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ROYAL COURT OF JUSTICE

HC(ADM)-25- 2848

Work from Home (WFH) policy of the High Court

The advent of Covid-19 has pushed the world to a precipice: the twin crisis of public health and economy can easily lead to both unforeseen and unpalatable changes in human society as we know it today. The new normal being social distancing and the government rolling out policies, SOPs and Strategies that encourage work from home(WFH) and shift system to contain the spread of this COvid-19 pandemic. In line with the Governments WFH strategy, the High Court's WFH will aim at better facilitating the functions of the court without disrupting the services. All employees of the High Court will follow the new working schedule with effect from 11th September, 2020.

1. Work from Home Days:

Until further notice or directives from the office of the officiating Chief Justice of the High Court, the schedule attached will continue from the above stated date. However, the schedule is subject to change. However, if the staffs are on WFH mode there will be a reporting of day to day affairs to the immediate superior.

2. Communication, Responsiveness and availability expectations:

1. The registration unit of the High Court will use hcregistry@gmail.com as the medium to accept and register the cases.
2. The Bench Clerks and Justices will create individual wechat or whatsapp groups or other social network apps to communicate and disseminate information on work and other relevant information.
3. The Wechat Group of the High Court will facilitate and respond to the needs of the staffs on WFH.
4. The Staffs if on WFH are expected to meet the targets and deliverables set by their respected Justices and will report the outcomes to the Justices as demanded.



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3. Appeal Case:

All appeal cases will be registered through hcregistry@gmail.com or notified via Whatsapp no 17465356/17627198.

Appeal from Dzongkhags court except Thimphu Dzongkhag Court will email the appeal petition to hcregistry@gmail.com or send the appeal application submitted to the Dzongkhag Court to whatsapp account number 17465356/17627198 as attachment.

The attachment will contain the Appeal petition along with the copy of the First page and the Court finding and the order of the judgment.

4. Misc. hearing:

All miscellaneous hearing will be conducted on Monday and Wednesday as usual. However, the registry will ensure that there is no overcrowding and observe Covid-19 protocol strictly.

5. Case Hearing

Larger bench Hearings will be on Tuesday and Thursdays only. Bench I, II and III will conduct the hearings on Mondays and Wednesdays only.

The Court will wherever possible explore the use of technology and tool such as Skype, goggle meet etc for conducting virtual hearing.

The Bench clerks and registry section will ensure that case hearing and case registration is done in a manner to not overcrowd. Further, they will observe strict Covid-19 protocol such as social distancing, facemask and PPE.

6. Court Fees and Bail fees:

The bail fees will be paid to high court A/C 100890612 either directly by the Dzongkhag Court to high Court Account or through Cheque or through BOB MBOB.

However, depositor will furnish a screenshot of the fund transfer or picture of deposit slip if paid via Cheque to the whatsapp account of Mr. Om Prakash Rai 17956630 Account officer for verification purposes. The Account officer will furnish a screen shot of a receipt to the depositor.



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The Court fees will also be paid using the above account number through MBoB and will send the screen shot of the fund transfer to the above whatsapp Account for verification purpose. The Account officer will furnish a screen shot of a receipt to the depositor.

7. Judgment

The Bench Clerk scheduling for Judgment will ensure that overcrowding is avoided at all cost and observe Covid-19 protocol strictly. The Judgment can be rendered virtually if the parties so agrees and a signed copy of the judgment will be emailed or hard copy of the judgment will be furnished if requested.

8. Enforcement


The Enforcement hearing of Judgment will be on Monday, Wednesday and Friday and for any quarries will whatsapp to 17355784/17125850. However, if circumstance necessitates site visitation/ investigation, then strict protocol of covid-19 has to be observed.

9. Technology Support and Requirements:

Printing of the work (Judgment Drafts) will be at the office for confidentiality of the judgments. However, should there be any issues with the computer and at home, technician will be provided for.

10. Confidentiality:

The staffs more specifically the Bench Clerks if on WFH are required to maintain confidentiality of Judgment at all times.


