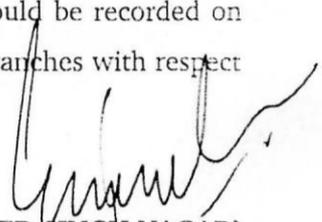


CIRCULAR

Sub:- Reg. locking of Court Rooms/Ahlmad Room/Branches after duty hours at Tis Hazari Courts, Delhi.

It is has been brought into the notice of the undersigned that most of the court rooms & other rooms at Tis Hazari Courts are frequently found opened in the evening after duty hours with fans, lights and electrical equipments on running mode despite issuing of number of circulars in this regard. This lead to wastage of electricity, incident of thefts, fire-break out etc. Further. monkeys also get an access to enter into these open rooms and subsequently damages computer articles & other belongings lying therein.

In view of above, all the Id. Judicial Officers and Branch Incharges posted at Tis Hazari Courts, Delhi are hereby requested to assign duty of one of your staff members on rotation/link basis who will ensure that their respective Court Room/Ahlmad Room/Branch Room is locked everyday by the Chowkidar in the evening after duty hours. Name of the said employee should be recorded on daily basis in the register already being maintained in all the court rooms and branches with respect to switching-off the electrical points and equipments.

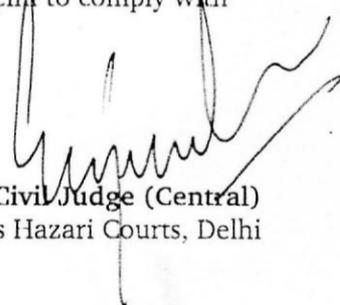

(GAJENDER SINGH NAGAR)
Administrative Civil Judge (Central)
Tis Hazari Courts, Delhi

No. 81950-82420 /CTB/THC/2018

Dated : 24/12/18

Copy forwarded for information and necessary action to:-

1. The PS to the Ld. District & Sessions Judge (HQs.), Delhi.
2. The PS to the Ld. District & Sessions Judge (West) (Officiating), Delhi.
3. The Ld. Judicial Officers posted at Tis Hazari Courts, Delhi. (Central and West District).
4. All the Branch Incharges, (Central & West District) Tis Hazari Courts, Delhi to comply with this circular accordingly.
5. Concerned dealing for uploading on LAYERS.


Administrative Civil Judge (Central)
Tis Hazari Courts, Delhi