

HIGH COURT OF JHARKHAND, RANCHI

NOTICE

The Court has been pleased to approve the “Standard Operating Procedure for the Officers and Staff of the High Court of Jharkhand” & “Report in relation to Non-Judicial Sections of the High Court of Jharkhand” in view of Pandemic Covid – 19, the copy of which is enclosed herewith.

All the Officers/Staff of High Court of Jharkhand are hereby directed to comply the afore-mentioned Protocol in letter and spirit.

Date: 29.07.2020

Sd/- Ambuj Nath
Registrar General

HIGH COURT OF JHARKHAND, RANCHI

Covid Protocol for the Officers and Staff of the High Court of Jharkhand

1. Protocol in respect of In-House Staff deputed at the residence of Hon'ble Judges:

(a) All the Staff deputed at the residence of Hon'ble Judges of the High Court of Jharkhand for performing In-House works viz. House keeping, pantry etc. shall wear 3 layer mask, face shield & Gloves to be provided by the Court establishment.

(b) In-House Staff shall keep spray sanitizers, to be provided by the Court establishment, with them at all point of time for use.

(c) In-House Staff shall neither leave the premises in any case during the working hours nor come into contact with outsiders including Out-House staff deputed at the residence except under orders of the Hon'ble judge.

(d) In-House Staff shall keep one or two set of cloths and mask at the residence for use while working inside the house which shall be washed by them everyday before they leave after the completion of their work. The apparel and mask in which the Staff arrives at the residence shall not be allowed inside the residence.

(e) In-House Staff shall keep one pair of washable sleeper for their use during in-house work. Such sleeper shall be washed with bleaching solution kept at a conspicuous place in the residence.

(f) The Staff visiting the market for purchase of household items shall wear reusable PPE kit or Rain Coat and face-shield which shall be sanitized per visit. Preferably, one staff should be designated for such shopping.

(g) At all times, In-House Staff shall maintain a distance of minimum of two meters with each other and shall wear face mask.

(h) In-House Staff shall regularly clean their hands.

- (i) In-House Staff shall not touch their own clothes, mobile etc as far as possible.
- (j) In-House Staff shall not touch door knobs, chair, sofa etc, as far as possible.
- (k) In-House Staff shall regularly clean the door knobs with disinfectant.
- (l) In kitchen also, two persons shall maintain safe distance.
- (m) While serving food, In-House Staff shall stand away.
- (n) While taking tea, coffee or meal, two persons should not sit close to each other.
- (o) In-House Staff shall maintain all protocols.

2. Protocol in respect of Out-House Staff deputed at the residence of Hon'ble Judges:

- (a) All the Staff deputed at the residence of Hon'ble Judges of the High Court of Jharkhand for performing Out-House works viz. Gardening, brooming the floor etc. including driver shall wear 3 layer mask, face shield & Gloves to be provided by the Court establishment.
- (b) Out-House Staff shall keep spray sanitizers, to be provided by the Court establishment, with them at all point of time for use.
- (c) Out-House Staff shall neither leave the premises in any case during the working hours nor come into contact with outsiders including In-House staff deputed at the residence except under orders of the Hon'ble judge. Out-House staff shall, as far as practicable, not enter the house.
- (d) Out-House Staff shall keep one or two set of cloths at the residence for use while working inside the premises which shall be washed by them everyday before they leave after the completion of their work.
- (e) At all times, Out -House Staff shall maintain a distance of minimum of two meters with each other.
- (f) Out-House Staff shall regularly clean their hands.
- (g) Out-House Staff shall not touch their own clothes, mobile etc as far as possible.
- (h) Out-House Staff shall not touch door knobs etc, as far as possible.
- (i) Out-House Staff shall regularly clean the door knobs with disinfectant.

- (j) While taking tea, coffee or meal, two persons should not sit close to each other.
- (k) Out-House Staff shall maintain all protocols.

3. Protocol in respect of Security Guards at the residence of Hon'ble Judges:

- (a) All the Security Guards deputed at the residence of Hon'ble Judges of the High Court of Jharkhand shall wear 3 layer mask, face shield & Gloves to be provided by the Court establishment.
- (b) Security Guards shall keep spray sanitizers, to be provided by the Court establishment, with them at all point of time for use.
- (c) Security Guards shall neither leave the premises nor come into contact with any outsider including in-house Staff deputed at the residence or Guards/staff deputed at the residence of other Hon'ble Judges except under orders of the Hon'ble Judge. Security Post and the barracks shall be sanitized by the guards regularly.
- (d) The Security Guard(s) in need of any household article(s) shall inform the authorised person for such requirement.
- (e) House-Keeping Staff shall not congregate near the barracks of Home Guards as well as the Security Post.
- (f) Security Guards shall measure the temperature of all the persons entering the campus using the thermal gun.
- (g) In case any house-guard proceeds on leave, in that case the guard concerned shall observe a mandatory quarantine period of 14 days at the designated Isolation-Centre.

4. **Protocol in respect of Visitors:** Entry of visitors other than registry members shall strictly be prohibited inside the residence except under the orders of the Hon'ble Judge. If it is necessary to allow any one to enter the house, proper hand and foot sanitization of that person shall be ensured.

5. Protocol in respect of Senior Secretary / Secretary / Court Master / Assistant Court Master / Senior P.A./ P.A:

- (a) Senior Secretary / Secretary / Court Master / Assistant Court Master / Senior P.A./ P.A shall go

inside the residence of the Hon'ble Judge only after being permitted by the Hon'ble Judge, otherwise Senior Secretary / Secretary / Court Master / Assistant Court Master / Senior P.A./ P.A shall join the virtual Court room from their workplace or home or as directed by the Hon'ble Judge.

(b) The Senior Secretary / Secretary / Court Master / Assistant Court Master / Senior P.A./ P.A. attached to each Honb'e Judge shall maintain all safety protocols including wearing of mask and gloves and mainteanance of social distancing of minimum 8 ft. from each other at all point of time. The Senior Secretary/Secretary attached to each Hon'ble Judges shall submit a compliance report in writing to the Registrar (Establishment) on day to day basis regarding maintenance of protocols amongst them through Whatsapp message on +919431101468.

(c) The Hon'ble Judges may opt to record the dictation of Orders and Judgements by using 'Dicta' or any other "voice recorder application" and shall send the same electronically i.e. through e-mail or whatsapp to the Senior Secretary / Secretary / Senior P.A. / P.A. concerned for typing. The typed copy (editable form) shall be sent to the Hon'ble Judge in pen-drive or e-mail for correction. The Hon'ble Judges may, at their lordships' option, make corrections, take print out and sign it. The hard copy of the same shall be sent to the Senior Secretary / Secretary / Senior P.A. / P.A. which shall be opened after two days only.

(d) The Joint Registrar (L & C) shall prepare the cause-list in such a way that the case files of listed matters are sent at the residential office of the Hon'ble Judges at least two days in advance.

(e) If directed at the option of the Hon'ble Judge, only one I.T. Technician shall remain present in the residential chamber of the Hon'ble Judge at the time of virtual hearing of matters.

