

THE HIGH COURT OF ORISSA, CUTTACK

In view of the resurgence of COVID-19, the Hon'ble Court have been pleased to direct all concerned to follow the Standard Operating Procedures for the High Court of Orissa with immediate effect.

STANDARD OPERATING PROCEDURE FOR THE HIGH COURT OF ORISSA

1. Ultra-violet ray machines have been provided for sanitizing the case files and all concerned shall keep sanitising these files while sending and receiving them.
2. Adequate hand sanitizers and face masks shall be made available for the staffs/Officers of the Court. The Superintendent of the respective Sections are required to indent for the same from the Store & Purchase Section.
3. All officers, officials, staff members, etc. are directed to use face masks which would be required to be worn at all times inside the High Court premises. Anybody found not wearing mask shall be immediately required to leave the premises.
4. No person having any of the symptoms such as cold, cough, sneezing or fever shall be permitted entry into the Court premises irrespective of identity card or pass issued in his/her favour.
5. All the entrants to the High Court premises must maintain the norm of social distancing.
6. Frequent hand washing with soap/ hand wash (for at least 20 seconds) and use of alcohol-based hand sanitizers be done by all the officials, court staff and the learned advocates.
7. Provision of mandatory thermal check up shall be made at the entry point into the Court premises.
8. Massive sanitisation and cleaning work shall be taken up in High Court premises. The Court Officer is instructed to check the cleanliness and proper sanitisation of the Court Rooms / Chambers and offices at least twice a day i.e before the opening and after the closing of the Office.
9. The Court staff suffering from cold/cough or sneezing would be instructed to strictly follow the medical advice.

10. Respiratory etiquettes be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
11. Spitting of Pan/Gutkha/Tambakhu etc. shall be strictly prohibited.
12. As much as possible, officials / staffs should avoid using other officials'/ staffs' phones, desks or other work tools and equipments. All are required to clean and disinfect them before and after use.
13. The Assistant Registrar is to ensure that all sections are sanitised at regular intervals on every working day.
14. All are advised to use stairs. However, number of persons in the elevators at one time shall be restricted to three only. Officials/ staffs while using the lift should stand facing walls of the lift and not facing each other.
15. Unnecessary congregation of officials / staffs anywhere inside the Sections / Chambers / High Court premises shall be avoided.
16. The restrictions on the functioning of the canteen/cafeteria/tea stalls etc. are allowed subject to the condition that seating/standing capacity shall be restricted to half of the present capacity and further that rules of maintaining social distancing and proper sanitization shall be followed.
17. There shall be strict adherence to all the directions/ guidelines/SOPs/advisories issued by the Government and health authorities from time to time.
18. The Medical Dispensary of the Court shall function as usual.

NOTE:-The Standard Operating Procedures (SOP) shall be subject to further modification from time to time as may be required.

BY ORDER OF THE CHIEF JUSTICE


12/11/22
REGISTRAR GENERAL

Memo No. 863(100) / Dtd.12.01.2022

Copy forwarded to:-

1. All Officers of the Court
 2. The Addl. Registrar –cum-Principal Secretary to Hon'ble the Chief Justice
 3. All Sr. Secretaries/Secretaries to the Hon'ble Judges of the Court
 4. All Superintendents of the Court
 5. The Technical Director, NIC, Orissa High Court to upload in the website of the Court
 6. The Medical Officers of the Court
 7. Notice Board
- for information and necessary action.


SPECIAL OFFICER (SPECIAL CELL)

Memo No. 864(38) / Dtd.12.01.2022

Copy forwarded to:-

1. The District & Sessions Judges.....(All) of the State
 2. The Presiding Officer, Industrial Tribunal, Bhubaneswar / Rourkela
 3. The Presiding Officer, Coopertave Tribunal, Bhubaneswar
 4. The Presiding Officer, State Education Tribunal, Bhubaneswar
 5. The Chairman, Sales Tax Tribunal, Cuttack
 6. The Member, 2nd MACT, Cuttack / Sambalpur / Berhampur
- for information and necessary action.


SPECIAL OFFICER (SPECIAL CELL)

Memo No. 865(40) / Dtd.12.01.2022

Copy forwarded to the -

1. Secretary General, Supreme Court of India, New Delhi
 2. Registrar General, All High Courts
 3. Chief Secretary to Govt. of Odisha, Bhubaneswar
 4. Advocate General, Odisha, Cuttack
 5. Principal Secretary to Govt. of Odisha, Home Department, Bhubaneswar
 6. Principal Secretary to Govt. of Odisha, Finance Department, Bhubaneswar
 7. Principal Secretary to Govt. of Odisha, Law Department, Bhubaneswar
 8. Principal Secretary to Govt. of Odisha, Health & Family Welfare Department, Bhubaneswar
 9. Director, Odisha Judicial Academy, Cuttack
 10. Member-Secretary, Odisha State Legal Services Authority, Cuttack
 11. President , Orissa High Court Bar Association, Cuttack
 12. Secretary , Orissa High Court Bar Association, Cuttack
 13. Chairman, Odisha State Bar Council, Cuttack
 14. Commissioner of Police, Police Commissionerate, Bhubaneswar
 15. Deputy Commissioner of Police, Cuttack
- for information and necessary action.


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