FEDERAL SHARIAT COURT OF PAKISTAN



Constitution Avenue, G-5/2, Islamabad Tele: 051-9203091 Fax: 051-9202724

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No.F.17 (1)/2017-Admn.FSC

Islamabad, the 13th April, 2020

CIRCULAR

In supersession of the instructions earlier circulated vide this Court's Circulars of even number dated 14th, 24th, 28th March and 6th April, 2020, the Hon'ble Authority has been pleased to direct that following preventive measures "shall be adopted/implemented by all Officers/Officials of this Court at Principal Seat Islamabad and Bench Registries at Lahore, Karachi, Peshawar and Quetta in true letter and spirit to avoid spread of Corona Virus (COVID-19) as prevention is better than cure:-

- a) The Officers/Officials including Court Staff are required to attend Office on rotation basis on alternate days. To ensure social distancing half of total strength of staff posted in each Branch/Section/Office shall attend Office everyday alternatively. (Explanation:- If 4 persons are posted in one Branch/Section/Office, 2 persons will attend Office, other two will attend next day and will keep rotating their duties whole week). All Branches/Sections/Offices will issue duty roster with the approval of their respective Incharge for the said purpose.
- b) Female staff will stay at home but will be available on the respective station of their posting and she/they can be called anytime to come to Office for accomplishment of essential assignment(s).
- c) Only those Officers/Officials are exempted to attend Office in whose areas cases of Corona Virus are reported and such areas have been notified to be cordoned off by the District Administration as affected areas. It is made clear that those who are living in the adjoining areas will not be exempted to attend Office but only as per rotation under instruction (a).
- d) All Senior Officers of BPS-18 and above & Officers Incharges of Bench Registries will attend the Office regularly.
- Fumigation of the Office Building at Principal Seat and Bench Registries at Lahore, Peshawar, Karachi and Quetta will be carried out regularly.
- f) Fumigation of all Judges Rest Houses at Islamabad, Lahore, Karachi, Peshawar and Quetta will be carried out regularly.
- g) Alcohol pads may be used for wiping books, files, office correspondences etc.
- h) Newspaper may not be used without proper spray and keeping them in open sun shine for one hour before distribution in the Offices.
- Every person entering in the premises of the Court must be checked with thermo-scanner (screening process). In case of any symptoms, he/she may not be allowed to enter in the Court

j) The Canteen will remain closed till the situation of pandemic comes on normalcy.

k) A.Cs in the Court rooms must be switched off and doors as well as necessary windows may be opened for fresh air to maintain room temperature for the time being.

I) Regular sterilization of equipment(s) in the Court Rooms and Offices be carried out by the respective staff.

- m) Wear masks.
- Avoid handshakes. n)
- Frequent washing of hands with soap/hand wash liquid. o)
- Avoid close contact. p)
- q) No get together.
- Minimum of 01 to 02 meter safe space/distance to be r) maintained between two individuals.
- s) Use hand sanitizers frequently.
- t) Drink plenty of water.
- Avoid touching face, eyes, mouth and nose. u)
- While sneezing/coughing use tissue papers and cover your v) mouth with your bent elbow as well.
- Observe the same precautions while in Office, in travel and at w) your home.
- I.T Incharge/Wing will submit progress report fortnightly x) regarding development of software(s)/application(s) for "E-Filing" of this Court.
- The guidelines/instructions/SoPS contained in Workplace Control 2. and Prevention Protocols dated 13th March, 2020 issued by the Supreme Court of Pakistan (copy attached) may also be implemented in letter and spirit to avoid spread of the pandemic disease.
- The above instructions shall remain effective till further orders or 3. the situation of pandemic disease comes on normalcy, whichever is earlier.

(Muhammad Ijaz Ghani)

Deputy Registrar (Admn)

FOR REGISTRAR

All Officers/Officials at Principal Seat Islamabad and Bench Registries at Lahore, Peshawar, Karachi and Quetta.

Copy to:

- The Secretary to Hon'ble Chief Justice.
- The P.S to Hon'ble Judge-I.
- The P.S to Hon'ble Judge-II (Focal Judge).
- The Staff Officer to learned Registrar.
- The Crisis Management Committee.
- The Computer Programmer with direction to upload on website.
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