6. Protocol in respect of ACOs:

(1) ACOs shall take instructions from the respective Hon'ble Judges from time to time regarding any requirement of the Hon'ble Judges. They shall wear 3 layer mask, face shield & Gloves and keep spray sanitizers, to be provided by the Court establishment, with them at all point of time for use. ACOs shall be in full-sleves shirt while attending the Hon'ble Judge.

(2) ACOs shall explain the protocols relating to 'In-House Staff' and 'Out-House Staff' as mentioned above to all the Class-IV Staff deputed at the residence of the respective Hon'ble Judges with whom they are attached.

(3) The ACOs shall monitor the strict compliance of the protocols by all the Class-IV staff deputed at_

the residence of Hon'ble Judges on day to day basis. He shall forthwith report to the Court Officer regarding non-compliance thereof.

7. Protocol in respect of Law Researchers: Law Researchers shall take instructions from the respective Hon'ble Judge from time to time regarding their assignment and they shall work from home till further orders or as directed by the Hon'ble Judge with whom they are attached.

8. Protocol in respect of Dispensary of High Court: The Dispensary situated inside the Court premises shall be equipped with 10 oxygen cylinders, one ventilator equipped bed, Oxymeter, Thermal Gun and other required medicines for any emergent need. Telephone number of Doctors shall be printed and affixed at a conspicuous place and shall be made available to all the Hon'ble Judges, Officers and Staff. The State Government be requested to provide a 24 x 7 helpline number which shall be made available to all the Hon'ble Judges, Officers and Staff of this Court.

9. Protocol relating to leave:

(a) Any Officer or Staff applying for leave/permission to visit any place shall inform the Officer granting his or her leave/permission, the place and duration of visit in writing. Such Officer/ Staff shall observe a 15 days quarantine period on his/her arrival to home and shall undergo mandatory Covid test.

(b) Staff in roster duty shall not leave Ranchi nor shall make any casual visit to any place outside Ranchi.

(c) In case he/she develops any symptoms of Covid then he/she shall undergo two tests regarding the same on regular interval advised by the Doctor.

10. General Guidelines:

(A) The Officer/Staff of the High Court shall inform (a) the Registrar General in case of Officers above the rank of Section Officer, (b) the Registrar (Establishment) in case of Section Officers/Assistants and (c) the Court Officer in case of class -IV employees regarding visit and stay place of any friend and/or relative to their home in writing.

(B) The Court Officer shall ensure the disposal of medical wastes including used masks and gloves in the High Court as well as at the residence of the Hon'ble Judges as per the standard protocol and guidelines issued by the Government in this regard.

(C) No officer/staff shall visit the residential office of the Hon'ble Judges in connection with virtual

hearing of the matters except under orders of the Hon'ble Judge concerned.

(D) No Staff shall visit the residence of the Hon'ble Judges without seeking prior permission.

(E) Any Officer/Staff suspecting the Corona Virus disease shall at once follow the detailed guideline mentioned in **Annexure-A**.

(F) In the event of tracing of any corona positive officer/staff or Security Guard of the High Court, the detailed guideline mentioned in **Annexure-A** in this regard shall be followed.

11. Health & Hygiene Protocol:

(a) The Assistant Registrars of all the sections shall create a Whatsapp group of Section Officers, Assistants and IV grade staff of their respective sections. Every individual member of the group shall upload his General Health Report on day to day basis on the group which shall be placed before the Registrar (Establishment).

(b) If the Officer/staff has no health issues then he shall simply update "No Health Issues" on the Whatsapp group. Officer/Staff having any health complications shall immediately follow the protocol mentioned in these guidelines and shall forthwith upload the medical prescription or report on the Whatsapp group so created.

(c) The Assistant Registrar of each section shall also place before the Registrar General, the list of officers and staff who are on leave / headquarter leave permission mentioning therein the purpose / duration / place of visit (if any) on day to day basis.

(d) All the staff visiting the residential chamber of the Hon'ble Judges shall intimate daily to the Registrar General or the Assistant Registrar (Protocol) regarding the person(s) they have met during the course of the day.

(e) A **24 x 7** health line emergency phone number to be provided to all.

(f) No *post facto* leave shall be sanctioned.

12. Functioning of the Hon'ble Court in Administrative side:

With a view to avoid continuous exposure and to minimize human contact considering the Covid

pandemic crisis, the approval of the Hon'ble Chairman and Members of various Committees of the High Court may, for the time being, be obtained through email unless specifically directed, in relation to any Proposal or Resolution of the Committee concerned which shall be noted on the Minutes of Proceedings by the Registrar concerned and it shall be sufficient for the purpose. The print out of the approval of Hon'ble Chairman and Members of the Committees through mail shall form part of the minute.

13. Protocol for Registry and Sections:

(a) The Section Officer of each section shall be responsible for maintenance of all safety protocols including wearing of mask and gloves and maintenance of social distancing of minimum 8 ft. from each other at all point of time. The Section Officer shall submit a compliance report in writing to the Assistant Registrar of the concerned Section at the end of each working day. The Assistant Registrars shall report to the Registrar (Establishment) on day to day basis regarding maintenance or failure of protocols in the respective Sections through Whatsapp message on +919431101468.

(b) The Staff on duty shall report at the Gate Number-3 of the High Court at least half an hour before the scheduled time. One Senior Registrar on duty shall supervise the entry of the officers and Staff in order to ensure that proper protocol is maintained.

(c) The Staff shall keep their mobile location 'ON' in mobile phone so that random monitoring of their location can be done. The Staff shall forthwith share his current location on Whatsapp as and when required by the High Court.

(d) Registry shall work on 'Weekly-Roster' to ensure that the second-line Officers may be called on duty in case of emergency. The Registrar General shall remain on duty on each working day. The Weekly-Roster shall be prepared in such a way that in a week, two Officers in the cadre of Registrar including the Registrar General, two Officers in the cadre of Joint Registrar and one Assistant Registrar (Judicial) remain on duty.

(e) The Staff can work in shift subject to prior approval by the Hon'ble Chief Justice.

(f) The Court Officer shall explain the protocols to all the Class-IV employees of the High Court so far as applicable to them.

(g) The Court Officer shall monitor the strict compliance of the protocols by Class-IV employees

posted in the High Court premises on day to day basis. He shall forthwith report to the Registrar (Establishment) regarding non-compliance thereof.

14. HOW TO WEAR MASKS AND GLOVES:

1. Roll your sleeves.
2. Put sanitizer on your palm and apply uniformly on your hand, upto 6" above the palm.
3. Wait for sanitizer to dry.
4. Take one hand glove at a time, blow air in the glove and then slowly pull the glove in the hand.
5. Again put sanitizer on your hand, wait for the sanitizer to dry.
6. Put mask / face shield on your face.
- 7 Follow Picture instructions how to wear mask.

Precautions--

1. At the start, before using sanitizer, you must ensure that your hands are clean and if possible, wash your hands immediately before start of the procedure.
2. Never pull the gloves forcefully.
3. Never wear torn gloves.
4. While wearing gloves, do not touch doorknobs, bath knobs or like things which may be used by several persons.
5. If engaged in carrying files etc several times, change the gloves after two three hours.

