

HIGH COURT OF MADHYA PRADESH, JABALPUR

// GUIDELINES //

No. A./103

Jabalpur, dt 07-01-2022

Following guidelines are issued with regard to the attendance of the officers and employees of the High Court of Madhya Pradesh, Main Seat Jabalpur and Benches at Indore and Gwalior owing to recent significant increase in the cases of Corona Virus infection in the community:-

1. The Officer/Employee shall inform the office about their children/family members coming from distant places and are being home quarantined by the Health authorities. Further, the concerned Officer/Employee should also be home quarantined according to the guidelines issued by Central as well as State Government for the period vis-a vis his/her family Member so quarantined. On completion of the aforesaid period and before joining the office he/ she shall furnish a certificate of his/ her fitness issued by the competent health authorities.
2. If the area in which the officers/employees residing, is declared containment area by the local administration then the person concerned is supposed to produce the order of declaration by the authorities, if person concerned fails to produce the order relating to declaration of containment area then officers/employees has to file leave application for that particular period.
3. If any of the officers/employees of the High Court visit any public place or crowded place then he/she shall immediately inform to the Controlling Officer. The Controlling officer is required to examine the matter and if required, the Controlling officer will suggest the person to remain at home for a specific period.

4. If any of the Officer/Employee or the Family member of the Officer/Employee residing with him is found Corona Positive, he/she must inform the office about the same immediately and shall not attend his/her duties till he/she or family members recovers from the same. On completion of the aforesaid period he/ she shall furnish a fitness certificate issued by the competent health authority.
5. The Officer/Staff attending the office shall must wear face masks and should maintain social distancing while working in the office and shall also observe other norms of hygiene in the office issued earlier in this regard by Central/ State Govt. and High Court such as washing hand with soap/sanitizer.
6. Spitting in public places will be punishable in accordance with laws, rules or regulations
7. Any Officer/Employee prior to leaving Headquarter /taking any journey out of local limits of Nagar Palika Nigam of their place of posting shall inform the office about the same, with reason and shall obtain prior permission for it.
8. The officials attending the office shall attend the duties punctually on time and shall not leave the office during normal working hours. In cases of emergency, prior permission of concerned Registrar/ Principal Registrar/ Registrar General as the case may be must be obtained in this regard. The employee shall not move unnecessary from one place to other during working hours and shall remain at their seat. In case of urgency or for the official purpose, if an employee has to go out, he/she shall also record the details of his/her movement in the **movement register** maintained in each section which shall be verified by the In charge of the concerned Section, mentioning time and purpose. Any deviation in respect of above instruction shall be treated as misconduct and the employee concerned shall be liable for disciplinary action.

9. Officers/employees of the High Court of Madhya Pradesh should avoid any gathering like marriage functions, religious or social gatherings or any other gathering, if it is imperative to attend such gathering then they should obtain prior permission from the concerned authority to attend such gathering.

BY ORDERS OF HON'BLE THE
CHIEF JUSTICE



(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL

Endt. No. A/104

Jabalpur, dt. 7/01/2022

COPY FORWARDED TO :-

1. Principal Registrar, High Court of M.P., Bench Indore, Indore (M.P.)
2. Principal Registrar, High Court of M.P., Bench Gwalior, New High Court Building, City Centre, Gwalior (M.P.)
3. District Judge, Inspection, Jabalpur/Indore/Gwalior
4. Director, MP State Judicial Academy, Abolished SAT Building, Jabalpur
5. Member Secretary S.C.MS. , High Court of Madhya Pradesh, Jabalpur
6. The Registrar Admn./Judl. 1, 2/Vig./D.E./I.L./(Exam & Labour Judiciary)/OSD (Computer), High Court of Madhya Pradesh, Jabalpur
7. Member Secretary, High Court Legal Service Authority, Jabalpur
8. The Registrar (Ministerial)/Registrar-Cum-Principal Private Secretary, High Court of Madhya Pradesh, Jabalpur
9. Assistant Director, MP State Judicial Academy, Abolished SAT Building, Jabalpur
10. OSD (Accounts), High Court of Madhya Pradesh, Jabalpur
11. Sr. Principal System Analyst (S.A.), High Court of M.P., Jabalpur for uploading the guidelines on the Website of the M.P. High Court, Jabalpur

12. The Joint Registrar (M), High Court of M.P., Jabalpur
13. The Deputy Controller Accounts, High Court of M.P., Jabalpur
14. The Deputy Registrar (M), ----- High Court of M.P., Jabalpur
15. Senior System Analyst,----- High Court of M.P., Jabalpur/Gwalior
16. Chief Librarian/Librarian----- High Court of M.P., Jabalpur
17. The Assistant Registrar(M), ----- High Court of M.P., Jabalpur
18. The Protocol Officer, High Court of M.P., Jabalpur for display of the guidelines on the notice board of the High Court.
19. Secretary to the Judges (P.S.) to Hon'ble Shri Justice _____
_____, High Court of M.P., Jabalpur
20. The Reader to Hon'ble Shri Justice _____, High Court of M.P., Jabalpur
21. Secretary to the Judges (P.S.) to Registrar General, High Court of M.P., Jabalpur
22. Secretary to the Judges (P.S.) to Principal Registrar (Vigilance)/(Judl.)/(Exam.), High Court of M.P., Jabalpur
23. Shri _____, Administrative Officer/
Incharge/A.O. (SAT), High Court of M.P., Jabalpur
24. Assistant Editor, I.L.R. High Court of M.P., Jabalpur
25. Asstt. Estt./Leave/High Court of M.P./Abolished SAT, Jabalpur,

For information and necessary action.

(PRIYADARSHAN SHARMA)
REGISTRAR (ADMN.)