

# THE HIGH COURT OF MANIPUR AT IMPHAL

## **NOTIFICATION No. 104** **the 10th March, 2021**

No.HCM/COVID-2020/RG/5589: In supersession of earlier Notification No. 102 dated 02.03.2021 issued by the High Court of Manipur to regulate the working of the Courts in the context of the Novel Corona Virus (COVID -19) pandemic and in consultation with all stake holders, the Hon'ble The Chief Justice is pleased to issue the following directions : -

**'Physical court hearings in both the High Court and the District Courts/Tribunals shall be resumed with effect from 20.03.2021.'**

**Filing of fresh cases, applications, documents, affidavits, etc. shall be by way of hard copies in the High Court and all the District Courts/Tribunals. However, soft copies of the same shall also be submitted through email filing.**

**This arrangement is subject to review and modification from time to time.'**

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However, resumption of physical court hearings shall be conducted under the following guidelines.

**GUIDELINES FOR RESUMPTION OF PHYSICAL COURT  
HEARINGS AND PHYSICAL FILING OF FRESH  
CASES/APPLICATIONS.**

[1] Physical hearing of cases shall be resumed by all Courts in a phased and limited manner. Not more than 20 main cases shall be taken up for physical hearing each day. Bail applications and zima applications shall be treated as main cases for this purpose.

[2] Physical filing of cases/applications/affidavits/documents, etc. shall also be resumed with immediate effect but soft copies thereof shall also be furnished, without fail. This would help in digitization of case records at a later date. Mention Memos and Citations of cases may, however, be submitted online.

[3] Mandatory measures for all persons, including learned Judges, entering into Court complexes and Court rooms.

[a] Testing for fever/temperature with thermal scanners.

Adequate Staff may be provided by the Court after giving them proper training.

[b] Wearing of proper three-layered masks at all times.

[c] Use of alcohol-based Sanitizers, kept at strategic points/

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places.

[d] Maintaining physical distance, preferably six feet.

[e] Thorough washing of hands with soap before coming to Court.

[f] Spitting is strictly prohibited within the Court complexes.

[4] No person with symptoms of cough, fever and/or running nose shall enter into the Court complexes and Court rooms, in his/her own interest and in the interest of others. Persons without masks shall not be allowed entry into the Court complex under any circumstance. Masks shall be worn even during arguments in Court rooms.

[5] Display boards/posters shall be put up sensitizing all stakeholders about the Covid-19 precautions to be taken, including physical distancing, use of masks and Sanitizers, prohibition of spitting and openly coughing/sneezing in the Court premises.

[6] The elected leaders of the Bar Associations and all learned Advocates shall be sensitized as to the necessity of taking all precautions to prevent spreading of the virus and their full co-operation may be solicited for scrupulous implementation of these guidelines. Adequate care and caution must be exercised while

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using the Bar Association hall/Canteen. Non-cooperation and disregard of the guidelines may result in closure of the Court complex concerned and if any problems are encountered, it may result in the suspension of physical hearings under intimation to the High Court/Hon'ble The Chief Justice. The physical functioning of such Court would be restored only upon suitable instructions from the High Court/Hon'ble The Chief Justice. It is incumbent on the Sessions Judge and Judges/Magistrates of the Sub-Ordinate Courts to bring it to the notice of the High Court immediately if the above guidelines are not properly followed by stakeholders.

[7] Limited number of persons should be allowed to enter the Court rooms. Entry should be permitted only to those learned Advocates whose cases are listed on that day. Each such learned Advocate may be accompanied by one clerk to assist him/her. Learned Senior Advocates may be accompanied by one learned junior Advocate for his/her assistance. Other persons would not be permitted inside the Court rooms unless their presence is required or they are being examined or cross-examined in cases which are at the trial stage. Parties and persons who need to appear in Court shall be identified by the learned Advocates appearing in the case. The learned Advocates, their clerks and also staff members should

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carry their ID cards for verification. Learned Advocates, their clerks and other persons, who are permitted entry into the Court rooms, should leave the premises immediately after completing their work. Learned Advocates who are above 60 years of age and/or have co-morbidities would be vulnerable to Covid-19 virus and they are advised to exercise extra caution while venturing to come for physical hearings.

[8] A waiting hall may be arranged for the learned Advocates, who are waiting for their turn to address the Court, near the Court room. Minimum 6 (six) feet distance should be maintained between the chairs in the waiting hall and alcohol-based Sanitizers should be placed at strategic locations for easy use.

[9] No coercive steps or adverse order should be resorted to in the event of absence of the learned Advocates due to health grounds. Adjournments may be granted, upon consideration of the reasons offered therefor, on a case-to-case basis.

[10] At any given point of time, learned Advocates/  
parties/clerks/other persons should not be present in the Court in more than three cases. Crowding/gathering in the Court rooms shall

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be strictly avoided and the same shall be ensured in coordination with the Court staff and Advocates/Clerks.

[11] Respiratory etiquette shall be followed strictly. The practice of covering one's mouth and nose while coughing and sneezing and use of tissue/handkerchief/flexed elbow should be strictly adhered to. Used tissues shall be disposed of properly by placing them in a closed dustbin.