15. HOW TO REMOVE MASKS AND GLOVES:

1. Put sanitizer on your hands, gloves on, and apply uniformly on the hand.
2. Wait for sanitizer to dry.
3. Remove the gloves slowly.
4. Dispose off gloves in a safe bin
5. Again put sanitizer on your hands and apply uniformly upto 6" above the palm.
6. Remove mask and throw in a safe bin
7. Put sanitizer on hand and apply uniformly, upto 6" above the palm.

16. HINDI TRANSLATION OF THE PROCEDURE WITH PICTORAL SIGNS SHOULD BE PASTED AT ALL CONSPICUOUS PLACES IN THE HIGH COURT PREMISES. (as per Annexure-B)

Annexure-A

1. All the Officers/ Staff of the High Court of Jharkhand will keep monitoring their health. Any Officer/ Staff having any one of the following complications:

- i. Difficulty in breathing,
- ii. Dip in oxygen saturation (SpO2 < 95%)
- iii. Persistent pain/pressure in the chest,
- iv. Mental confusion or inability to arouse,
- v. Slurred speech/seizures,
- vi. Weakness or numbness in any limb or face,
- vii. Developing bluish discolorations of lips/face,
- viii. High Fever

shall immediately report the same to (a) the Registrar General in case of Officers above the rank of Section Officer, (b) the Registrar (Establishment) in case of Section Officers/Assistants and (c) the Court Officer in case of class -IV employees.

- 2.. The Officers/ Staff of the High Court of Jharkhand having any of the symptoms referred to above shall seek immediate follow up/medical attention if sign or symptom develops. These could include:

- i. Self-isolation/ Home Quarantine if Such case should have the requisite facility at his/her residence for self-isolation and also for quarantining the family contacts. The patient shall agree to monitor his health and regularly inform his health status to the District Surveillance Officer, who will facilitate further follow up by the surveillance teams.

- ii. Seek Medical Advice

- ii. Covid Test

3. If the Officer/ Staff is tested Corona Positive (+ve) then he shall follow up the Covid Protocol without delay under the supervision of Doctor. The Registrar General, the Registrar (Establishment) or the Court Officer, as the case may be, shall inform the Civil Surgeon and Officer assigned/designated for contact tracing so that all family members and close contacts may be monitored and tested as per protocol by the field staff. The Patient/Suspect shall undergo repeat test for Covid on 6th and 14th day

from first report. In-House contact tracing shall be done by the Court Officer.

4. Instructions for the patient:

1. Patient should at all times use triple layer medical mask. Discard mask after 8 hours of use or earlier if they become wet or visibly soiled.
2. Mask should be discarded only after disinfecting it with 1% Sodium Hypo-chlorite.
3. Patient must stay in the identified room and away from other people in home, especially elderly and those with co-morbid conditions like hypertension, cardiovascular disease, renal disease etc.
4. Patient must take rest and drink lot of fluids to maintain adequate hydration
5. Follow respiratory etiquettes all the time.
6. Hands must be washed often with soap and water for at least 40 seconds or clean with alcohol based sanitizer.
7. Don't share personal items with other people.
8. Clean surfaces in the room that are touched often (tabletops, door knobs, handles, etc) with 1% hypochlorite solution.
9. The patient must strictly follow the physician's instructions and medication advice.
10. The patient will self-monitor his/her health with daily temperature monitoring and report promptly if develops any deterioration of symptom.

5. Instructions for care-givers:

1. Mask:

- 1.1 The caregiver should wear a triple layer medical mask appropriately when in the same room with the ill person.

1.2 Front portion of the mask should not be touched or handled during use.

1.3 If the mask gets wet or dirty with secretions, it must be changed immediately.

1.4 Discard the mask after use and perform hand hygiene after disposal of the mask.

1.5 He/she should avoid touching own face, nose or mouth.

2. Hand hygiene

2.1 Hand hygiene must be ensured following contact with ill person or his immediate environment.

2.2 Hand hygiene should also be practiced before and after preparing food, before eating, after using the toilet, and whenever hands look dirty.

2.3 Use soap and water for hand washing at least for 40 seconds. Alcohol-based hand rub can be used, if hands are not visibly soiled.

2.4 After using soap and water, use of disposable paper towels to dry hands is desirable. If not available, use dedicated clean cloth towels and replace them when they become wet.

2.5 Perform hand hygiene before and after removing gloves.

3. Exposure to patient/patient's environment

3.1 Avoid direct contact with body fluids of the patient, particularly oral or respiratory secretions. Use disposable gloves while handling the patient.

3.2 Avoid exposure to potentially contaminated items in his immediate environment (e.g. avoid sharing cigarettes, eating utensils, dishes, drinks, used towels or bed linen).

3.3 Food must be provided to the patient in his room

3.4 Utensils and dishes used by the patient should be cleaned with soap/detergent and water

wearing gloves. The utensils and dishes may be re-used. Clean hands after taking off gloves or handling used items.

3.5 Use triple layer medical mask and disposable gloves while cleaning or handling surfaces, clothing or linen used by the patient.

3.6 Perform hand hygiene before and after removing gloves.

3.7 The waste (masks, disposable items, food packets etc.) should be disposed of as per CPCB guidelines (available at: http://www.cpcbenviis.nic.in/pdf/BMW-GUIDELINES-COVID_1.pdf).

6. Measures to be taken on occurrence of case(s):

Despite taking the above measures, the occurrence of cases among the employees working in the office cannot be ruled out. The following measures will be taken in such circumstances:

6.1. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:

6.1.1. Report to the Registrar General / the Registrar (Establishment) / Assistant Registrar (Protocol)/ Court Officer.

6.1.2. A risk assessment will be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.

6.1.3. The suspect case if reporting very mild / mild symptoms on assessment by the health authorities would be placed under home isolation, subject to fulfilment of criteria laid down in MoHFW guidelines available at:

<https://www.mohfw.gov.in/pdf/RevisedguidelinesforHomelsofationofverymildpresymptomaticCOVID19cases10May2020.pdf>

6.1.4. Suspect case, if assessed by health authorities as moderate to severe, he/she will follow guidelines at :

<https://www.mohfw.gov.in/pdf/FinalGuidanceonMangaementofCovidcasesversion2.pdf>.

6.1.5. The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.

6.1.6. The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.

7. Closure of workplace :

In case any officer or staff is found Corona Positive (+ve), following protocol shall be adhered to:

(a) If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the infected person in past 48 hrs. There is no need to close the entire office building/halt work in other areas of the office and work can be resumed after disinfection.

However, if there is a larger outbreak, the entire building will have to be closed for 48 hours after thorough disinfection. All the staff will work from home, till the building is adequately disinfected and is declared fit for re-occupation.

(b) All the Officers and Staff visiting the residential chamber or residence of the Hon'ble Judges shall undergo Covid test as per the directives of Health Authorities.

(c) With a view to rule out even extremely remote chances of being infected with Corona virus, officers or staff in the entire cadre of the infected person shall undergo Covid test.

(d) All the sections, offices or places visited by the infected person in discharge of his duty shall be assessed by the Court establishment considering the nature of the work assigned to the infected person. All the persons visiting or working in those places shall also undergo Covid test and precautionary measures like self-isolation, self-quarantine etc. shall be adopted.

