

**CENTRAL GOVERNMENT INDUSTRIAL TRIBUNAL-CUM-LABOUR
COURT,
BENGALURU**

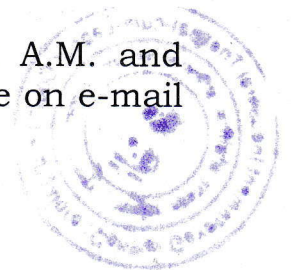
Dated 28th May, 2020

**STANDARD OPERATING PROCEDURE - SOP
MEASURES ADOPTED FOR ENTRY TO THE TRIBUNAL PREMISES FOR
THE PERIOD FROM 01.06.2020 TO 19.06.2020:**

- a) Every person entering the Court premises shall mandatorily wear face mask all the time; staff of the court shall wear hand gloves all the time and shall use sanitizer as indicated in the health advisories already issued and While in the Court all persons shall strictly follow the rule of maintaining social distancing.
- b) No one with symptoms of cough, fever, running nose etc., should be allowed entry in the court complex. Only those who are asymptomatic will be allowed entry. Screening of all persons entering the Court premises shall be mandatory and only such of those persons found to be asymptomatic will be permitted entry into the Court premises.
- c) Learned Advocates are requested to download and install '**Arogya Setu App**' from Google play and always keep the Location and Bluetooth turned on all the time.
- d) At the entry/exit point, persons entering the Court premises shall strictly follow social distancing and cooperate with court staff.
- e) Entry to general public and litigant public is strictly prohibited unless specifically ordered by the Court.
- f) It shall be ensured that at no point of time, the persons present in the Court Hall including advocates and the Court staff shall exceed twenty (20) in number.

FILING COUNTERS:

- a) Physical filing of cases is permitted between 11.30 A.M. and 12.30 PM. Additionally the applications shall be made on e-mail id also at po-blr-cgit@nic.in



- b) The officials in the filing counter will insist the advocates/parties-in-person/advocates' clerks to mention their mobile number, Email ID in the vakalathnama / presentation form for further correspondence only with regard to status of the case.
- c) In case of urgency, a brief note explaining the reasons should be accompanied with the petition/appeal. Same would be placed before the Hon'ble Presiding Officer and if the prayer is favourably considered, necessary intimation of date of hearing and time will be informed to the concerned.
- d) The learned Advocates appearing for the petitioner/appellant as the case may be, can serve in advance, copies of the petition/appeal memorandum to the opposite parties on their e-mail id, if they so desire.
- e) The Learned Advocates/parties-in-person/Advocates' Clerks shall mandatorily follow the social distancing, at the entry/exit point and also at the venue of filing.

LISTING OF MATTERS:

- (a) Matters posted for arguments, filing of claim application/counter reply etc will be taken up on the date(s) assigned.
- (b) The parties can also file their respective claim, counter claim, interim application and objection statement to the interim application and the written argument in the office one day before the hearing date. The case will be posted for further stage, the hearing date assigned will be updated online.
- (c) Having regard to the nature of the proceedings before this Tribunal, learned counsels are requested to utilise the provisions of Order XI of CPC before recording of the evidence. Recording of evidence will be done if only the nature of the dispute so warrants.
- (d) For recording of evidence / cross examination of witness learned advocates are requested to utilise the provisions of Order XXVI Rule 4A of CPC, the cost of the commission shall be borne by the Managements.



- (e) In the event of request for adjournment by learned advocates who are aged over 65 years with co-morbidities, the case will be taken on the date convenient to them.
- (f) Except the concerned learned counsel on record or any one of his / her colleague / one clerk, none others are permitted to enter the Court Hall.

SEATING ARRANGEMENTS IN THE COURT HALL:

- a) The Court Hall's sittings would be arranged in such manner that the distance between two chairs is maintained as per norms prescribed by Department of Health and Family Welfare.
- b) The seating arrangements is made inside the Court Halls to the learned Advocates keeping in mind the prescribed social distancing norms which shall not be disturbed and same shall be followed without any infraction.
- c) Only learned Advocates would be allowed inside the Court Hall.
- d) No other para legal staff like, Advocates Clerks, Interns would be allowed into the Court Hall to carry file, books, bags etc.
- e) The court staff shall ensure that all windows and Doors of Court Halls be kept open to facilitate flow of fresh air.
- f) Learned Advocates should ensure that no congregation would take place on the corridors of the Court.
- g) Before entering the Court Halls, learned Advocates shall make use of the sanitizer. Wearing of face masks while entering the Court Hall and during the course of hearing is compulsory.
- h) The learned Advocates are requested to leave Court premises immediately on completion of their matters.

DELIVERY OF CERTIFIED COPIES:

- a) Application for supply of certified copy shall be submitted in the Office between 10.30 AM and 12.30 PM.
- b) Such of the certified copies being ready for delivery may be collected/delivered on the date and time specified.
- c) In the event of phone numbers of the applicant having been furnished in the copy application, a message would be forwarded



indicating the date and time on which certified copy would be delivered.

- d) Certified copies would be delivered at the designated Special counters between 10.30 AM and 12.30 PM

BY ORDER OF HON'BLE PRESIDING OFFICER



(T.K. BALAJI) 28/5/2020
Secretary to court

सचिव
Secretary
केन्द्रीय सरकार औद्योगिक अधिकरण
Central Government Industrial Tribunal
एवं श्रम न्यायालय, बंगलूर
Cum Labour Court, Bangalore

