

HIGH COURT OF JUDICATURE AT ALLAHABAD

ESTABLISHMENT SECTION

OFFICE MEMORANDUM

No. 12875 /Establishment: Allahabad: Dated: March 17, 2020

In compliance of orders of Hon'ble the Chief Justice dated 16.03.2020, all the members of the Registry and each and every employee of Class-I, II & III Cadres are required to furnish certain information in a Self-Declaration Form for the purpose of effective implementation of preventive and remedial measures for combating the impending threat of Corona virus (COVID-19).

A copy of Order dated 16.03.2020 alongwith the self-declaration form is annexed herewith for it's circulation amongst all the members of the Registry and each and every employee of all Cadres (Class-I, II & III).

All the Supervisory Officers are directed to ensure that Officers and Officials working under their supervision submit the duly filled self-declaration form **at the earliest**.

Encl.: As stated above.

S. Kumar
17/3/2020
Registrar (J) (S&A)/E

Copy forwarded for information and necessary action to:

1. The Senior Registrar, High Court, Lucknow Bench, Lucknow (with request to circulate in High Court, Lucknow Bench, Lucknow, for compliance of orders of the Hon'ble Court)
2. All the Registrars, Joint Registrars and Deputy Registrars with request to circulate amongst the officers/officials working under their supervision, for strict compliance.
3. The Principal Private Secretary (Administration), High Court, Allahabad with request to circulate amongst all the Private Secretaries/APS working under their supervision, for strict compliance.
4. The Registrar-cum-Principal/Head Bench Secretary, High Court, Allahabad with request to circulate amongst all the Bench Secretaries working under their supervision, for strict compliance.
5. The JR/DR/AR-cum-P.S. To the Registrar General.
6. The System Manager, Computer Centre, High Court, Allahabad with request to circulate amongst all the officers/officials working under their supervision, for strict compliance (Kindly upload the order on the official website of the High Court).
7. The C.D.O.-cum-Chief Librarian, High Court, Allahabad with request to circulate amongst all the officers and officials working under their supervision, for strict compliance.
8. Notice Board for display.

K. J. Singh
17.03.2020
Joint Registrar
(Establishment)

High Court of Judicature at Allahabad

Self-Declaration Form

[To be filled by all the Members of the Registry and each and every employee of all Cadres (Class-I, II, III & IV) working in High Court, Allahabad and Lucknow Bench]

01.	Do you feel that symptoms of Corona Virus are present in you (Yes / No)	
02.	Has symptoms of Corona Virus manifested / appeared in any of your family member(s) (Yes / No)	
03.	Has any guest / visitor visited your residence from any of the Country affected by Corona Virus (Yes / No). If Yes, name the Country.	
04.	Have you visited any of the Country affected by Corona Virus in last 15 days (Yes / No).If Yes, name the Country.	

The information on the above mentioned point(s) to be furnished immediately, failing which would entail Disciplinary Proceedings against the concerned.

Details of the Officer / Official / Employee furnishing the above mentioned information

01.	Name:	
02.	Employee Number:	
03.	Post / Designation:	
04.	Section:	
05.	Address:	
06.	Mobile Number:	

Signature along with Date

(THE DULY FILLED PROFORMA BE SUBMITTED IN THE ESTABLISHMENT SECTION)