Annexure-B

मास्क एवं दस्तानें कैसे पहने

- (1) बाँह को मोड़े।
- (2) सैनिटाइजर को अपने हथेली पर रख कर समान रूप से अपने हथेली से 6" उपर तक लगाये।
- (3) सैनिटाइजर के सुखने की प्रतीक्षा करें।
- (4) एक बार में एक दस्तानें को लें, दस्ताने में हवा भरे और धीरे-धीरे हाथ पर चढ़ाये।
- (5) पुनः सैनिटाइजर को अपने हाथ में लगाये और सैनिटाइजर के सुखने की प्रतीक्षा करें।
- (6) मास्क / फेस शिल्ड को अपने चेहरे पर लगाये।
- (7) मास्क को कैसे पहने, चित्र में दिये गये, निर्देश का पालन करें।

सावधानी

- (1) प्रारम्भ में, सैनिटाइजर उपयोग करने से पूर्व, आप यह सुनिश्चित करें कि आपकी हाथ साफ है और यदि संभव हो तो प्रक्रिया के आरम्भ से अपने हाथ को धो लें।
- (2) दस्ताने को शक्ति पूर्वक न खींचे।
- (3) फटे दस्ताने को कभी न पहने।
- (4) जब दस्ताने पहने हो तो दरवाजे के कुंडी, बाथरूम के कुंडी न छुये, जो बहुत से लोग द्वारा उपयोग किया हो सकता है।
- (5) यदि संचिका को बार-बार ले जाने में व्यस्त हो तो दस्ताने को दो-तीन घंटे के बाद बदले।

मास्क एवं दस्ताने को कैसे हटाये

- (1) अपने हाथ, दस्ताने पर सैनिटाइजर रखे और हाथ पर समान रूप से लगाये।
- (2) सैनिटाइजर के सुखने की प्रतीक्षा करें।
- (3) दस्ताने को धीरे धीरे हटाये।
- (4) दस्ताने को कूड़ेदान में सुरक्षित रूप से फेंके।
- (5) पुनः सैनिटाइजर को अपने हाथ पर रख कर हथेली से 6" इंच तक उपर समान रूप से लगाये।
- (6) मास्क को हटाये और कूड़ेदान में सुरक्षित रूप से फेंके।
- (7) सैनिटाइजर को अपने हाथ में रखे और समान रूप से हथेली के छः इंच उपर तक लगायें।



**NO FACE MASK,
NO ENTRY**



HOW TO WEAR A SURGICAL MASK



WASH YOUR HANDS
BEFORE
WEARING A MASK



CHECK THE NEW MASK
TO MAKE SURE
IT'S NOT DAMAGED



ENSURE THE PROPER
SIDE OF THE MASK
FACES OUTWARDS



LOCATE THE METALLIC
STRIP AND PLACE IT
ON THE NOSE BRIDGE



SECURE THE STRINGS
BEHIND YOUR HEAD
OR OVER YOUR EARS



COVER MOUTH
AND NOSE FULLY MAKING
SURE THERE ARE NO GAPS



PRESS THE METALLIC
STRIP TO FIT THE SHAPE
OF THE NOSE



REPLACE THE MASK
IF IT GETS DAMP
AND DO NOT REUSE IT



DO NOT TOUCH THE
MASK WHILE USING IT,
IF YOU DO
WASH YOUR HANDS



REMOVE THE MASK
FROM BEHIND BY
HOLDING THE STRINGS
WITH CLEAN HANDS



DISPOSE THE MASK IN
A CLOSED BIN WITHOUT
TOUCHING THE FRONT

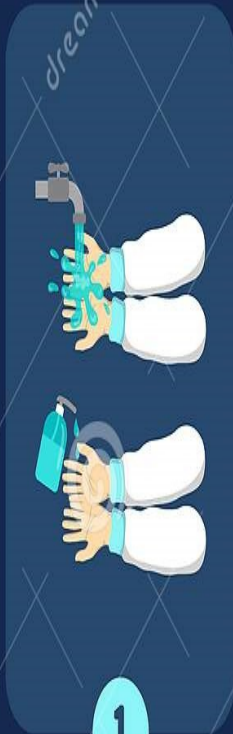


LEARN HOW TO USE
THE MASK PROPERLY

WHEN SHOULD YOU USE A MASK?



HOW TO REMOVE MEDICAL MASK



1

Clean your hands with soap and water or hand sanitizer



2

Avoid touching the front of the mask
Only touch the ear loops



3

Hold both of the ear loops and gently lift and remove the mask



4

Throw the mask in the trash



5

Clean your hands with soap and water or hand sanitizer

HOW TO WEAR MEDICAL MASK



1

Clean your hands with soap and water or hand sanitizer



2

Hold the mask by the ear loops and place a loop around each ear



3

Mold or pinch the stiff edge to the shape of your nose



4

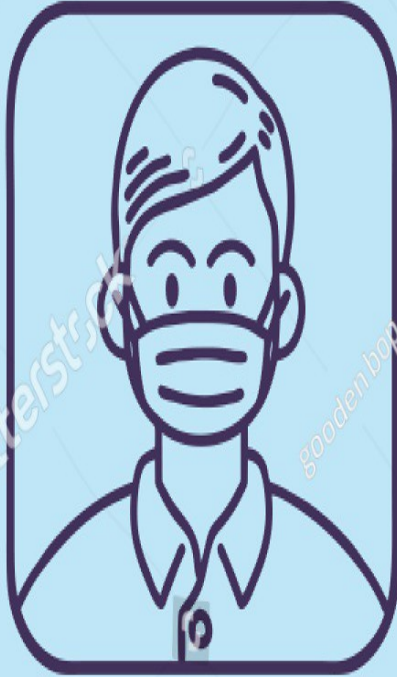
Pull the bottom of the mask over your mouth and chin



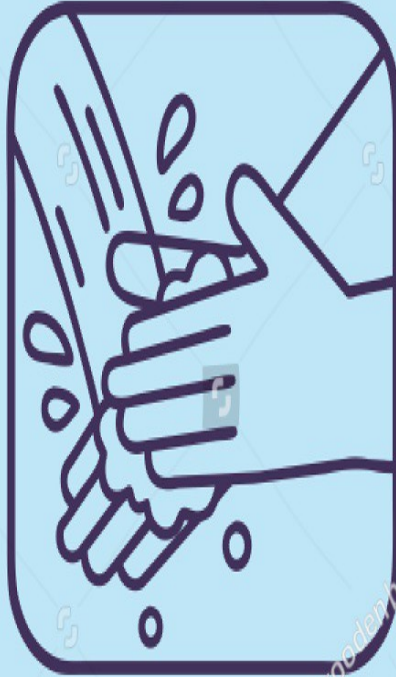
5

Avoid touching the front of the mask when wearing

Coronavirus Precaution Tips



1. Wear a mask

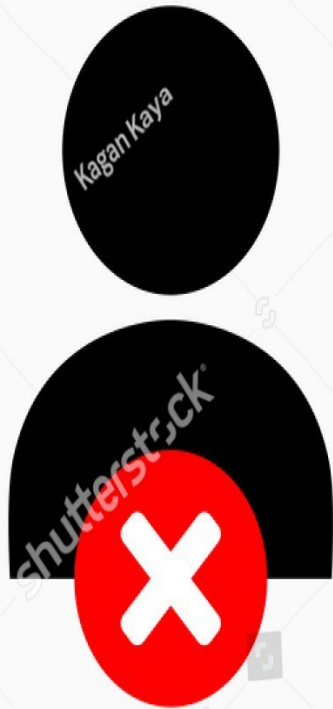


2. Wash your hands frequently



3. Cough etiquette
(Cover your mouth with sleeve or elbow.)

NO ENTRY WITHOUT FACE MASK



COVID-19 SAFETY MEASURES

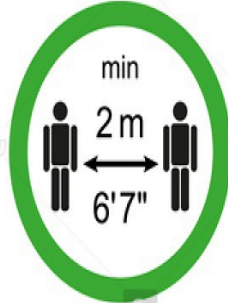
[set of 10 important do's and don'ts]



