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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 <u>hcregistry@gmail.com</u> 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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HIGH COURT, BHUTAN

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ROYAL COURT OF JUSTICE

3. Appeal Case:

All appeal cases will be registered through <u>hcregistry@gmail.com</u> 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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HIGH COURT, BHUTAN

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ROYAL COURT OF JUSTICE

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 t 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.



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Annexure I

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

Larger Bench				
SI.	Name	Designation	Day	
No		Justice	Normal	
1	Dasho Duba Dukpa	Personal Assistant	On call	
2	Nima Dorji	Bench Clerk	Normal	
3	Tshering Lham		Normal	
4	Yangchen Zam	Bench Clerk	Normal	
5	Tshewang Choden	Bench Clerk	Normal	
6	Pema Dema	Bench Clerk		
	Karma Yangzom	Bench Clerk	Normal	
7		Bench Clerk	Normal	
8	Lungten dema	Driver	On call	
9 karma Tshering Driver Bench I				
	Discip	Justice	Normal	
1	Dasho Pema Rinzin	Personal Assistant	Normal	
2	Tandin Zangmo	Bench Clerk	Normal	
3	Sonam Tshering	Bench Clerk	Normal	
4	Tashi Yangzom		Normal	
5	Yeshi Dema	Bench Clerk	Normal	
6	Chencho Gyem	Bench Clerk		
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		
_	Sonam Peldon	Bench Clerk	Normal		
3		Bench Clerk	Normal		
4	Kinzang Choden	Bench Clerk	Normal		
5	Jamphel Wangmo		Normal		
6	Phub Wangmo	Bench Clerk			
7	Dorji Pelmo	Bench Clerk	Monday, Wednesday, Friday		

