



(Through e-mail)

**From**

**Ashish Garg, H.J.S.  
Registrar General,  
High Court of Judicature at  
Allahabad**

**To**

**All the District Judges  
Subordinate to High Court of Judicature at  
Allahabad.**

**Letter No.** 1945 /LXXXVII-CPC/e-Courts/Allahabad/Dated: 22 April 2021

**Subject:** Guidelines for functioning of District Courts/ Tribunals, keeping in view the increasing cases of COVID-19 in Districts.

Sir/ Madam,

I have been directed by the Hon'ble Court to communicate that in partial modification of the earlier guidelines issued vide letter no. 1941/LXXXVII-CPC/e-Courts/Allahabad dated 05.04.2021 and letter no. 1944/LXXXVII-CPC/e-Courts/Allahabad dated 14.04.2021, the following guidelines shall be applicable to all the Courts (Including Tribunals) subordinate to High Court of Judicature at Allahabad -

**GUIDELINES REGARDING FUNCTIONING OF COURTS**

1. The following Courts shall only take up the matters, as detailed below:

- a) Districts Judge/ Principal Judge, Family Court, Presiding Officer, Commercial Court/ Land Aqui, Rehab & Resettlement Authority/ Motor Accident Claims Tribunals or any other Court presided by Sr. Judicial Officer who is assigned the matter by rotation by the District Judge/ Principal Judge, Family Court and time by slot (wherever applicable).

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- b) Courts dealing with Special Jurisdiction or any other Court which is assigned the matters pertaining to special jurisdiction by rotation/time by slot.
  - c) Chief Judicial Magistrate or any other Court which is assigned the matter by rotation/time by slot.
  - d) Civil Judge (S.D) or any other Court which is assigned the matter by rotation/time by slot.
  - e) Civil Judge (J.D) or any other Court which is assigned the matter by rotation/time by slot.
- 2 It may be ensured that not more than 1 Judicial Officer may be assigned the matter pertaining to particular jurisdiction. Further, if there are less number of pending urgent matters pertaining to special jurisdiction, possibility be explored for assigning the work to less number of Judicial Officers.
  - 3 The assignment of Work to the Judicial Officers be done by rotation, fixing days on weekly or fortnightly basis and time slots. This may be ensured that services of minimal/limited Judicial Officers are taken per day.
  4. During the above period, the Judicial Officers shall undertake (wherever possible), the following nature of matters:
    - a) Bail, Anticipatory Bail.
    - b) Urgent Misc. Criminal Applications.
    - c) Urgent Civil Applications such as Injunction matters.
    - d) The Judicial work/Remand in respect of under trial Prisoner.
    - e) Any other nature of matter, which the Districts Judge/ Principal Judge, Family Court, Presiding Officer, Commercial Court/ Land Aquia, Rehab & Resettlement Authority/ Motor Accident Claims Tribunals considers it urgent or appropriate.
  5. The District Court working shall be from 10.30 am to 2.30 pm. However, as soon as the work is completed, the Judicial Officers and Court Staff may kindly be directed to leave the Court premises (wherever applicable).
  6. Such matters may be taken up by physical mode in the Court premises or by way of video conferencing/Virtual mode in Court premises or Residential Office,

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as per the discretion of District Judge/ Principal Judge, Family Court, Presiding Officer, Commercial Court/ Land Aquai, Rehab & Resettlement Authority/ Motor Accident Claims Tribunals. Possibility may be explored to take up the matters in all such Courts through Virtual mode only.