(Daba Dukpa)
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ཆེ་མཐོ་ཁྲིམས་ཀྱི་འདུན་སྡེ།
ཐེངས་ཕྱག་།



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ROYAL COURT OF JUSTICE

Annexure I

The allocation of working days for the staffs of the High Court of Bhutan

Larger Bench

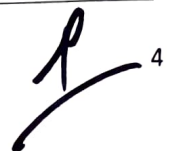
Sl. No	Name	Designation	Day
1	Dasho Duba Dukpa	Justice	Normal
2	Nima Dorji	Personal Assistant	On call
3	Tshering Lham	Bench Clerk	Normal
4	Yangchen Zam	Bench Clerk	Normal
5	Tshewang Choden	Bench Clerk	Normal
6	Pema Dema	Bench Clerk	Normal
7	Karma Yangzom	Bench Clerk	Normal
8	Lungten dema	Bench Clerk	Normal
9	karma Tshering	Driver	On call

Bench I

1	Dasho Pema Rinzin	Justice	Normal
2	Tandin Zangmo	Personal Assistant	Normal
3	Sonam Tshering	Bench Clerk	Normal
4	Tashi Yangzom	Bench Clerk	Normal
5	Yeshi Dema	Bench Clerk	Normal
6	Chencho Gyem	Bench Clerk	Normal
7	Leki Chozom	Bench Clerk	Normal
8	Sonam Kinga	Driver	On call

Bench II

1	Dasho Pema Wangchuk	Justice	Normal
2	Migmar Dorji	Personal Assistant	Normal
3	Sonam Peldon	Bench Clerk	Normal
4	Kinzang Choden	Bench Clerk	Normal
5	Jamphel Wangmo	Bench Clerk	Normal
6	Phub Wangmo	Bench Clerk	Normal
7	Dorji Pelmo	Bench Clerk	Monday, Wednesday, Friday

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8	Wang Gyeltshen	Driver	Normal
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Bench III

1	Dasho Kinley Dorji	Justice	Normal
2	Needup Dorji	Personal Assistant	Normal
3	Pemba	Bench Clerk	Normal
4	Tenzin Nidup	Bench Clerk	Normal
5	Tashi Choden	Bench Clerk	Normal
6	Sherab Lhamo	Bench Clerk	Normal
7	Dorji Wangmo	Bench Clerk	Normal
8	Lhundup	Driver	Normal

Registry and AFD

1	Tshoejab Mephram Denlen	Offg. RG	Normal
2	Pema Zangmo	Attendant	Normal
3	Sonam Choeki	Accountant	Tuesday, Thursday
4	Om Prakash Rai	Accountant	Monday, Wednesday, Friday
5	Ram Bahadur Mukhia	Admin. Assist.	Normal
6	Kinzang Lhaden	Store Keeper	Tuesday, Wednesday
7	Dawa Tshering	Store Keeper	Monday, Thursday, Friday
8	Tshering Zangmo	Personal Assist.	Normal (Judgment Scan)
9	Pema Lhaden	Personal Assist.	Normal (Maternity leave)
10	Tashi Tshomo	Personal Assist.	Normal (Judgment Scan)
11	Karchung	Driver	Monday, Wednesday Friday
12	Chimmi Singye	Driver	Monday Wednesday Friday
13	Sangit Pradhan	Driver	Tuesday, Thursday
14	Banu Bhakta Rai	Driver	Tuesday, Thursday
15	Kinley Bidha	Messenger	Monday, Wednesday, Friday
16	Bir Bahadur Tamang	Messenger	Monday, Tuesday, Thursday
17	Prabitra Ghalley	Cleaner	Normal
18	Pema Yangchen	Cleaner	Normal
19	Dik Maya Ghalley	Cleaner	Maternity Leave

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Bench III			
1	Dasho Kinley Dorji	Justice	Normal
2	Needup Dorji	Personal Assistant	Normal
3	Pemba	Bench Clerk	Normal
4	Tenzin Nidup	Bench Clerk	Normal
5	Tashi Choden	Bench Clerk	Normal
6	Sherab Lhamo	Bench Clerk	Normal
7	Dorji Wangmo	Bench Clerk	Normal
8	Lhundup	Driver	Normal

8	Lhundup	Registry and AFD	
1	Tshoejab Mephram Denlen	Offg. RG	Normal
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14	Banu Bhakta Rai	Driver	Tuesday, Thursday
15	Kinley Bidha	Messenger	Monday, Wednesday , Friday
16	Bir Bahadur Tamang	Messenger	Monday, Tuesday, Thursday
17	Prabitra Ghalley	Cleaner	Normal
18	Pema Yangchen	Cleaner	Normal
19	Dik Maya Ghalley	Cleaner	Maternity Leave

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HIGH COURT, BHUTAN

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ROYAL COURT OF JUSTICE

20	Krishna Maya Ghalley	Cleaner	Normal
21	Tsheringmo	Cleaner	Normal
22	Dorji Zangmo	Bench Clerk	Monday, Wednesday, Friday
23	Sonam Tshomo	Attendant	Normal (Judgment Scan)
24	Tandin Zangmo	Messenger	Normal
25	Tashi Lhamo	Bench Clerk	Normal
26	Tashi Wangmo	Dispatcher	Normal
27	Lhamo	Telephone operator	Normal

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