

THE HIGH COURT OF ORISSA, CUTTACK

OFFICE ORDER

Dated, the 3rd May, 2021

It is hereby notified for information of all concerned that in view of imposition of lockdown by Government of Odisha in the entire State from 05.05.2021 till 5.00 A.M. of 19.05.2021 vide Order No. 2328/R & DM(DM) dated 01.05.2021, following arrangements are made in partial modification of Notice dated 30.04.2021 for functioning of High Court during lockdown. These arrangements shall take effect from 05.05.2021 and shall automatically get extended or vacated on extension or vacation of the imposition of lockdown, as the case may be.

1. The Vacation Benches shall function through Video Conferencing during the period of lockdown.

2. Entry into the premises of the High Court shall be restricted to such staff required for the urgent work, till the end of lockdown period.

3. The staff of the filing, listing and all Judicial Sections and the Stamp Reporters shall attend the Office as per requirement, under the instructions of the Deputy Registrar (Judicial).

4. The staff of the Computer Section shall attend the Office as per requirement, under the instruction of the Central Project Coordinator.

5. The staff of the Administrative Sections shall attend the Office as per requirement, under the instructions of the respective controlling officers.

6. The Medical Dispensaries of the High Court shall function as usual.

7. The Security Personnel deployed in the High Court shall be on duty as usual.

8. The process of digitization of records in the High Court premises as well as OAT Building shall remain suspended.

9. The staff who are required to attend the High Court must carry their identity cards at all times.

10. Filing of cases through drop box shall remain suspended. Filing of cases during the lockdown period, will be through the e-filing portal, or e-mail or mobile apps i.e. Whatsapp or Signal or Telegram. The e-mail ID and the mobile number for filing of cases are as follows:

E-mail I.D.- efiling.od-hc@gov.in

Mobile No. 8895300958

11. A separate SOP for filing of cases during the lockdown period has been uploaded in the Court's Website.

12. Filing of mention memos through drop box shall remain suspended during the lockdown period. Mentioning for listing of urgent matters may be made through e-mail at following e-mail ID between 11.00 A.M. to 1.00 P.M.

E-mail ID- ohc.mentionmemos@gmail.com


13. Entry into Court premises for removal of defects shall remain suspended during the lockdown period. Cases shall be listed during this period, with the defects pointed out by the Stamp Reporting Section.

14. The operation of the VC cabins in the premises of the Odisha State Bar Council shall remain suspended during the lockdown period.

The staff who were supposed to be on duty during the vacation as per roster prepared prior to lockdown shall not leave the headquarters during the period of their duty and shall make themselves available on call to attend urgent work. The staff who are required to attend the office for urgent work shall strictly adhere to COVID-19 protocol.

All concerned are requested to cooperate with the above arrangements made with a view to containing the spread of COVID-19.

BY ORDER


03/05/2021

REGISTRAR GENERAL

Memo No. 5899(150) / Dtd.03.05.2021

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.


3.5.2021


SPECIAL OFFICER (SPL. CELL)

Memo No. 5900(70) / Dtd.03.05.2021

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. District & Sessions Judges.....(All) of the State
12. President, Orissa High Court Bar Association, Cuttack
13. Commissioner of Police, Police Commissionerate, Bhubaneswar
14. Deputy Commissioner of Police, Cuttack

for information and necessary action.


3.5.2021

SPECIAL OFFICER (SPL. CELL)

Memo No. 5901(8) / Dtd. 03.05.2021

Copy forwarded to:-

1. The Presiding Officer, Industrial Tribunal, Bhubaneswar / Rourkela
 2. The Presiding Officer, Cooperative Tribunal, Bhubaneswar
 3. The Presiding Officer, State Education Tribunal, Bhubaneswar
 4. The Chairman, Sales Tax Tribunal, Cuttack
 5. The Member, 2nd MACT, Cuttack / Sambalpur / Berhampur
- for information and necessary action.


3.5.2021

SPECIAL OFFICER (SPL. CELL)

SOP FOR FILING OF CASES, PAYMENT OF COURT FEES, MENTIONING AND DEFECT REMOVAL IN THE HIGH COURT OF ORISSA DURING LOCKDOWN

(REF: OFFICE ORDER DATED 03.05.2021)

This SOP shall remain in force till the lockdown continues and shall be automatically extended or vacated on extension or vacation of imposition of lockdown.

1. All application/petitions shall be filed in any one of the following methods during the period of lockdown:-

(a) e-filing portal (<https://efiling.ecourts.gov.in>)

The link <https://www.orissahighcourt.nic.in/e-filing> may be visited for details on using the e-filing portal.

(b) Sending the scanned copy of the application/petition and relevant documents by e-mail to efiling.od-hc@gov.in

(c) Sending the scanned copy of the application/petition and relevant documents by mobile apps such as *Whatsapp* or *Telegram* or *Signal* at the number - **8895300958**

It may be noted that filing should be done only through one of the above methods. Filing through multiple modes may delay the process of listing.

2. The softcopy of the application/petitions/documents etc. to be filed shall only be in scanned PDF format ensuring proper legibility of the contents.

3. Wherever any application/petition is required to be supported by an affidavit, verification to that effect shall be filed by the concerned Advocate following the format of affidavit.

4. Every petition/application filed in the above manner shall contain a declaration to the effect that the copy of all relevant documents has been served on the opposite party/parties.

5. The facility for online payment of Court Fees has been implemented in the High Court of Orissa w.e.f. 05.04.2021. In order to make such payment, learned counsel and litigants may visit the following link in the Court's Website:-

<https://www.orissahighcourt.nic.in/ecourtfees>

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3/5/2021

6. Learned counsel and litigants are encouraged to make use of e-filing portal and also of the facility for online payment of Court Fees for the various advantages of such processes in filing cases.

7. If any learned counsel or litigant is not able to make payment of Court Fee for any genuine reason then he/she shall file an undertaking along with the petition/application to the effect that necessary Court Fees shall be paid by him/her within seven days after lifting of lockdown.

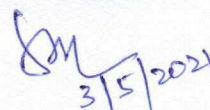
8. A certificate shall be appended in every instance of filing to the effect that the softcopy of the documents filed electronically are true copies of the original documents.

9. Application/memos for the purpose of taking up a matter on the ground of urgency shall only be filed by e-mail addressed to **ohc.mentionmemos@gmail.com**

The contents of the application/memo should only be typed in the body of the e-mail instead of sending it as an attachment, in order to prevent the difficulties faced in downloading large number of such attachments.

10. With a view to ensuring that learned counsel or litigants need not have to physically come to the Court for removing defect(s), cases may get listed regardless of such defect(s). Therefore, an undertaking shall be submitted by the learned counsel or the litigant, as the case may be, to the effect that the defects, if any, pointed out during scrutiny shall be rectified by him/her within seven days after lifting of lockdown.

BY ORDER

Handwritten signature and date: 3/5/2021

REGISTRAR (JUDICIAL)