

Roc.No.23991-K/2020/C3



CIRCULAR

MOST URGENT

Sub: Courts – COVID-19 PANDAMIC – Restricted working of the Registry of High Court from 6.7.2020 – Instructions and Guidelines issued.

- Ref: 1. High Court's Notification in Roc.No.1363/2020/RG/HC, dated 30.05.2020  
2. High Court's Circular in Roc.No.23991-K/2020/C3, dated 02.06.2020  
3. High Court's Notification in Roc. 1363/2020/RG/HC, dated 05.06.2020  
4. High Court's Circular in Roc.23991-K/2020/C3 dated 08.06.2020  
5. High Court's OM in Roc.No.1363/2020/RG, dated 19.06.2020  
6. High Court's Notification in Roc.No.1363/2020/RG/HC, dated 04.07.2020

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In furtherance to the Notifications/ Circulars/Official Memorandum cited, the following instructions and guidelines are issued for the Officers and Staff of the High Court for the restricted functioning of the Registry of the High Court w.e.f. 06.07.2020:

- i) All the Officers in the cadre of Sub Assistant Registrar and above are directed to attend office on all working days.
- ii) All Heads of Section (Section Officers – Seat-wise) on administrative side, are expected to attend Office on all working days.
- iii) Concerned Officers of the Sections /Heads of all Section / Overseer shall ensure availability of bare minimum of staff, subject to an approximate of 50% of staff Members to attend office at a time on

rotation, and remaining 50% of Staff Members work from home, until further orders.

- iv) The list of staff members attending office on rotation basis in two batches for two days each, shall be prepared and submitted to the Establishment Section on 06.07.2020, in the prescribed format.
- v) The staff, who are permitted to work from home as per rotation shall attend official work by remaining at their home and shall be accessible to the Office by any electronic mode of communication. They shall also physically attend office at any point of time, if called/in case of emergency.
- vi) The Staff Members , who are required to attend office as per rotation, if absent on specific allotted day(s), shall submit leave application (eligible leave/Loss of pay) from the day he/she attended office last, till he/she resumes duty.
- vii) As far as possible, the Officers/Staff Members are advised to use their own vehicle to reach office, in order to comply with social distancing.
- viii) All Officers/Staff Members shall carry with them the Official ID Card and Duty Pass during their transportation to Office.
- ix) The Officers/Staff Members reaching office by two-wheeler shall enter through North Gate (MBA Gate) and park their vehicle in the allotted place.
- x) The Officers and staff members entering into the High Court campus shall mandatorily submit self-declaration form provided in the link <http://www.mhc.tn.gov.in/staffdec/> declaring,
  - a) Using of mask
  - b) Washed Hands with liquid soap at the entry point
  - c) Sanitizing hands frequently



- d) Undergone thermal scanning for temperature
- e) Not having symptoms of cough, cold, fever and difficulty in breathing
- f) Not a person of co-morbidities
- g) Not residing and coming from containment area
- h) Not a pregnant woman
- i) Family members are not infected by COVID-19
- xi) Attendance will not be marked for those who are not submitting self-declaration form in the above link.
- xii) The Officers/Staff members shall wear mask, wash their hands using the liquid soap provided in the entry points, sanitise their hands and undergo thermal scanning for temperature before frisking.
- xiii) The Officers/Staff members having symptoms of cough, cold, fever and difficulty in breathing; persons with co-morbidities; pregnant women; those residing in containment area, shall not enter into the High Court campus. The Officer/staff member seeking exemption on the above grounds shall produce relevant proof for the same.
- xiv) In case the Officer/staff member and/or their family members residing in the same household are awaiting results of COVID-19 test, concerned officer/staff member shall not attend office till the test result found to be Negative.
- xv) If any of the Officer/Staff member and/or their family members residing in the same household are tested positive for COVID-19, concerned Officer/Staff member shall not enter into the High Court campus.
- xvi) If at any later point of time it is found by the Registry that any of the Officer/Staff member and/or their family members residing in the same household were tested positive for COVID-19, and still the concerned Officer/Staff member attended office during the quarantine

period, suitable departmental action will be initiated against them, as per rules.

- xvii) If any of the family member of the Officer/Staff member is tested positive for COVID-19, the concerned Officer/staff member, being the direct contact person, shall immediately subject himself for COVID-19 test and quarantine himself as per the guidelines in force and report to the Registry immediately.
- xviii) All the Officers shall gear up their respective section for effective and smooth functioning of the High Court.
- xix) The Officers and Staff Members of Madurai Bench, who are now on OD in Principal Seat shall also abide by the above directions.

The above instructions/guidelines are to be strictly adhered to by one and all and any deviation will be viewed seriously.

**HIGH COURT, MADRAS**  
**DATED : 04-07-2020**

**Sd/- C.KUMARAPPAN**  
**REGISTRAR GENERAL**

To

01. All the Hon'ble Judges (for information).
02. All the Registrars, High Court, Madras and Madurai Bench.
03. The Additional Registrar General, Madurai Bench of Madras High Court, Madurai
04. The Director/Additional Director, Tamil Nadu State Judicial Academy,  
Chennai, Coimbatore and Madurai
05. The Organising Secretary, Tamil Nadu Mediation and Conciliation Centre,  
High Court Buildings, Madras.
06. All the Officers, High Court, Madras and Madurai Bench.
07. All Heads of Sections, High Court Madras and Madurai Bench. | [With a direction to
08. The Curator, High Court Museum, High Court, Madras. | communicate to all staff
09. The Overseer, High Court, Madras | members under their control]
10. The Record Keeper, A.D. Records, High Court, Madras.

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