

HIGH COURT FOR THE STATE OF TELANGANA, AT HYDERABAD

R.O.C NO. 394/SO/2020-HC.

DATE : 19-04-2021

C I R C U L A R

Sub:- High Court for the State of Telangana – Serious spread of COVID-19 pandemic in the Greater Hyderabad Municipal Corporation Limits and in mufasil areas in the Ranga Reddy District – Reducing the footfall in the High Court premises – Instructions – Issued - Reg.

Ref:- High Court's Notification in ROC No.394/SO/2020 dated 15.04.2021.

Considering the spike in Corona positive cases in the State, more particularly in the Greater Hyderabad Municipal Corporation Limits, and its surroundings, also looking into the health and safety issues of the Officers and Staff of the High Court, and to reduce the footfall in the High Court premises, as directed the following instructions are issued:

1. All the Officers in the category of Joint Registrars, Deputy Registrars, Assistant Registrars and Section Officers/Scrutiny Officers/Accounts Officer/P.S. to Hon'ble Judges/Court Masters shall attend the Registry/Office regularly and see that there is no dislocation of work in their respective wings.
2. The Section Officer/Controlling Officer concerned shall ensure the attendance of 50% of the Staff working under their control on turn basis in the alternate days depending upon exigencies of work.
3. The Deputy Registrar, New Filing, will take appropriate decision in consultation with the Registrar (Judicial-I) as to the number of staff members required in New Filing Section. Similarly, the Controlling Officers of Special Cell and Current Section will take appropriate decision in consultation with Registrar/Joint Registrar concerned as to the number of staff members required in their Section to avoid dislocation of the work;
4. The Section Officer/Controlling Officer, shall ensure physical distance of 06 feet between each of the staff members working in the Section;
5. Each Staff member has to wear the **“Mask”** compulsorily during his/her stay in the premises of High Court.
6. Staff members shall use sanitizer before entering into the Section and during working hours;

7. Those Staff members who are availing off on turn basis shall be available on phone, shall confine to their home only and shall not leave the headquarters without prior permission and if required shall attend the Office in case of necessity;

The Section Officers/Controlling Officers, who are responsible shall see that the work of the Section concerned is not dislocated due to the above arrangement and shall communicate the daily turn-wise attendance of the staff members in the Section, to the Registrar concerned.


REGISTRAR GENERAL
19.04.21

To:

1. The Prl. Secretary to the Hon'ble the Chief Justice, High Court for the State of Telangana at Hyderabad - for information.
2. The P.Ss to the Registrars, High Court for the State of Telangana at Hyderabad (for placing before the Registrars)
3. All the Service Associations, High Court for the State of Telangana at Hyderabad (with instructions to intimate all the Staff members)
4. All the Officers of the High Court for the State of Telangana at Hyderabad.
5. All the Section Officers/ Section Heads, High Court for the State of Telangana at Hyderabad. (for circulating among the Staff members working under their control)
6. The Section Officer, Stationery Section.
7. The Overseer, High Court for the State of Telangana at Hyderabad(for circulating among the staff members working under his control)

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