

OFFICIAL MEMORANDUM OF THE STATE HUMAN RIGHT COMMISSION, TN

As per the directions of the Hon'ble Chairperson, SHRC, Tamil Nadu, the following instructions are issued in partial modification of Commission's earlier notification dated 21.04.2021, consequent to the instructions issued by the Government relaxing the norms imposed due to covid pandemic.

1. Complainants shall only be allowed to lodge their complaints and other applications including copy applications in the drop in box provided at the Commission's entrance between 10.00 am and 3.00 pm on all working days and nobody will be allowed inside the commission's premises without prior authorization.
2. Complainants are requested to file their **complaints through online mode using the HRC net portal website only**. Complaints sent through email will not be entertained.
3. Complainants sending their complaints through post and those lodging their complaints in person are requested to mention their respective mobile numbers in the "From Address" column after mentioning the name and full address. Diary numbers will be provided via text messages through the said mobile numbers.
4. Physical hearing of complaints :
 - i. Physical hearing of complaints will be held in the Commission's premises on and from 09.08.21 onwards.
 - ii. Summons for persons required to attend the Commissions's hearing will be issued in advance.
 - iii. Parties are required to present themselves with proper documents for personal identification.
 - iv. Parties or representatives and their counsels / witnesses are requested to enter the Court Hall only when their case is being called, maintaining strict social distancing.

- v. Parties and their companions shall remain in the respective place earmarked for their seating and avoid unnecessary movements within the premises.
5. Copy applicants are requested to verify the readiness of the copies sought for from the legal division via telephone number 044-2461 5905. Ready copies will be delivered at the Commission's entrance daily at 03.00 pm.
6. Those permitted to enter in to the commission's premises are required to strictly follow safety instructions issued by the Government of Tamil Nadu relating to covid-19. No person will be permitted enter in to the Commission's premises without mask. Entry is subject to thermal scanning at the gate.
7. Those who enter the Commission's premises shall utilize the hand sanitizer before entering the commission and shall strictly follow social distancing norms.
8. All those permitted shall leave the premises as and when their work is completed. Wandering or gathering in the commission's premises is strictly prohibited.

TIMING FOR DROP-IN BOX IS FROM 10 AM TO 3 PM ON ALL WORKING DAYS.

ENTRY IN TO THE COMMISSION IS STRICTLY SUBJECT TO PRIOR PERMISSION.

**Sd/-
Registrar / District Judge**