Wash Hands
Thoroughly



Use Soap
or Hand Sanitizer



Keep Safe Distance
from Other People



Stay at Home
if Possible



Use Face Mask
or Respirator



Avoid Large
Crowds



Do Not Meet
Infected or Sick People



Do Not Touch Your Face
esp. Mouth, Eyes, Nose



Do Not Travel
Unless Necessary



Do Not Touch
The Front Part of a Mask

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

who.int/epi-win

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.



World Health Organization

HOW TO WEAR A MEDICAL MASK SAFELY

Don'ts →



Do not use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 1 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.

[who.int/epi-win](https://www.who.int/epi-win)



HIGH COURT OF JHARKHAND AT RANCHI

Report in relation to Non-Judicial Sections of the High Court of Jharkhand regarding 'Nature of Work' and 'Minimum Officers/Staff' required for the smooth functioning of the Sections

S. No.	Name of Non-Judicial Section	Minimum Number of Officers & Staff required for urgent work
1.	Admn. Appointment Section	4
2.	Vigilance Cell Section	3
3.	Stationery Section	3
4.	Accounts (Establishment) Section	10
5.	Dedicated-Cell	2
6.	Administrative Miscellaneous Section / R.T.I. Cell / Vigilance Cell (SCS)	4
7.	Accounts [General] Section	6
8.	Rules & Statistical Section	3
9.	Copying Department	9
	Total	44

1. ADMN. APPOINTMENT SECTION

Very urgent work

1. HQL permission of Judicial Officers(Advance)
2. Casual Leave/Earned Leave (Advance)
3. Matters related to Hon'ble Judges (if comes)
4. Standing Committee/Full Court (if desires)
5. Any other matter if urgently required.
6. Advisory Board (if comes)

Urgent work

1. Training of Judicial Officers.
2. Receiving & Dispatch Work.
3. Pension Matters

Normal work

1. Property matters.
2. Petrol/Electricity Bill of Judicial Officers.
3. Application for deputational posts (if comes)
4. All other works enclosed in work chart of the Appointment Section.

Minimum 02 or 03 staff along with Section Officer I/c is required during the pandemic of COVID-19 to avoid the dislocation of the work of Admn. Appointment Section.

2. Vigilance Cell Section

1. Details of very urgent matters :

Files as well as Allegation petition received from Secretariat of Hon'ble the Chief Justice and other Hon'ble Administrative Judges with Minutes thereon are used to be very urgent for their necessary compliance.

One (01) staff is supposed to be sufficient to deal with such matters.

2. Details of urgent matters :

As and when required.

3. Details of usual/normal matters :

- Some of the Vigilance Reports/A.C.R etc with respect to Judicial Officers sought for by the Appointment Section relating to Hon'ble Full Court/Standing Committee/other matters are urgent.
- Matters relating to normal Allegation petition, Departmental Proceedings and A.C.R related works etc. are usual/normal work.

Total five (05) staff are supposed to be sufficient to deal with such matters.

However, those staff who are not on duty shall keep their mobile phones in active mode.

3. Stationery Section

A) Very Urgent work:-

- 1) To provide different protective items against Covid-19 crisis to Hon'ble judges and registry members of Hon'ble High Court.
- 2) To provide different protective items against Covid-19 crisis to officers and staffs of the Hon'ble High Court.
- 3) To provide miscellaneous & stationery articles to Hon'ble Judges and registry members of Hon'ble High Court.
- 4) To supply necessary items as and when required..
- 5) To obtain order related to aforesaid purchase, their distribution and to maintain the stock of different articles.

B) Urgent work:-

- 1) To Supply miscellaneous & Stationery articles to officers and Staff of the Hon'ble Court.
- 2) To Supply different articles to Hon'ble High Court for day to day working.

4. Accounts (Establishment) Section

Sl. No.	Most Urgent	Urgent	General
1.	<p>Matter regarding furnishing of residence, Court Rooms, Chambers of Hon'ble Judges and Offices of the Court.</p> <p>Matter relates to appointment of Advocate Oath Commissioner of this Court</p>		<p>Matter of issuance of eighteen (18) months Advance-Notice of Superannuation / Retirement to all Officers and Staff of the Court in view of provisions contained under Rule 188 and 189 of the Jharkhand Pension Rules, 2000</p>
2.	<p>All other related furnishing matters of Hon'ble Judges as well as in the Court/ Guest House/ Oasis/ Retreat.</p> <p>Matter of finalization of Pension / Family Pension, Death-cum-Retirement Gratuity and Commutation of pension in respect of all the officers & Staff of the Court.</p> <p>Matter relates to communication of orders,</p>	<p>Matter relates to appointment of Senior Advocate of this Court</p>	
3.	<p>Matter regarding installation and recharge of Tata-sky at the residence of Hon'ble Judges/oasis/retreat/guest house</p>	<p>Appointment as Retainers, Standing Counsel, arbitrators etc</p>	<p>Matter of finalization of admissible Leave-Encashment Amount in respect of all Class II, Class III & Class IV employees of the Court</p>
4.			<p>Matter of finalization of admissible G.I.S. amount in respect of all the officers & Staff of the Court.</p> <p>Matter regarding constitution of different types of Committees.</p> <p>Matter relates to all shops within the premises of the Jharkhand High Court campus</p>
5.	<p>Matters related to maintenance of the existing High Court Building, Annexe Buildings and various maintenance works in the Campus of Hon'ble Court.</p> <p>Matter of Issuance of final Departmental No-Dues Certificate in respect of all the officers & Staff of the Court.</p>	<p>Matter relates to Bank within the premises of the Jharkhand High Court campus</p>	
6.	<p>Matters related to allotment of Bungalows to Hon'ble Judges along with maintenance of the Bungalows of Hon'ble Judges</p>		<p>Matter of submission of periodic reports, on fortnight basis before Joint Registrar (Admin) on the pending matters of pension.</p> <p>Matter relates to canteen within the premises of Jharkhand High Court.</p>
7.	<p>Matters related to maintenance of Judges' Guest House, Judicial Officers' Guest House,.</p> <p>Matter relates to High Court Dispensary within the premises of</p>	<p>Bar Council Building and matters related to renovation/repair/reconstruction of all the Bungalows of the High Court Pool</p>	<p>Matter of grant of Earned Leave / Half-Pay Leave / Commuted Leave / Extra-Ordinary Leave / Paternity or Maternity Leave in respect of all the Class II Officers of the Court</p>