7. The Remand/Other Judicial Work in respect of under trial Prisoner shall be done through Video Conference only. JITSI Video Conference Software for Remand/Other Judicial Work may also be used for the said purpose, wherever required.
8. The dedicated email of District Court may be used for receiving the Bail/Anticipatory Bail Applications or other urgent applications. Such applications sent by the Learned Counsels through email shall contain the details of advocate/Litigants including his mobile number, email ID. The Computer Section shall download such applications received through email and necessary list shall be generated.
9. The Judicial Service Centre (Centralised filing Counter) or any other suitable space/place be identified for receiving/collecting fresh cases/ Applications (Civil/ Criminal). All such cases/Applications shall be registered in CIS. The applications/ Cases shall contain the details of advocate/Litigants including their mobile number. The defects if any, may be informed to Counsel Concerned. Such applications be thereafter placed before the assigned/concerned Court.
10. Only such Learned Advocates be permitted to come to Court premises, whose cases/matters are listed/fixed. As soon as the cases of Learned Counsels are complete, they shall leave the Court premises.
11. The Litigants entry in the Court premises be strictly restricted. District Judge may allow entry of only such litigant/parties whose presence is required in the Court premises.
12. It may be ensured that the Learned Advocates or such litigants entering the Court premises with the express permission, has taken COVID-19 RT-PCR test.
13. The discussions shall be made with the Office bearer of Bar Association for the revised mechanism/modalities regarding functioning of Courts. Necessary assistance may be taken from them to regulate the entry of Advocates in the Court premises.

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14. Entire information in regard to the mechanism may be posted on local website of District Courts and circulated in the Print media.
15. Where the District Administration/CMO concerned is of the opinion that the District/Outlying Court Campus should be closed for a particular period and/or the District Judge/ Principal Judge, Family Court, Presiding Officer, Commercial Court/ Land Aqai, Rehab & Resettlement Authority/ Motor Accident Claims Tribunals concern is of the opinion that the concern Court/Court Campus should be closed for particular period, then such Court/Court campus may be closed for the said period and an intimation mentioning the specific reasons may be sent to Allahabad High Court.
16. Wherever any Court campus or Outlying Court campus is covered under the containment Zone, such Courts shall remain closed and urgent matters shall be taken up through the Video-conferencing/Virtual Courts from residential Office and remand/Other Judicial Work in respect of undertrial prisoner shall be taken up through Video-conferencing, till such time the concerned Court or Outlying court continues to remain in Containment Zone. Necessary reports in this regard, be obtained by the District Judges from the District Administration, on regular basis.
17. District Judge/ Principal Judge, Family Court, Presiding Officer, Commercial Court/ Land Aqai, Rehab & Resettlement Authority/ Motor Accident Claims Tribunals shall ensure minimal entry of Court Staff in Court Premises, which shall not be more than 33% in any case. Their duties may be assigned by rotation, fixing days on weekly basis and in time slots.
18. The Courts (including tribunals) subordinate to High Court of Judicature at Allahabad shall be closed on Saturdays and Sundays as per the State Govt. Guidelines issued by Additional Chief Secretary, Govt of U.P. vide letter no. 720/2021-SeAx-3, dated 20 April 2021, till such time the above guidelines are in force. During the above period complete sanitization of Court premises may be ensured in assistance with the State Government.
19. All the District Judges shall ensure that the daily report is submitted to the Office of CPC on daily basis.

The above guidelines shall be applicable from 24.04.2021, till further orders.

24/04/2021



Therefore, it is requested to take necessary steps at your end to ensure the compliance of the directions given by Hon'ble Court. It is also requested that the above directions may be communicated to the Presiding Officers of the other Courts/ Tribunals subordinate to the High Court of Judicature at Allahabad, for ensuring compliance in the district.

With regards,

Yours faithfully,

*Asmita*  
22/4/2021  
(Registrar General)

Copy forwarded to:-

Letter No. 1945 /LXXXVII-CPC/e-Courts/Allahabad/Dated: 22 April 2021

1. The Chief Secretary,  
Government of U.P., Lucknow
2. The Principal Secretary (Law) &  
L.R., Government of U.P., Lucknow

With a request to communicate the above guidelines to all the concerned State/ District Authorities to ensure strict compliance.

By order of the Court,

*Asmita*  
22/4/2021  
(Registrar General)