[12] For the purpose of physical filing of fresh cases/applications/affidavits/documents, etc., one or more filing counters may be opened in the Court Complex. Learned Advocates, who enter the Court Complex only for filing the same, should not be permitted to enter either the Court rooms or office rooms. The location of the filing counters should be such that learned Advocates and/or their clerks, who have come for that purpose, may wait for their turn in open spaces. The process of filing shall be supervised by a designated Administrative Officer/Senior Officer of the Court Complex to ensure that social distancing and other norms are followed strictly. Filing shall be done for each Court separately and different counters/desks/rooms shall be earmarked accordingly.

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[13] Places/counters shall be earmarked in the Court Complex not only for filing of fresh cases and copy applications, but also for process payments. Such earmarked places/counters shall be close to the entrance of the Court Complex or at one corner of the Court Complex so that footfall is reduced into the building. As soon as the filing is completed, acknowledgements may be issued and messages may be sent to the counsel/parties about the status of scrutiny and numbering of the matters on their mobile numbers, if available. Copies of orders may be issued at earmarked counters in the Court Complex.

[14] As the size of Court rooms (excluding the dais) is comparatively small (available area in most Court rooms may be 15' x 15'), only a limited number of persons may be allowed to enter. For regulating the entry, following measures may be taken:-

(i) The entry of persons shall be proportionate to the number of cases fixed on that day. However, for Magistrates' Courts dealing with remand matters, proper co-ordination with the police is required to avoid congregation of large number of people. At any given time, not more than 10 people should be inside a Court room.

(ii) Entry of people into the Court Complex as well as the Court building shall be regulated. Two-tier security shall be

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adopted. First, at the gate of the Court Complex. Secondly, before entry into the Court Building. Security personnel need to be deployed at both places.

[15] In any case, large groups of people should not be allowed inside the Court premises.

[16] Compulsory wearing of masks and adherence to health advisories at all times. Failure may invite punitive action.

[17] Microphones, wherever installed, may be utilized in the Court rooms.

[18] Placement of automated/foot-operated hand sanitizers near the door of every Court room and Staff room.

[19] In the light of the order dated 8.3.2021 passed by the Supreme Court in 'In re: Cognizance for Extension of Limitation' (Suo-Motu Writ Petition (Civil) No.3 of 2020), in computing the period of limitation for any suit, appeal, application or proceeding, the period from 15.03.2020 till 14.03.2021 shall stand excluded and the balance period of limitation remaining as on 15.03.2020, if any, shall become available with effect from 15.03.2021. Further, in cases where the limitation expired during the period between 15.03.2020 till 14.03.2021, limitation shall stand extended by 90

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days from 15.03.2021. In the event the actual balance of period of limitation remaining, with effect from 15.03.2021, is greater than 90 days, that longer period shall apply. The period from 15.03.2020 till 14.03.2021 shall also stand excluded while computing the periods prescribed under Sections 23(4) and 29A of the Arbitration and Conciliation Act, 1996, Section 12A of the Commercial Courts Act, 2015, and provisos (b) and (c) of Section 138 of the Negotiable Instruments Act, 1881, and any other laws which prescribe period(s) of limitation for instituting proceedings, outer limits (within which the Court/Tribunal can condone delay) and termination of proceedings.

By order

*A. Guneshwar Sharma*  
18/3/2021

**(A. GUNESHWAR SHARMA)**

Registrar General

Copy to:-

1. Secretary General, Supreme Court of India
2. Secretary, Department of Justice, Government of India.
3. The Advocate General, Govt. of Manipur.
4. The Chief Secretary, Govt. of Manipur.
5. The Director General of Police, Manipur.
6. The Registrars, Judl., Admin & Vigilance, High Court of Manipur.
7. All the learned Judicial Officers, Manipur.
8. The Secretary (Law), Government of Manipur.
9. The Govt. Advocate, Govt. of Manipur.
10. The President, High Court Bar Association, Manipur.

11. The President, AMBA, Manipur.
12. The Joint Director, Manipur Judicial Academy.
13. All the Joint Registrars, High Court of Manipur.
14. The Principal Magistrates, all Juvenile Justice Boards.
15. All the Deputy Registrars, High Court of Manipur.
16. The Principal Secretary to Hon'ble The Chief Justice, High Court of Manipur.
17. All the Asst Registrars/LRO/Court Managers, High Court of Manipur.
18. The P.S to Hon'ble Justice L.S. Jamir, High Court of Manipur.
19. The P.S to Hon'ble Justice Kh.Nobin Singh, High Court of Manipur.
20. The P.S to Hon'ble Justice M.V. Muralidaran, High Court of Manipur.
21. The P.S to Hon'ble Justice A. Bimol Singh, High Court of Manipur.
22. The P.S to Registrar General, High Court of Manipur.
23. The System Analyst, High Court of Manipur for uploading the same to the Official Website.
24. All the Superintendents/Court Officers/Stamp Reporter/Protocol Officer, High Court of Manipur.
25. All the Court Masters, High Court of Manipur.
26. The Guard file.

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10/2/2024