	the Jharkhand High Court campus.		
8.	Matters related to allotment of Quarters to the members of Registry and the Officers and Staff of the Court along with maintenance works in the Quarters	Matter relates to all Photocopier Machines of the High Court of Jharkhand (Purchase, repair, Annual Maintenance Contract and maintain the stock of toner also)	Maintenance of Leave-Records in the Leave Chart and its entry in the Service-Book in respect of all the Class II Officers of the Court
9.	Matters regarding installation of Electric meters in the residences of Hon'ble Judges' and Members of Registry	Matter relates to Franking Machines of the High Court of Jharkhand (Purchase, repair, Annual Maintenance Contract and maintain the stock of toner also)	
10	Any correspondence with the Building Construction Department, Drinking Water and Sanitation Department, Electric Works Department, Forest Department, Police Department, Municipal Corporation etc. Matter relates to all Fire Extinguishers of the High Court of Jharkhand (Purchase, repair, Annual Maintenance Contract and replacement of batteries also). Matter of fixation of pay in respect of all the Class III employees of the court consequent upon their fresh appointment in the Establishment of the Court.		Matter regarding Physical Verification of case records as and when required
11	Report and compliance of Resolution of CJ conference related to Establishment Section	Matter relates to all Shredder Machines and Vacuum Cleaner of the High Court of Jharkhand (Purchase and repair)	Training of Officers and Staff including their deputation in symposiums etc
12	Purchase and maintenance of Conference system, Audio System and other related appliances	Preparation of Identity Cards of Staff, Officers, Members of Registry and Hon'ble Judges also	Matter regarding Lok Adalat
13	Matter of Pen-drives, Online UPS, D.G. Set and Inverter Etc	Matter relates to Renewal/fresh issuance of license of the Advocate Clerks of this Court	Matter regarding Deoghar Guest House, Jharkhand
14		Matter relates to Advocate & Advocate Clerks of this Court	Matter related with Lent & Ramzan. Matter of Court Rooms Display Systems
15	Regular visit of the Residence/ Chambers of Hon'ble Judges/Registry Members to attend and short out any technical issues followed by troubleshooting for computer & its appliances installed therein	Matter of sanction of ex-Gratia amount in respect of Class IV employees of the Court who dies in harness	Matter regarding Audit Report
16	Daily visit of Court Rooms, Sections in the High Court premises to look after the proper functioning of Computer, Printer & Display Boards	Matter of concurrence of all Government Circulars / notification relating to pension	Matter relating to the Constitution of Internal Complaints Committee in terms of Hon'ble Supreme Court Judgment in case of Vishakha & others
17	Purchase of Raincoat/Umbrella for vehicles and bungalows of Hon'ble Judges		Purchase and distribution of tie. Matter regarding re-purchase of articles on its depreciated value
18	Purchases and maintenance of EPABX, system of the Court	Matter arising out of or incidental to the Service	Dress allowance of J.R./D.R./Court Masters/ Assistant Registrars/ S.O.-

		Condition Rule	cum-Court Masters/Sr. Secretaries/Secretaries/Sr. P.A./P.A.
19	Purchases and maintenance of EPABX system of the residences of Hon'ble Judges	Installation of CCTV Cameras in the premises of Hon'ble Court and at places as required	Washing allowance of J.R./D.R./Court Masters/ Assistant Registrars/ S.O.-cum-Court Masters/Sr. Secretaries/Secretaries/Sr. P.A./P.A.
20	Taking new Telephone connections for the use of Court, Members of Registry as well as for residences of Hon'ble Judges of the Court	Matter regarding constitution of Team for the attachment with the dignitaries during their visit to Ranchi	Transport allowance of the employees (Non-Judicial) of the Court
21	processing the bills of Mobile Connections, Tab, 2 nd Mobile Connections, 4G Mifi Jio which are in the services of Hon'ble Judges/Registry Members (more than 250 connections)		Casual Leave of Court Managers. Matter regarding issuance of Car Pass of Learned Advocates
22	Purchase of different SIM (viz. BSNL, Airtel, Reliance Jio etc.) as and when demanded by the Hon'ble Judges/Registry Members/Officers of the Court	Circulation of Office Orders/Notifications/General Order and Notice in this Court	Matter regarding House Building Advance/ Motor Cycle Advance/ Marriage Advance
23	Purchase of New Mobile Sets/Jio Mi-Fi Devices- for Hon'ble Judges, New Mobile Set for - Registry Members, Officers of the Court	Matter regarding purchase and maintenance of vehicles (including two-wheelers/ Bicycles) of the Court including Registration of the vehicles	Matter regarding information for acquisition of movable and immovable property
24	Installation of Nano Wi-Fi Station at the residences of Hon'ble Judges of the Court. Grant of Advance from GPF/ Medical Advance & Reimbursement to Officers & Staff	Matter regarding purchase and maintenance of AC, Water Cooler, Aqua Guard etc	
25	Processing of bill of all the aforesaid appliances	Processing of various bills from the protocol section viz. bills of oath taking ceremony/ farewell ceremony and Honorarium of Accounts Estab. Department	Opening of Service Book of Class-III and making the related entries time to time
26	Installation of Jharnet & Internet in the Court offices and residence of Hon'ble Judges	Matter regarding Independence Day, Republic Day, Martyrs Day etc. and processing of Bills for the same	Earned Leave/Half Pay Leave/Commuted Leave/Extra Ordinary Leave/Paternity Leave/Maternity Leave etc. of Class-III employees of the Court
27	Regular Visit of the Residence of Hon'ble Judges/Registry Members to short out the any troubleshooting for Wi-Fi/Internet, Telephone and mobile related works		Maintenance of Leave-Records in the Leave Chart and its entry in the Service-Book in respect of all the Class II Officers of the Court. Matter regarding purchase of wall clock for the court & processing the bill of the same
28		Show-Cause/Explanation/Complain and matters related with proceeding of all personnel including Class-IV employees including queries with banks with regard to non-payment of Loan	Grant of Annual increment to all Class-II and III employees of the Court and entry thereof in the Service Books. Matters related to the New Building of the Hon'ble Court undergoing construction at Dhurwa, Ranchi.
29	Issuance of General Order/Standing Order/Office Order as and when required	Payment of the Holding Tax of the Hon'ble Court Building to the Municipal Corporation	Casual Leave of Court Masters & Section Officers/Staff attached to Hon'ble Court

