

HIGH COURT OF TRIPURA
AGARTALA

NOTIFICATION

Dated, the 01st August, 2017

Swachhta Action Plan (SAP) for the High Court and District Courts for the year 2017-18 and 2018-19

The Hon'ble High Court of Tripura has been pleased to make the following Swachhta Action Plan (SAP) for the High Court of Tripura and District Courts within the jurisdiction of this High Court for the year 2017-18 and 2018-19 towards implementation of the Swachh Bharat Mission launched by the Hon'ble Prime Minister of India.

2. In the High Court and each of the District Courts in Tripura, the following instructions shall be strictly carried out:

(i) Plantation & Gardening :

Cleanliness must be maintained in each of the Court premises. Apart from maintaining cleanliness, plantation of suitable species shall be made in the Court premises besides gardening with seasonal and decorative flowers in the places identified and maintained for this purpose. Adequate number of Group-D staff shall be entrusted with the duty of maintaining such garden.

Similar measures shall be taken for maintaining beautification and cleanliness of the official residence/quarters of Hon'ble Judges/Judicial Officers.

(ii) Painting :

The Court buildings and the official residence / quarters of the Hon'ble Judges / Judicial Officers shall be painted in regular intervals with durable paints for their beautification.

(iii) Disposal of old files and screening of records:

Old case files & administrative files in almost all the Courts occupy a considerable space which could be utilized properly by timely disposal of such old files. All old files shall, therefore, be disposed of within time frame in terms of the guidelines laid down by the Hon'ble High Court in this regard and such disposable old files in all Courts must be disposed of within 3 months from today. Records/case files shall be screened and inadmissible documents/papers shall not find place in the case records to ensure optimal utilization of space.

(iv) Disposal of old and non-usable vehicles:

No old and non-usable vehicles shall be allowed to occupy space in the Court premises. Such vehicles shall be disposed of immediately in accordance with the Rules/guidelines laid down in this regard.

(v) Removal of unauthorized shops/stalls/vendors from Court premises:

Unauthorised shops / tea stalls and vendors attract crowd and generate noise in the Court premises. Therefore, only

canteens, stalls and vendors authorised by the concerned District & Sessions Judge shall be allowed to operate in the Court premises and they shall be made bound by their written undertaking to make adequate arrangements for timely disposal of wastes at their own cost and maintain order and cleanliness in the Court premises failing which they shall be removed from the Court premises.

(vi) Sweeping and use of dust-bins:

Regular sweeping work shall be undertaken not only inside the buildings. Sweeping of the entire Court premises shall be done regularly to maintain cleanliness. Adequate number of dust-bins of appropriate size shall be made available in each of the Court premises for use by the litigants, lawyers, Court staffs and all others visiting the Courts. Watchman shall be engaged to ensure that such dust-bins are being used appropriately.

(vii) Display of Notice for maintaining cleanliness:

Notice issued in the name of the concerned District & Sessions Judge shall be displayed in each of the Court premises containing an appeal for maintaining cleanliness in the Court premises.

(viii) Parking of vehicles:

Parking of vehicles in each of the Court premises shall be made in an orderly manner and parking zone shall be identified and notified in each of the Court premises.

(ix) Prohibition of smoking :

None will be allowed to smoke inside the Court premises and any person found smoking inside the Court premises shall be prosecuted and punished in accordance with law. No stall / vendor shall be allowed to sell cigarette or any other tobacco products inside the Court premises.

(x) Use of toilets and maintenance of cleanliness:

Flush in the toilets shall be used properly. Remains of the food items or any other materials shall not be thrown into the Basin/sink of the toilets. Filter water available in the Court premises shall not be used for washing hands and utensils. There shall be adequate vigilance to prevent spitting into the basin/sink or on the floors & walls of the Court buildings after chewing betel leaf.

