

## CHAPTER-III

### **<sup>1</sup>[Court and Office Hours, Vacations and Holidays]**

**<sup>2</sup>[1. Holding of session(s) of Court under Article 100 of Constitution.-** In the exercise of its several jurisdiction of the High Court Division one or more Judges may hold session(s) at such place or places and at such times as the Chief Justice may, with the approval of the President, determine under article 100 of the Constitution.]

**2. Vacations.-**The vacations to be observed in the Courts and offices of the <sup>3</sup>[High Court Division] shall be such as may be fixed by the Chief Justice <sup>4</sup>[and such vacation shall be published in the form of a calendar].

**3. Weekly and other holidays.-**Unless otherwise <sup>5</sup>[\*\*\*]ordered by the Chief Justice, the Courts and offices shall be open on every day of the year except on <sup>6</sup>[Fridays and Saturdays] and such other days as the Chief Justice may declare to be holidays.

**<sup>7</sup>[4. Court and office hours.-** (1) The ordinary hours of sitting for all Courts on week days shall be from 10-30 a.m. to 4-15 p.m. with an interval of 45 minutes from 1-15 p.m. to 2-00 p.m. The Chief Justice may fix sitting and rising hour of all Courts for the month of Ramadan, and may in special circumstances vary the hours specified in this rule.

(2) The office hours for offices of the High Court Division shall ordinarily be from 9-00 a.m. to 5-00 p.m. with an interval of 30 minutes from 1-30 p.m. to 2-00 pm. and during the long vacation it shall be from 9-00 a.m. to 4-00 p.m. with an interval of 30 minutes from 1-30 p.m. to 2-00 p.m.

<sup>1</sup> The expression "Court and Office Hours, Vacations and Holidays" was substituted for the expression "Holding of Courts, Vacations, Holidays" by Notification No. 181-G dt. 22-10-2012.

<sup>2</sup> Rule 1 was substituted for the original rule 1 by Notification *ibid*.

<sup>3</sup> The words "High Court Division" were substituted for the words "High Court" by Notification *ibid*.

<sup>4</sup> The words "and such vacation shall be published in the form of a calendar" were inserted by Notification *ibid*.

<sup>5</sup> The expression ", specially" was omitted by Notification *ibid*.

<sup>6</sup> The words "Fridays and Saturdays" were substituted for the word "Sundays" by Notification *ibid*.

<sup>7</sup> Rule 4 was inserted by Notification *ibid*.

(3) During the month of Ramadan, such office hours will be fixed by the Chief Justice.]

**1[5. Judge(s) may continue hearing beyond Court hour.-** The hearing of a case already taken up by a Bench may be continued after Court's hour for the period as the Judge(s) of a Bench considers appropriate, but no new case should be taken up for hearing.

**6. Vacation Bench and office work during vacation.-**(1) The Chief Justice may direct that during the Vacation, one or more Benches with appropriate jurisdiction shall deal with matters which require to be immediately dealt with.

(2) The Presiding Judge of a Vacation Bench will fix the working days on which and the hours at which the Bench will sit and rise.

(3) The offices of the Court shall remain open during vacation on week days, at such times as the Chief Justice may direct.

**7. Attendance and leave of Bench staff.-**Subject to rule 8, attendance and leave of Officers and Staff of the Court are provided in the Rules of Business.

**8. Responsibility of Bench staff to Judge.-** (1) The Assistant Bench Officer, Personal Officer, Driver and other staff attached with a Judge shall be under direct control of the Bench Officer and the Bench Officer shall be responsible to the Judge for maintaining regular attendance, leave and performance of his own duties.

(2) For ensuring compliance with the provision of sub-rule (1), the Bench Officer shall maintain an attendance register and shall from time to time inform the Judge.

(3) In case of granting leave to any such officer or staff, the Registrar will arrange substitute officer or staff as far as possible.

(4) Apart from the officers and staff mentioned in sub-rule (1), a Judge may be provided with the assistance of a Research and Reference Officer.]

<sup>1</sup> Rules 5 to 8 were inserted by Notification No. 181-G dt. 22-10-2012.

**CHAPTER-III****Holding of sessions**

[Repealed by Notification No.1530-G, The Bangladesh Gazette,  
February 26, 1991.]

6. Vacation Bench and office work during vacation-(1) The Chief Justice may direct that during the vacation one or more Benches with appropriate jurisdiction shall deal with matters which require to be immediately dealt with. (2) The Presiding Judge of a Vacation Bench will fix the working days on which and the hours at which the Bench will sit and the offices of the Court shall remain open during vacation on week days, at such times as the Chief Justice may direct.

7. Attendance and leave of Bench staff. Subject to rule 6, attendance and leave of Officers and Staff of the Court are provided in the Rules of Business.

8. Responsibility of Bench staff to Judge.-(1) The Assistant Bench Officer, Personal Officer, Driver and other staff attached with a Judge shall be under direct control of the Bench Officer and the Bench Officer shall be responsible to the Judge for maintaining regular attendance, leave and performance of his own duties. (2) For ensuring compliance with the provision of any rule (1), the Bench Officer shall maintain an attendance register and shall report from time to time to the Judge.

(3) In case of training leave to any such officer or staff, the Registrar will arrange substitute officer or staff as far as possible.

(4) Apart from the officers and staff mentioned in sub-rule (1), a Judge may be provided with the assistance of a Researcher and Reference Officer.

Rule 7 to 8 were inserted by Notification No. 1530-G, The Bangladesh Gazette, February 26, 1991.

**1[Chapter-III B****PRACTICE DIRECTION AND FORMS**

**1. Practice direction from Chief Justice.**-For smooth and efficient discharge of the Judicial and related functions of the Court, the Chief Justice may, from time to time, issue Practice Directions not inconsistent with the other provisions of the Supreme Court of Bangladesh (High Court Division) Rules.

**2. Communication of Practice Directions to Subordinate Courts.**- The Practice Directions shall be communicated to the Judges and, if necessary, to the Subordinate Courts in the form of circular letter or in such other form as the Chief Justice considers appropriate.

**3. Communication of Practice Directions to Bar.**- Where a Practice Direction involves matters relating to litigations in general, copy of such direction shall be communicated to the Bar.

**4. Compilation of Practice Directions.**-Every year the Registrar shall arrange for compilation of the Practice Directions for that year and shall, with the approval of the Chief Justice, get them printed.

**5. Change etc. of forms.**-If the Chief Justice considers that any of the forms specified in the appendices should be modified, substituted, deleted or that new form should be added for practical convenience or for any other reason, he may do so and notify all concerned in the manner he considers appropriate.]