30	Matter related to Full Court References and Condolences	Matter regarding use of lift and security arrangement in the premises of Hon'ble Court	Casual Leave of Officers and Staff of Accounts (Establishment) Department
31	Diary of all PUC received in the Section from other Department		Matter regarding passport of all the employees of this Court. Deputation of Officers & staff to other departments from High Court
32	Dispatch of All letters/ Office Order/ Notification/ General Order/ Notice etc	Matter of stepping up of salary in case of Class-II & above	Matter relating to compliance of summons
33			Matter regarding acceptance of vacation report of Quarters, issuance of No Dues Certificates to the Officers/Staff of the Court. Benefit of MACP to Class-III and above and related representations
34		Intersectional Transfer/ Posting	Correspondence with the Building Construction Department like fixation of House Rent Tax, Municipal Tax, rent of the overstayed period etc.
35		Attachment/ Detachment of Officers & Staff in Hon'ble Courts	Gradation of all the Personnel and its representations if any
36		Matter related to deputation of Class-IV staff	Cadre promotion above to Class-III and related representations
37		Benefit of ACP and MACP to Class-IV	Relieving of Staff consequent upon appointment in other department on deputation/ lien and continuation of service after getting relieved from other Departments
38		Increment to all personnel of Class-IV and entries therein the Service Book	Extension of service of Class-III and above posts
39			Creation of every type of Post. Matter of ACR Software
40			Recruitment/ Appointment/ Absorption on different vacant Class-III posts and related representations. ACR and PCR of all the personnel
41		Issuance of pay slip (provisional/revised/permanent) of Officers above class II from the end of Accountant General	Promotion on different vacant Class-III posts and related representations
42		Sending the Service-Books of all Class-I employees of the Court to the Accountant General (for issuance of Permanent Pay Slip and Maintenance of Service-Book on their part)	Compensate appointment of Class-III staff
43		Early payment of Salary on the Occasion of festival	Matter related to pay revision
44		Circulation of notice against different vacancies (of other Govt. Department on deputation basis)	Confirmation of all the Personnel above Class-IV
45		Matter regarding purchase and maintenance of Computer/ Laptop and its accessories	Maintenance of Civil List of the Officers and Staff of the Court
46		Matter of Scanning/Digitization of Court Records	Departmental Exam of different Cadres

47		Matter regarding Artificial Intelligence Visit of different computer shops available in the market for purchasing of Computer Systems & its appliances and collection of quotations etc	Notification and Publication toward amendment in High Court recruitment/promotion
48		Conveyance allowance to employees of the Court (calculation/verification of their Petrol Vouchers for reimbursement)	Recruitment of Class-IV posts including LM/ DWMs
49		Dress allowance and liveries to Class-IV employees (calculation/verification of their bills related to shoes/socks/sandals/sarees)	Appointment/ Absorption of Class-IV posts including LM/ DWMs
50		Processing the monthly bills of Telephone Connections, FTTH which are installed in the residence of Hon'ble Judges/ Registry Members/ High Court premises (more than 150 Connections)	Compensate appointment of Class-IV staff
51		Regular visit of BSNL Office/Airtel/Reliance Jio/etc. for purchasing of SIM Cards and its related queries	Acceptance of joining of Class-IV
52			Fixation of pay of Class-IV staff on new joining
53			Fixation of pay of Class-IV staff on promotion
54			Gradation matter of Class-IV employees of the Court
55			Centre promotion and confirmation of Class-IV staff
56			Modification/rectification in the service matter of Class-IV staff in compliance to Law Department
57			Verification of certificates of newly appointed/absorbed Class-III staff
58			Verification of certificates of newly appointed/absorbed Class-IV staff
59			Earned Leave of Court Masters, Assistant Registrars, Secretaries (whose Service Book has not send to Accountant General for maintenance and up-keepment) and sending their Charge Reports along with application in prescribed format to Accountant General for call for admissibility report
60			Acceptance of joining of all Class-III & above employees of this Court
61			All kinds of entries in the Service-Books of Class-III and above except leave and annual increment
62			Sending the Service-Books to Law (Judicial) Department, Finance Department & Accountant General for verification
63			Correspondence of Service Books with other Department & correspondence with Accountant General
64			Permission for higher studies, permission/apply and appear/forwarding application to various vacancies (other Govt. Department)
65			Processing of Bills of all aforesaid appliances, new purchase, AMC etc

66			Opening of Personal files and Service Books of Class-IV and making related entries from time to time
67			Earned leave of Class-IV employees of the Court
68			Declaration of Movable/Immovable properties in span of three years
69			Verification of certificates on fresh recruitment/absorption of Class-IV
70			Issuance of all types of certificates to employees of the Court
71			Hindi Noting & Drafting Examination and results
72			Queries from different High Courts/Departments
73			Matter of fixation of pay in respect of all the Class II and Class III employees of the Court consequent upon their grant of Promotion / MACP / Non-Functional Pay in level 10 of Pay Matrix provided under 7 th Pay Revision corresponding to the non-functional Grade Pay of Rs. 5400/- in P.B. III (6 th P.R.C.)
74			Matter regarding Approval/Sanction of Bills related with Printing of Daily Cause List

Note: Minimum 10 Officers & Staff of the Establishment Section are required daily to deal with most urgent/urgent nature of works.

5.Dedicated Cell

It has been recommended by the Hon'ble that work of dedicated Cell may be suspended for 2 months.

Regular/ Urgent work:

1. Review of standard Check List in the format provided.
2. Maintaining records of the Due diligence reports submitted by the panel lawyers in hard as well as the soft copy.
3. Generation of customized reports based on the above data for submitting the same to the Hon'ble Courts and the Hon'ble Arrears Committee.
4. Preparing bills for remuneration to the panel lawyers.
5. Facilitating the panel lawyers for their due diligence on HC files where only one DA I/C may sufficiently do the purpose under the guidance of an S.O.

Each of the above-mentioned regular jobs may be performed by one D.A or one S.O. as per the task already assigned to them.

**6. Administrative Miscellaneous Section/ R.T.I. Cell/ Vigilance Cell
(SCS)**

Sl. No.	Name of the the Sectio	Nature of work	No. of PUCs pending
1.	Admn. Misc. Section	Recruitment of Class III employees of Civil Courts (Stenographers, Assistant/Clerk, Typist and Deposition Typist), Shetty Commission, Civil Court Rules, Appointment of Councillor of Family Court, Printing of Scheduled Forms, Shops, Task Force Committee, Mentally ill, Speedy Disposal of Cases, Internship, Matter related with Class IV employees, Transfer of Subordinate Court Staff, MACP/ Retiral Benefit of staff of Civil Courts, DLMC, Report of Lok Adalat, Retention of Government Quarter by Judicial Officer, Infrastructure of Subordinate Courts, Gram Nyayalaya, Establishment of Commercial Courts, Five Year Plan & One Year Plan, matter related to A.P.P., Video Conferencing, Construction and Maintenance of Buildings of Civil Courts, Matters related with Bar Associations, Miscellaneous matters related to with Civil Courts i.e. Security, Solar Power Plant, Electricity, Toyota Innova Car, Lightening Arrestor, Air Conditioner, Pool Car etc. and others.	No. of urgent PUCs - 10 No. of general PUCs - 150
2.	RTI Cell	RTI matter, first appeal and other related to RTI.	No. of PUCs pending - 04
3.	Vigilance Cell (SCS)	Departmental appeal of staff and allegation against staff of Civil Courts.	No. of general PUCs - 04

Further, two Assistants for Administrative Miscellaneous Section & Vigilance Cell (SCS) and one Assistant for R.T.I. Cell as well as one S.O./S.O. I/c are required for the smooth functioning of the Section.