Monitoring and execution:—

- (i) There shall be a committee called '**Cleanliness & Beautification Committee**' in each of the District Head Quarters consisting of the District & Sessions Judge as Chairman, the President, the Secretary of the concerned Bar Association, the Chief Judicial Magistrate and the Senior most Judicial Officer next to the District and Sessions Judge available in the Station as the Members of the Committee along with the Senior most staff member of the Station as the Member

Secretary to execute and monitor the action plans for maintaining cleanliness in the Court premises and their beautification. Similarly, in each of the sub-divisions other than the District Head Quarters, there shall be a '**Cleanliness & Beautification sub-committee**' chaired by the Senior most Judicial Officer of the Station, the President & the Secretary of the concerned Bar Association and another Judicial Officer nominated by the District & Sessions Judge as Members and Senior most staff member of the Station as the Member Secretary to execute and monitor the action plans for maintaining cleanliness in the Court premises and their beautification.

- (ii) In the High Court Sri R.S.Bhattacharjee, Senior Protocol Officer with the assistance of Sri Sanjib Bhattacharjee, Deputy Registrar and Sri N.Debnath, Assistant Registrar shall take care of cleanliness and beautification of the High Court premises.

By order,

Sd/-

(S.G.Chattopadhyay)
Registrar General.

No. F. 44(11)(a)-HC/2017/13596-653 **Dated, Agartala, the 01st August, 2017.**

Copy to:

1. The Chairman, Bar Council of Tripura, High Court of Tripura, Agartala.
2. The President /Secretary, High Court Bar Association, Agartala.
3. The Advocate General, Tripura, Agartala.
4. The LR & Secretary, Law, Government of Tripura, Agartala.
5. The **District & Sessions Judge**, South Tripura Judicial District, Belonia / West Tripura Judicial District, Agartala/North Tripura Judicial District, Dharmanagar/Unakoti Judicial District, Kailashahar/ Gomati Judicial District, Udaipur for information and necessary action and circulating the same among all the Judicial Officers within their respective Judicial District.
6. The Government Advocate, High Court of Tripura, Agartala.
7. The Public Prosecutor, High Court of Tripura, Agartala.
8. The **Judge, Family Court** at Agartala, West Tripura Judicial District/ Kailashahar, Unakoti Judicial District/ Udaipur, Gomati Judicial District.
9. The Member Secretary, SLA, Agartala, Tripura.
10. The Assistant Solicitor General of India, High Court of Tripura, Agartala.
11. The Registrar (Vigilance), High Court of Tripura, Agartala.
12. The Registrar (Judicial), High Court of Tripura, Agartala.
13. The Principal Secretary to His Lordship, Hon'ble the Chief Justice, High Court of Tripura, Agartala.
14. The Registrar (Admn.), High Court of Tripura, Agartala.
15. The Joint Registrar, High Court of Tripura, Agartala.
16. All Deputy Registrars, High Court of Tripura, Agartala.
17. The Secretary to Hon'ble Mr. Justice S.Talapatra, High Court of Tripura, Agartala.
18. The Secretary to Ld. Registrar General, High Court of Tripura, Agartala.
19. All Assistant Registrars, High Court of Tripura, Agartala with a direction to bring this notification to the notice of the staff members of his/her respective section.
20. The Assistant Registrar (Court Officer Section), High Court of Tripura, Agartala for information & necessary action and to bring this order to the notice of the staff members of his section and all Group-D staff members of the Registry.

21. All Superintendents, High Court of Tripura, Agartala with a direction to bring this notification to the notice of the staff members of his/ her respective section.
22. The Sr. Grade Translator-cum- I/C Paper Book Section, High Court of Tripura, Agartala with a direction to bring this notification to the notice of the staff members of his/her respective section.
- ✓ 23. The System Analyst, High Court of Tripura for uploading the Notification in the official website with a direction to bring this notification to the notice of the staff members of his/her respective section.

S. Lalit
1-8-17
Deputy Registrar (Admn.)