

CHAPTER I

COURT AND OFFICE HOURS

1. All Judges shall sit in Court during the hours prescribed by paragraphs 2 and 3 for the disposal of judicial business. Administrative work shall ordinarily be done outside Court hours, but if on any day the Board breaks down (such occasion should be rare), the Judge should continue to work for the rest of the day in the Court premises and utilise the time in writing judgments and attending to administrative matters.

2. (i) In the Small Cause Court, Bombay, and in Courts in the Districts of Akola, Amravati, Bhandara, Buldhana, Chandrapur, Nagpur, Wardha, Yavatmal, Nanded, Osmanabad, Parbhani and Dadra and Nagar Haveli, Silvassa the Court hours shall be from 11 a.m. to 2 p.m. and from 3 p.m. to 5 p.m. On all Court working Saturdays, the Court hours of the Small Causes Court, Bombay shall be from 11.00 a.m. to 2.00 p.m. and for urgent judicial work, two Judges shall work upto 5.00 p.m.

(ia) “ The Court hours of Parbhani District shall be from 11.30 a.m. And 3.00 p.m. To 5.00 p.m. ”

(ii) In all other districts, the Court hours shall be from 11-30 a.m. to 2-30 p.m. and from 3-30 to 5-30 p.m.

(iii) The office hours in all Districts in the State of Maharashtra including the Court of Small Causes at Bombay and the Courts in Dadra and Nagar haveli, Silvassa, shall be from 10.30 a.m. to 5.30 p.m. with half an hour recess (excluding inferior Government Servants).

(iv) So far as the inferior Government Servants are concerned, in all Districts and the Court of Small Causes, Bombay, the Office hours shall be from 9.30 a.m. to 6.00 p.m.

(v) Muslim employees of Government, if they ask for permission to leave office to say their Jumma Prayers, should be allowed to take their lunch recess on Fridays at the time convenient to them."

3. The District Judge may, with the previous permission of the High Court, alter the hours prescribed by paragraph 2 for any Court in his District, but so as not to reduce the total number of working hours in the week.

4. Ordinarily, all judicial matters should be disposed of in open Court.
5. Persons attending Courts and even witnesses taking the oath should be allowed to keep on their footwear.

The public should have access to, or remain in, the room or the building used by a Court, except when the Presiding Judge thinks it fit in any particular case, to exclude either the public generally or any particular person. The grounds for doing so should, however, be recorded in the Roznama.

6. The Presiding Officer of Courts are authorised to suspend work for about half an hour or to stand in silence for a minute or two after a suitable reference has been made when a prominent local lawyer passes away and when a request for suspension of work is made to the Court.