depots, railway stations, post-offices etc., where essential services are provided.
10. All commercial activities must keep a distance of one meter between customers. Measures to reduce peak hour crowding in markets.
11. Non-essential travel should be avoided. Buses, Trains and aeroplanes to maximize social distancing in public transport besides ensuring regular and proper disinfection of surfaces.
12. Hospitals to follow necessary protocol related with COVID-19 management as prescribed and restrict family/friends/children visiting patients in hospitals.
13. Hygiene and physical distancing has to be maintained. Shaking hands and hugging as a matter of greeting to be avoided.
14. Special protective measures for delivery men/ women working in online ordering services.
15. Keep communities informed consistently and constantly.

Ministry of Health & Family Welfare

No. 11013/9/2014-Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001

Dated the 19th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

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- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT

डा. सी. चंद्रमौलि, एम.ए.से.
सचिव
Dr. C Chandramouli, IAS
SECRETARY



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001

D.O. No.11013/9/2014-Estt(A-III)

19th March, 2020

Dear Chief Secretary/ Administrator,

Instructions have been issued by the Central Government regarding certain preventive measures to be taken in the light of the spread of COVID 19 (copies enclosed).

2. Given that this outbreak has been declared a global pandemic, it would be in public interest if similar measures are taken by State Governments and Union Territories. I request you to take measures as appropriate.

3. I will be grateful to be kept informed of the instructions issued in this regard.

With regards,

Yours sincerely,

(Dr. C. Chandramouli)

To

All the Chief Secretaries/Administrator of State Governments and Union Territories.

Encl:- As above



सूचना
का अधिकार

Please Visit Our Website : <http://paramin.gov.in>

टेली/Tel.: 23084848 टेलीफैक्स/Telefax : 23084500 E-mail ID secy_mop@nic.in

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F.No.11013/9/2014-Estt.A.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated: 16/03/2020
17th

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

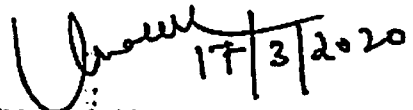
2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iv) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.

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- (ix) Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- (x) All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf.
- (xi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xii) Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Ministries/Departments may take care not to expose such employees to any front-line work requiring direct contact with the public.
3. An indicative list of Do's and Don'ts is also annexed for wide dissemination.

Encl: As above


17/3/2020

(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

To,

1. All the Ministries/Departments, Government of India
 2. PMO/Cabinet Secretariat
 3. PS to Hon'ble MOS(PP)
 4. PSO to Secretary(Personnel)
 5. Sr. Tech. Dir., NIC, DoP&T
- } For Information

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.

No.T-21021/1/2020-Acad.Desk(Part-3)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Training Division

Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067
Dated: 19th March, 2020

OFFICE MEMORANDUM

Sub:- Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19).

With a view to contain the spread of Novel Coronavirus (COVID-19) it is imperative that the following precautionary measures are taken by all the Training Institutions: -

- i) All Training Institutions may review the ongoing training programmes and take appropriate measures to defer/curtail them to the extent possible. It would not be advisable to undertake any new training programme for the time being.
- ii) Entry of visitors to training institution may be restricted. If absolutely necessary, such visitors may be admitted after proper screening. Installation of thermal scanner at the entry points of the buildings may be taken up wherever feasible. Hand sanitizers should be mandatorily placed at the entry points and every person-faculty member/staff member/Visitor entering the premises should compulsorily clean their hands before entering the premises.
- iii) Availability of adequate hand sanitizers and running water/soap in the training institute should be ensured.
- iv) Training/Teaching may be conducted, as far as possible, in a virtual/online mode.
- v) Adequate distance may be maintained between students in the physical classrooms
- vi) Meetings to the extent possible should be conducted through video conferencing only.
- vii) All non-essential travel may be avoided. Outside visits and excursions, group activities/screening of movies etc. and physical training activities may be suspended with immediate effect.
- viii) Calling of guest faculty may be avoided.
- ix) All gyms/recreation centres, creches, book clubs etc. inside the premises may be shut down immediately.
- x) A fully functional medical centre with the presence of qualified doctor(s) and nursing staff may be ensured with proper protocol for treating of staff/faculty/trainee with flu like symptoms. SOPs may be developed in consultation with local Public Health Authorities to ensure quick response for testing and isolation/quarantine of symptomatic patients etc.
- xi) Separate quarantine facility may be created in consultation with local Public Health Authorities.
- xii) Mess Supervisors should ensure that all the trainees and mess staff wash their hands properly before entry into the Mess and before entry into the kitchen. Messaging outside the mess, its kitchen and the toilets about 'Dos and Don'ts' must be ensured.
- xiii) Everything prepared in the mess must be cooked properly and raw salad and uncut fruit avoided for the time being. Linen should be changed frequently. The Trainees may be advised not to share the glass for drinking water and use only their respective water bottles for drinking water. Trainees may be advised not to use outside eateries as a preventive measure.
- xiv) Common contact places including class rooms, hostels, mess, guest houses, vehicles/buses etc to be disinfected frequently. Dustbins may be placed in front of all the washrooms. Doorknobs of class rooms, toilets, hostel doors, canteen and all common facilities to be disinfected regularly.

