

**OFFICE OF THE DISTRICT & SESSIONS JUDGE ::::: ::::: BONGAIGAON**

**O R D E R**  
Dated Bongaigaon the 3<sup>rd</sup> May, 2021.

In terms of **Notification No. 35 dtd. 1<sup>st</sup> May, 2021** in the light of the Notification No. 4, dated Guwahati the 30<sup>th</sup> June/2020 issued by the Hon'ble Gauhati High Court, Guwahati with a view to curb the spread of the contagion and taking note of the safety and the well-being of the officers and the staff working in the District Court establishment a COVID-19 response team has been constituted of the following members.

- (1) Doctor, Sri Bhupen Baishya, CM & HO (CD), Bongaigaon  
Phone No. 9435021956
- (2) Sri Ananda Kr Saha,  
Chief Administrative Officer, Bongaigaon District Judiciary,  
Phone No. 6001386362
- (3) Smti. Gitali Talukdar,  
Head Asstt., O/o the Civil Judge, Bongaigaon,  
Phone No. 7002704330
- (4) Sri Ashok Barman,  
In-Charge, Head Assistant, Office of the C.J.M. Establishment.  
Phone No. 8721914528
- (5) Sri Haridhar Barman,  
U.D. Assistant, O/o the District Judge, Bongaigaon,  
Phone No. 6001321103

The above team shall co-operate with the Health Department in case of any necessity, in consultation with Nodal Officer of Bongaigaon District Judiciary, if any employee makes any consultation with doctor as regards the symptom as aforesaid, he or she shall immediately sent the photocopies of the Medical Documents to the COVID-19 response team, as mentioned above.

**The other guidelines as follows :**

1. Every employee shall inform the CAO or Head Assistant or U.D.A., as the case may be of the concerned court if the residential area where he is residing in the containment zone
2. The employee residing with the 'Containment Zone' shall not entered the concerned court complex. Such employee de rostered from duty.
3. The Response Team to ensure vaccination programme at the district level ( Judiciary ) in consultation with the Health Department of Bongaigaon district.
4. The Response Team shall ensure that all Lawyers, litigants, members of the staff , security staff etc. shall be subjected to thermal screening before entry of the

Court complex. A proper Register shall be maintained at the entry point of the Court complex where the person entering into the Court complex shall disclose proper indent and contact numbers.

4. The employee shall also inform the CAO or Head Assistant or UDA forthwith if he/she suffering from fever, running nose, short throat, Cough, Headache, Diarrhea, breathing difficulty, vomiting etc. The CAO or Head Assistant or UDA shall percolate to the District Judge, the information which he received from the concerned employee.
5. The CAO or Head Assistant or UDA shall ensure that all the employee we are face mask and used sanitizer and wash their hand frequently and also ensure that all the employees maintain physical distance and any short of unwanted gathering shall be strictly avoided.
6. Chewing of Tabacco, Gutkam Paan, Tamul etc. and spitting is strictly prohibited in the court premises. The CAO or Head Assistant or UDA shall monitor that no employee or visitor spreads in the said premises. In case of any employee indulgence in any such act, it shall invite disciplinary action.
7. The CAO or Head Assistant or UDA ensure that physical distance at least 6 feet is maintained by the litigants or advocate, clerk while queuing at filling counter. He shall further ensure that such person we are face mask properly while queuing.
8. The CAO or Head Assistant or UDA shall indentify to employees who are acquainted with the filed and relevant information of every court.
9. The CAO or Head Assistant or UDA shall allot duty to the peon /attainder in such way that the particular peon we attain only to specify part of the court.

Inform all concerned accordingly.

*SD/-*

District & Sessions Judge,  
Bongaigaon.

Memo No. DJB.XIII-46/2021/2343-2349 Dated Bongaigaon the 3<sup>rd</sup> May,2021.

Copy forwarded for information to :-

1. The Registrar General, Hon'ble Gauhati High Court, Guwahati.
2. The Chief Judicial Magistrate, Bongaigaon.
3. The Civil Judge & Asstt. Sessions Judge, Bongaigaon
4. The Munsiff, Bongaigaon for information.
5. Dr.Bhupen Baishya, CM & HO (CD), Bongaigaon for information and necessary action.
6. Employees Concerned.
7. Systems Officer, District Judiciary. He is asked to uploading this order in the Bongaigaon District Judiciary websites.
8. Office file.

District & Sessions Judge,  
Bongaigaon.