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ROYAL COURT OF JUSTICE

8	Wang Gyeltshen	Driver	Normal

1Dasho Kinley DorjiJusticeNormal2Needup DorjiPersonal AssistantNormal3PembaBench ClerkNormal4Tenzin NidupBench ClerkNormal5Tashi ChodenBench ClerkNormal6Sherab LhamoBench ClerkNormal7Dorji WangmoBench ClerkNormal8LhundupDriverNormal1Tshoejab Mepham DenlenOffg. RGNormal2Pema ZangmoAttendantNormal3Sonam ChoekiAccountantTuesday, Thursdar4Om Prakash RaiAdmin. Assist.Normal5Ram Bahadur MukhiaAdmin. Assist.Tuesday, Wednesday,	
2Needup DorjiPersonal AssistantNormal3PembaBench ClerkNormal4Tenzin NidupBench ClerkNormal5Tashi ChodenBench ClerkNormal6Sherab LhamoBench ClerkNormal7Dorji WangmoBench ClerkNormal8LhundupDriverNormal1Tshoejab Mepham DenlenOffg. RGNormal2Pema ZangmoAttendantNormal3Sonam ChoekiAccountantTuesday, Thursday4Om Prakash RaiAccountantMonday, Wednesday,4Dam Bahadur MukhiaAdmin. Assist.Normal	
3PembaBench ClerkNormal4Tenzin NidupBench ClerkNormal5Tashi ChodenBench ClerkNormal6Sherab LhamoBench ClerkNormal7Dorji WangmoBench ClerkNormal8LhundupDriverNormal1Tshoejab Mepham DenlenOffg. RGNormal2Pema ZangmoAttendantNormal3Sonam ChoekiAccountantTuesday, Thursdar4Om Prakash RaiAccountantMonday, Wednesday,4Dam Bahadur MukhiaAdmin. Assist.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 1 Tshoejab Mepham Denlen Offg. RG Normal 2 Pema Zangmo Attendant Normal 3 Sonam Choeki Accountant Monday, Wednesday, 4 Om Prakash Rai Admin. Assist. Normal	
5 Tashi Choden Bench Clerk Normal 6 Sherab Lhamo Bench Clerk Normal 7 Dorji Wangmo Bench Clerk Normal 8 Lhundup Driver Normal 1 Tshoejab Mepham Denlen Offg. RG Normal 2 Pema Zangmo Attendant Normal 3 Sonam Choeki Accountant Tuesday, Thursdar 4 Om Prakash Rai Admin. Assist. Normal	
6 Sherab Lhamo Bench Clerk Normal 7 Dorji Wangmo Bench Clerk Normal 8 Lhundup Driver Normal 1 Tshoejab Mepham Denlen Offg. RG Normal 2 Pema Zangmo Attendant Normal 3 Sonam Choeki Accountant Tuesday, Thursday 4 Om Prakash Rai Admin. Assist. Normal	
0 Bench Clerk Normal 7 Dorji Wangmo Driver Normal 8 Lhundup Driver Normal 1 Tshoejab Mepham Denlen Offg. RG Normal 2 Pema Zangmo Attendant Normal 3 Sonam Choeki Accountant Tuesday, Thursday 4 Om Prakash Rai Admin. Assist. Normal	
8 Lhundup Driver International 8 Lhundup Registry and AFD 1 Tshoejab Mepham Denlen Offg. RG Normal 2 Pema Zangmo Attendant Normal 3 Sonam Choeki Accountant Tuesday, Thursday 4 Om Prakash Rai Accountant Monday, Wednesday, 5 Rem Babadur Mukhia Admin. Assist. Normal	
Registry and APD 1 Tshoejab Mepham Denlen Offg. RG Normal 2 Pema Zangmo Attendant Normal 3 Sonam Choeki Accountant Tuesday, Thursday 4 Om Prakash Rai Admin. Assist. Normal	
1Tshoejab Mepham DenlenOffg. RG2Pema ZangmoAttendantNormal3Sonam ChoekiAccountantTuesday, Thursdar4Om Prakash RaiAccountantMonday, Wednesday,4Dem Babadur MukhiaAdmin. Assist.Normal	
2 Pema Zangmo Attendant 3 Sonam Choeki Accountant Tuesday, Thursday 4 Om Prakash Rai Accountant Monday, Wednesday, 6 Bem Bahadur Mukhia Admin. Assist. Normal	
3 Sonam Choeki Accountant 4 Om Prakash Rai Accountant Monday, Wednesday, 6 Bem Bahadur Mukhia Admin. Assist. Normal	
4 Om Prakash Rai Accountant Memory 4 Om Prakash Rai Admin. Assist. Normal	
4 Om Prakash Rai Normal	Friday
C Dom Bahadur Mukilla	
Store Reeper	
6 Kinzang Lhaden Store Keeper Monday, Thursday, F	riday
7 Dawa Isnering Descenal Assist Normal (Judgment S	can)
8 Tshering Zangmo Personal Assist Normal (Maternity le	
9 Personal Assist. Normal (Judgment S	
10 Tashi Tshomo Personar Association Monday Wednesday	
11 Karchung Briter Monday Wednesday	
12 Chimmi Singye Diver Tuosday Thursday	
13 Sangit Pradhan Driver Tuesday, Hursday 13 Sangit Pradhan Driver Tuesday, Thursday	
Driver Tuesday, Hursday	
Monday, Wednesday	
Nessenger Monday, ruesday, rue	ursuay
17 Prahitra Ghalley Cleaner Normai	
18 Pema Yangchen Cleaner Normal	
18Female FungenericMaternity Leav19Dik Maya GhalleyCleanerMaternity Leav	