- xv) All faculty members and staff members may be advised to take care of their own health as well as of their friends and family and look out for symptoms such as respiratory problems, fever, discomfort etc. In case anyone feels unwell and shows flu-like symptoms, should inform the Training Coordinator/designated faculty immediately and report to the Medical Centre of the training institutes.
- xvi) All staff & faculty at higher risks such as elderly employees, pregnant employees, employees with poor medical conditions and employees suffering from major chronic ailments may be advised to take proper care.
- xvii) Frequent hand washing with soap, water and alcohol-based hand rub, should be encouraged. Covering of nose and mouth while sneezing and coughing, throwing of used tissues in close bins immediately after use. Keeping a safe distance from persons during interaction, especially with those having flu-like symptoms, sneezing in the inner side of the one's elbow and not coughing into the palms of one's hand, regular check of temperature and respiratory systems, consultation with the doctor in the event of one's feeling unwell, wearing of mask and covering of mouth and nose while visiting a doctor and avoidance of social gatherings, must be strongly advised to every faculty member and staff member. Staff & faculty should also be advised not to spit in the public, travel unnecessarily, participate in the large gathering, spending time in the canteens unnecessarily, visit gyms, clubs and crowded places.
- xviii) The Health Advisories issued by the Ministry of Health and Family Welfare should be referred to and followed scrupulously.
- xix) Action taken in this regard may be intimated to this Department regularly.



(Biswajit Banerjee)

Under Secretary to the Government of India

Tele. No.011-26194167

E-mail: biswajitbanerjee.edu@nic.in

To

1. All Central Training Institutes, CCAs
2. All Attached offices/Autonomous bodies under DOPT.
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Tech. Dir., NIC, DoP&T

F.No. 11013/9/2014 - Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi-110001
Dated the 20th March, 2020

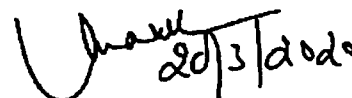
OFFICE MEMORANDUM

Sub: Preventive measures to achieve 'social distancing' to contain the spread of COVID19

In continuation of this Department's OM of even no. dated 17th March, 2020 and 19th March, 2020, the following has been decided:-

- (i) The officials appointed as Consultants/Advisors after retirement who are of the age of 60 years & above, may be allowed to work from home with the permission of Heads of Department (HoDs), without adversely affecting their consultancy fee/honorarium, till 4th April, 2020.
- (ii) The contractual/outsourced staff may also be allowed to attend office on rotational basis as has been allowed for Group 'B' and 'C' officials, without deduction of any wages for their absence from work, upto 4th April, 2020.

2. These instructions shall be applicable to Ministries/Departments/attached and subordinate offices of Central Government. Similar instructions may be issued to Autonomous/Statutory Bodies.


(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India

- To
1. All the Ministries/Departments of the Government of India
 2. PMO/Cabinet Secretariat
 3. PS to MoS(PP)
 4. PSO to Secretary(Personnel)
 5. Sr.Technical Director. NIC, DoPT

F.No. 11013/9/2014 - Estt (A-III)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

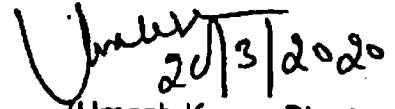
North Block, New Delhi-110001
Dated the 20th March, 2020

OFFICE MEMORANDUM

Sub: Preventive measures to achieve 'social distancing' to contain the spread of COVID19 – Relaxation in CCS (Leave) Rules, 1972 regarding.

The undersigned is directed to state that the leave sanctioning authorities were advised vide O.M. of even number dated 17th March, 2020 to sanction leave to officials who wish to self-quarantine. as a preventive measure. In this regard, in relaxation of Central Civil Services (Leave) Rules, 1972, it has now been decided with the approval of competent authority to grant Commuted Leave without production of medical certificate to those officials who are above 50 years of age and have underlying conditions i.e. Diabetes, Respiratory problems, Renal diseases and other life-threatening illness, for a period upto 4th April, 2020. so as to avoid unnecessary burden on the health care system.

2 These instructions shall be applicable to Ministries/Departments/attached and subordinate offices of Central Government. Similar instructions may be issued to Autonomous/Statutory Bodies.


(Umesh Kumar Bhatia)

Deputy Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
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