7. Work relating to Accounts [General] Section

Very Urgent work:

1. Medical Bill of the Hon'ble Judges including retired Hon'ble Judges : 01 Assistant is required for processing medical files and preparation of bills.
2. Electricity Bills : 02 Assistants are required on alternate day for processing the files and preparation of bills.
3. Telephone/Mobile Bills : 02 Assistants are required for processing the files and preparation of bills.

Urgent work

1. Contingent Bills : 02 Assistants are required on alternate day for processing the contingent files and preparation of bills.
2. Bank related work of Cashier I/c and Treasury Sarkar as per requirement

Normal work

1. Pay Bills : 02 Assistants are involved in preparation of bills.
2. Judicial Deposit/Miscellaneous Deposit: 01 Assistant is required to accomplish the matter.

It may be taken into account that Sri Santosh Kumar, Assistant Registrar, Sri Apurv Ranjan, Section Officer I/c and Sri Nitesh Kumar, Peon have been attending the office on all days. Remaining officers and staff of Section have been discharging their duties as per requirement of work. In addition to Assistant Registrar, Section Officer I/c and Peon, at least three assistants are required every day so as to get all business of the section finished properly and timely. Cashier I/c and Treasury Sarkar have been discharging their duties as per requirement of bank and treasury work.

The office gives priority treating the work very urgent if the bills are relating to reimbursement to the Hon'ble Judges including retired Hon'ble Judges.

8. Work related to Rules & Statistical Section

<ol style="list-style-type: none"> 1. High Court Rules Committee and Other Rules. 2. Matter regarding circulation of order/direction of Hon'ble Supreme Court of India. 3. Issuance of circulars/General Letter in the light of the orders/ Judgment/ Minutes/ Directions of the Hon'ble Court. 4. Monthly updation of Mediation-related data on the url as suggested by the Supreme Court of India . 5. Matter regarding transmission of order of this Court to the subordinate court of the State of Jharkhand. 6. Transmission of quarterly data of Under Trial Prisoners, u/s 436 A, to Department of Justice, New Delhi 7. Quarterly- CJ & CM Conference Report 8. Transmission of quarterly data of PC Act Cases to Hon'ble Supreme Court of India. 9. Civil and Criminal- Monthly Updation in the server of Supreme Court 10. Civil and Criminal- Quarterly report is transmitted to Supreme Court 11. Civil and Criminal- Annual report is transmitted to Supreme Court & Ministry of Law & Justice 12. Parliamentary Questions 13. Transmission of quarterly data of Petty Cases to the Hon'ble Supreme Court of India. 14. Transmission of data of Family Courts & FTC. 15. Nomination of Hon'ble Judges to try cases under specific Acts (Election Petition, Company Petition, Company Appeal, Arbitration Appeal, Land Reforms) 16. Disposal of Hon'ble Judges (half-yearly) 17. Telephone Directory- Preparation and Distribution. 18. Matter related to R.T.I. 19. Transmission of data regarding POCSO Act cases. 	<p>Very Urgent Work</p> <p>[Minimum two Assistant U/c. and one officer either S.O. I/c. or Assistant Registrar on roster are required for disposing of very urgent work.]</p>
<p>As and when required.</p>	<p>Urgent Work</p>
<ol style="list-style-type: none"> 1. Submission of Monthly progress report of Mediation programme before Hon'ble State Level Mediation Monitoring Committee 2. Crime Against Women- Preparation of data 3. M.P/ M.L.A.- Preparation of data 4. T.A/ M.L.A.- Preparation of data 5. Circulation of Newsletters and Gazette. 6. Sensitization of Family Court Matters (Family Courts) 7. Uploading of Commercial Courts Data (monthly) 8. Matter regarding declaration of holiday in the High Court of Jharkhand and subordinate court of the state of Jharkhand. 9. Preparation/Drafting of Calendar for the High Court & Subordinate court of the state of Jharkhand. 10. Matter regarding distribution of Calendar to Hon'ble Supreme Court, different High Courts, Former & sitting Judges of this Court, court room, chamber & all the sections of this Court as well subordinate court of the state, etc. 11. Matter regarding correspondence with other High Courts and different Departments related to his stage 12. Receiving 13. Submission of quarterly report regarding Minimum Reference of Suitable cases to ADR Mechanism, before Hon'ble the State Level Mediation Monitoring Committee. 14. Submission of monthly report regarding Utilization of Funds by DLSAs of the State before the Hon'ble Executive Chairman, JHALSA, Ranchi. 15. Inspection of Subordinate Courts 16. Greeting Cards. 17. Submission of report of cases related to PC & PNDT Act, before the Hon'ble Committee constituted to periodically oversee the progress of cases. 18. Compilation of data of NDPS, Compensation Cases and Labour Courts. 19. Roster Arrangement for members of Registry. 	<p>Normal Work</p>

20. Self Assessment Chart Format 'C' verification and calculation of points by the Court Managers of this Court, thereafter placed before the Hon'ble the Administrative Judge:-

(1. Giridih, 2. Gumla, 3. Latehar 4. Lohardaga 5. Khunti 6. Ranchi 7. Dumka 8. Dhanbad, 9. Sahibganj, 10. Simdega 11. Godda 12. Deoghar 13. Jamtara 14. Bokaro, 15. Chaibasa 16. Chatra, 17. Ramgarh 18. Hazaribag 19. Daltonganj 20. Pakur 21. Garhwa, 22. Jamshedpur, 23. Koderma, 24. Seraikella).

9. Work of Copying Department

Urgent work

1. Receiving requisitions applied by Applicants and making entry in the Computer.
2. Allotting Serial no. on requisitions and sending it to Assistant Registrar of Copying Department for signature.
3. Sending requisitions to all concerned Judicial Sections.
4. Receiving of stamp supplied by applicants
5. Photocopy of records or type (as per requirement).
6. Pasting of Stamps.
7. Comparing with original records and uploaded order in computer also.
8. Preparing certified copies by Dealing Assistants and maintaining Forward Diary.
9. Verifying with original records and putting signature of Copying Officer in the certified copies as prepared by the Dealing Assistants.
10. Maintaining Ready Register by Copying Officer.
11. Sealing on ready Certified Copies.
12. Distribution of ready certified copies to the concerned applicant
13. Information of ready certified copies for uploading on the notice board of Hon'ble High Court of Jharkhand through CPC section.
14. Any urgent matter if required and complying the direction passed by the Hon'ble Court, Ld. Registrar General or Ld. Joint Registrar (Judicial).

Normal Work

1. Receiving of records from all concerned Judicial sections and their estimation of costs.
2. Notifying of records.
3. Maintaining Requisition Institution Register and making entry in the Computer.
4. Making entry of records in the Record Sending Register and sending it to concerned sections.
5. Maintaining CL/SL Register of Copying Department.
6. Matters related with compliance of Judicial orders.
7. RTI matter related to the aforesaid work.
8. Any query from other Judicial Sections related to the aforesaid work.

* At present 09 Dealing Assistants are required for aforesaid work daily.