

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

CIRCULAR

All the learned Judicial officers and AAO/DDO posted in the West District, Tis Hazari Courts, Delhi are hereby informed that stock of the articles (As mentioned in enclosed proforma) is available with Care Taking Branch, Tis Hazari Courts, Delhi. The above said items may be collected from Care Taking Branch, Room No. 305, 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 end of this month between 11:00 am to 4:00 pm.



(TAPASYA AGARWAL)  
Administrative Civil Judge (West)  
Tis Hazari Courts,  
Delhi

No. 27436-27507 CTB/West/THC/2024

Dated: 03/9/24

Copy forwarded for information:-

1. All the Ld. Officers of DHJS and DJS West Districts (Except Family Court and DLSA), Tis Hazari Courts, Delhi.
2. P.S. 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 (WEST)  
DURING THE MONTH OF SEPTEMBER 2024

NAME OF OFFICER.....

ROOM NO.....

Sl.	Name of the article	Qty
1.	Liquid Handwash	01
2.	Odonil	01
3.	Refill for Mosquito Repellent Machine	01
4.	Toilet Paper Roll	01
5.	Tissue Paper	02
6.	Toilet Cleaner	01
7.	Baygon Spray	01
8.	Duster	01
9.	Room Freshener	01
10.	Liquid Dishwasher	01
11.	Scrubber	01


Receiver's Signature.....

Name .....

Designation.....

Empl. Code No.....

Date.....

  
Proforma Approved

Administrative Civil Judge (West). Delhi

Forwarded

Judicial Officer