


**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE : WEST :
TIS HAZARI COURTS : DELHI**

CIRCULAR

All the learned Judicial officers, A.O. (J) and AAO/D.D.O posted in the West District, Tis Hazari Courts, Delhi are hereby apprised that supply of crockery, towels etc. has been received. The above said items may be collected from Care Taking Branch, Room No. 148, Tis Hazari Courts, Delhi on submission of duly filled approved proforma (Copy enclosed). All the officers posted in West district are requested to instruct their subordinate staff to collect these articles positively by 10.04.2024 from Room No. 148 between 11:00 am to 4:00 pm.

Note:- In case any officer have earlier got issued articles listed in enclosed proforma between 01.06.2023 to 30.03.2024 the said articles will not be issued again.


(Tapasya Agarwal)
Administrative Civil Judge (West)
Tis Hazari Courts,
Delhi

No. 10561-10612CTB/West/THC/2024

Dated: 02/4/24

Copy forwarded for information:-

1. All the Ld. Officers of DHJS and DJS West District (Except officers of Family Court and DLSA West), Tis Hazari Courts, Delhi.
2. PS to Ld. Principal District & Sessions Judge, West District Tis Hazari Courts, Delhi.
3. A.O.(J), AAO/DDO, West District, Tis Hazari Court, Delhi.
4. R&I Branch for uploading on LAYERS.
5. R&I Branch for uploading on Centralized Website through LAYERS.


Administrative Civil Judge (West)

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE : WEST :
TIS HAZARI COURTS : DELHI

CONSUMABLE ARTICLES FOR USE IN THE CHAMBER OF LD. JUDICIAL OFFICERS, A.O. (J) &
AAO/D.D.O (WEST)

NAME OF OFFICER.....

ROOM NO.....

Sl.	Name of the article	Qty.
1.	CUP & SAUCER	06
2.	FULL PLATE	06
3.	QTR. PLATE	06
4.	BOWL	06
5	TEA SPOON	06
6	SPOON	06
7	FORK	06
8	TOWEL (FULL SIZE)	02
9	TOWEL (HANDY)	02
10	TEA DISPENSER	01
11	COFFEE MUG	02
12	TRAY SET (LARGE, MEDIUM & SMALL)	01

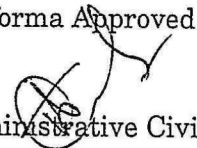
Receiver's Signature.....

Name

Empl. Code No.....

Date.....

Proforma Approved


Administrative Civil Judge (West). Delhi

Forwarded