

HIGH COURT OF GUJARAT AT AHMEDABAD

Date : 17.10.2020

**Standard Operating Procedures (SOP)
For Regular Resumption of Advocate Chambers**

Upon considering the representation received from the Gujarat High Court Advocates' Association (GHAA), the Hon'ble High Court of Gujarat is pleased to issue the following Standard Operating Procedures to be adopted for Regular Resumption of Advocate Chambers in the campus of High Court of Gujarat:

1. The Advocates who have been allotted chambers will be allowed entry in Court Premises only after thermal screening and providing requisite details viz. name, mobile number, chamber number to the staff of the Registry. The Entry & Exit of Advocates also will be from Gate No.5 only. As far as possible the members may ensure entry and exit once in a day.
2. The Timing for functioning of Advocate chambers will be from 10.30 am to 2.30 pm on Court working days (except Saturday and Sunday) with the prescribed odd even formula:
 - a. 1st Week
 - i. Odd Numbered Chambers (Monday-Wednesday-Friday)

- ii. Even Numbered Chambers (Tuesday-Thursday)
 - b. 2nd Week
 - i. Even Numbered Chambers (Monday-Wednesday-Friday)
 - ii. Odd Numbered Chambers (Tuesday-Thursday)
3. The Advocates who have been allotted chambers will be allowed access to both old and new Chambers. Only one junior will be allowed access to the Chamber. However, no client or litigant and clerk or any other staff shall be allowed access to the Chambers and the Court campus.
4. As far as possible use of Elevators (lifts) be avoided for going upto second floor. Lift operators have been directed to permit entry of maximum 3 persons at a time. It would be mandatory to use stairs while going downstairs.
5. There will be a single-entry point to Old and New Advocate Chamber Building fitted with hand-sanitizer machine provided by the Registry, and manned by the staff of GHAA and Registry.
6. Following mandatory norms need to be followed by all Advocates who are permitted entry in Court campus:

- a. Wearing of mask at all the times.
 - b. Sanitizing the hands before and at the time of entry and exit.
 - c. Strict adherence to the norms of social distancing in the Chamber as well as within the Court campus.
 - d. No outside food including tea and/or coffee shall be permitted.
 - e. Library, Bar Association hall, Advocates tea room & common rooms shall remain closed until further orders.
 - f. Adherence to all the directions, guidelines, SOPs, advisories issued by Government of India, Hon'ble High Court of Gujarat and State of Gujarat in respect of the Covid 19 pandemic.
 - g. The members of GHAA shall remain in contact with Shri J.G. Vithlani, Deputy Registrar and Covid-19 Coordinator of the High Court in case of any emergency medical requirement.
 - h. GHAA shall nominate any one office bearer as Covid Co-ordinator.
7. Persons displaying symptoms of flue, fever, cough etc. shall not be permitted entry inside the Court campus.

8. Housekeeping staff will ensure sanitation of Lobby areas in the Chamber building of Advocates post 2.30 pm on daily basis. The GHAA should ensure that chambers of Advocates are sanitized on regular daily basis.
9. Gathering in lobbies and / or in one chamber be avoided. GHAA shall inform all its members and shall ensure its compliance.
10. In case if more than two positive Covid 19 cases are detected the entry and access to the chamber shall be suspended temporarily for deep cleansing and sanitization as required.
11. Advocates should ensure that they restrict their movements and not venture out towards Courts and Administrative Buildings of the High Court.
12. Visit to Administrative branches for making enquiry shall not be permitted.

Sd/-
Registrar General
High Court of Gujarat