

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

CIRCULAR

Sub: Regarding maintenance & minor repairs of AIR-CONDITIONERS installed in Court Rooms/Chambers/Branches/Ahlmad Rooms etc. at Tis Hazari Court Complex, Delhi.

This is to inform that work relating to servicing, operation and comprehensive maintenance of AIR-CONDITIONERS installed in Court Rooms/Chambers/Branches/Ahlmad Rooms etc. at Tis Hazari Court Complex has been awarded through concerned PWD (Electrical) to the private agency i.e. M/s Katakwal Enterprises.

However, despite the ongoing maintenance work of the air-conditioners which is being carried out by the aforementioned agency, various oral complaints have been received and shortcomings have been observed during inspection relating to servicing and functioning of air-conditioners.

In this connection, it is impressed upon to all the Readers & Branch Incharges of Tis Hazari Court Complex to furnish a report, in the attached format, regarding the working of air-conditioners installed in the Court Rooms/Chambers/Branches/Ahlmad Rooms etc. as to whether they are working properly or not.

The report in the attached format, be furnished to the Care Taking Branch, Room No.305, Tis Hazari Courts, latest by 26.05.2025 (Monday) positively, so that immediate action can be taken.

(BHARAT AGGARWAL)
Administrative Civil Judge (Central)
Tis Hazari Courts, Delhi

22 MAY 2025
Dated.....

No. 23921-24171
...../CTB(C)/THC/2025

Copy forwarded for kind information to :

1. The PS to Ld. Principal District & Sessions Judge (HQs), Delhi.
2. The PS to the Ld. Principal District & Sessions Judge (West), Delhi.
3. All the Readers posted in the Courts functioning in Central & West District, Tis Hazari Court Complex to provide the aforementioned information under their signature.
4. All the Branch Incharges, Central & West District, Tis Hazari Court Complex to provide the aforementioned information w.r.t. all the rooms which are under their possession.
5. The Incharge, R & I Branch, Central, THC with the direction to circulate this circular through hard copy as well.

Administrative Civil Judge (Central)
Tis Hazari Courts, Delhi

To

The Incharge,
Care Taking Branch (Central)
Tis Hazari Courts, Delhi.

Sub: Information regarding maintenance of air-conditioners installed in Room
No. _____.

With reference to the circular in the subject matter, the requisite information pertaining to air-conditioners is mentioned below:-

1. Total number of air-conditioners installed: _____.
[No. of Window Type AC: _____ No. of Split Type AC _____]
2. Whether servicing of air-conditioners has been done or not
YES _____
NO _____ (Provide no. of ACs which have not been serviced)
3. Whether the air-conditioners are working properly or not.
YES _____
NO _____ (Provide no. of ACs which are not working properly)
Details of specific complaint: _____

Sign: _____

Name: _____

Designation: _____