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ROYAL COURT OF JUSTICE

	RUIALU		
8	Wang Gyeltshen	Driver	Normal

2 No 3 Pee 4 Tee 5 Ta 6 SI 7 D 8 L 1 T 2 P	asho Kinley Dorji eedup Dorji emba enzin Nidup ashi Choden herab Lhamo Dorji Wangmo hundup	Justice Personal Assistant Bench Clerk Bench Clerk Bench Clerk Bench Clerk Bench Clerk Driver Registry and AFD	Normal Normal Normal Normal Normal Normal Normal Normal Normal
2 No 3 Pee 4 Tee 5 Ta 6 SI 7 D 8 L 1 T 2 P	eedup Dorji emba enzin Nidup ashi Choden herab Lhamo Dorji Wangmo hundup	Bench Clerk Bench Clerk Bench Clerk Bench Clerk Bench Clerk Driver	Normal Normal Normal Normal Normal
3 Pe 4 Te 5 Ta 6 SI 7 D 8 L 1 T 2 P	emba enzin Nidup ashi Choden herab Lhamo oorji Wangmo hundup	Bench Clerk Bench Clerk Bench Clerk Bench Clerk Driver	Normal Normal Normal Normal
4 Te 5 Ta 6 Sl 7 D 8 L 1 T 2 P	enzin Nidup ashi Choden herab Lhamo Dorji Wangmo hundup	Bench Clerk Bench Clerk Bench Clerk Driver	Normal Normal Normal
5 Ta 6 SI 7 D 8 L 1 T 2 P	ashi Choden herab Lhamo Dorji Wangmo hundup	Bench Clerk Bench Clerk Driver	Normal Normal
6 SI 7 D 8 L 1 T 2 P	herab Lhamo Dorji Wangmo hundup	Bench Clerk Driver	Normal
7 D 8 L 1 T 2 P	Dorji Wangmo hundup	Driver	
8 L 1 T 2 P	hundup		Normai
1 T 2 P		Registry and AFD	
2 P	t Denlon		Normal
2 P	- L Monham Deniell	Offg. RG	Normal
2 P	Shoejab Mepham Denlen	Attendant	
	Pema Zangmo	Accountant	Tuesday, Thursday
3 S	Sonam Choeki	Accountant	Monday, Wednesday, Friday
4 C	Om Prakash Rai	Admin. Assist.	Normal
5 F	Ram Bahadur Mukhia	Store Keeper	Tuesday, Wednesday
6 k	Kinzang Lhaden	Store Keeper	Monday, Thursday, Friday
	Dawa Tshering	Personal Assist.	Normal (Judgment Scan)
8 7	Tshering Zangmo	Personal Assist.	Normal (Maternity leave)
	Pema Lhaden	Personal Assist.	Normal (Judgment Scan)
10	Tashi Tshomo	Driver	Monday, Wednesday Friday
	Karchung	Driver	Monday Wednesday Friday
	Chimmi Singye		Tuesday, Thursday
	Sangit Pradhan	Driver	Tuesday, Thursday
	Banu Bhakta Rai	Driver	Monday, Wednesday , Friday
	Kinley Bidha	Messenger	Monday, Tuesday, Thursday
	Bir Bahadur Tamang	Messenger	Normal
17	Prabitra Ghalley	Cleaner	
18	Pema Yangchen	Cleaner	Normal
	Dik Maya Ghalley	Cleaner	Maternity Leave





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No mil oc		Nermal
Krichna Maya Ghalley	Cleaner	Normal
	Cleaner	Normal
Tsheringmo		Monday, Wednesday, Friday
Dorji Zangmo	Bench Clerk	Normal (Judgment Scan)
	Attendant	
	Messenger	Normal
Tandin Zangmo		Normal
Tashi Lhamo	Bench Clerk	Normal
	Dispatcher	Norma
Tashi wangino	Telephone	Normal
Lhamo	operator	
	Krishna Maya Ghalley Tsheringmo Dorji Zangmo Sonam Tshomo Tandin Zangmo Tashi Lhamo Tashi Wangmo	Krishna Waya OndreyCleanerTsheringmoCleanerDorji ZangmoBench ClerkSonam TshomoAttendantTandin ZangmoMessengerTashi LhamoBench ClerkTashi WangmoDispatcherTelephone

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