

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)
TIS HAZARI COURTS, DELHI

CIRCULAR

Sub : Regarding Fire Safety measures & related guidelines in the Court Buildings at Tis Hazari Courts.

I wish to draw the attention all the Ld. Judicial Officers as well as Administrative staff of this Court that a team of PWD Engineers (Electrical), THC has conducted an inspection on 13-01-2025 to take preventive measures towards avoiding fire hazards in the Court buildings at this site. It has been informed that during inspection some of emergency exit staircase/fire cabinet inside the building was found locked. In order to control and prevent the incident of fire break-outs/ short-circuits, various safety measures & guidelines were intimated to this office which are mentioned below for strict compliance as per Do's and Dont's guidelines :

Do's

1. Use only one electric appliance in one socket outlet.
2. Complaints may be lodged immediately for replacement of broken plug/switches/sockets & faulty electrical appliances.
3. Keep the electrical wires (connected to appliances) away from hot and wet surface.
4. Switch-off the main switches when leaving office for an extended duration.
5. In case of fire, use first-aid firefighting equipment such as fire extinguishers, first-aid hose reel etc.
6. In case of fire, activate the alarm by breaking the glass of manual call point.
7. Remove the old unused furniture, waste material, almirah in the corridors and in front of fire hydrants, fire extinguishers, manual call points, talk back unit etc.
8. Switch off the electrical appliances / gadgets like electric heaters, air-conditioners, hot case, room heaters & desert coolers etc after use and remove the plug-top from the socket outlet, particularly after the office hours & before leaving room.

Dont's

1. In case of fire, do not use lift as a means of escape.
2. Don't park your car/scooter close to/in front of external yard hydrant/underground water tanks & electric sub-station etc.
3. Don't plug multiple electrical appliances into a single socket outlet using multi-plugs.
4. Don't use a single extension board for multiple electrical appliances.
5. Don't use electric heaters, air-conditioners, hot case, room heaters etc in 6 amp. light socket outlets.
6. Don't dispose-off lighted materials such as cigarette-ends & match sticks etc. carelessly.
7. Don't insert bare-ended wires into a socket.
8. Don't erect any temporary structure beneath live electrical lines.
9. Don't keep wires under carpets/mats/doorways or lay loose wires on the floor as they may get crushed resulting in short circuits.
10. Don't install old/hired AC's in your office without prior information from electrical wing of PWD as it may consume more electricity causing the compressor to overheat and increasing the risk of a compressor blast and fire hazard.
11. Don't put garbage/material in the fire cabinet, wiremesh cage of drinking water cooler to avoid fire hazard.

All the court staff working under respective Judicial Officers and Sr.A.O(J)/A.O.(J)/ Branch Incharges at Tis Hazari Courts are directed to strictly adhere with the aforesaid Do's & Dont's to avoid any untoward incident due to aforesaid negligence.

(Bharat Aggarwal)
Administrative Civil Judge,
Central District
Tis Hazari Courts, Delhi

No. 4146-4416
/CTB/THC/2025

Dated : 17 JAN 2025

Copy to :-

1. The PS to the Ld. Principal District & Sessions Judge (HQs.), Delhi, for information.
2. The PS to Ld. District & Sessions Judge, West District, Tis Hazari Courts, Delhi, for information.
3. All the Ld. Judicial Officers, Central & West District, Tis Hazari Courts, for circulation of the same amongst the employees working under their control.
4. All the Sr. A.O(Judl.)/AO(Judl.)/Branch Incharges posted at Tis Hazari Courts, Delhi, to get the aforesaid circular noted from the staff working in their Branches.
5. The Assistant Engineer (Civil), PWD, Tis Hazari Courts Complex, to get malba lying near & outside Chowk no. 4 (Emergency exit) & one big stone lying outside Gate no. 5 removed.
6. The Contractor, M/s Eagle Eye Security & Housekeeping Service, 662/1, Ghati Road, Anand Parbat, Ghati Road, Anand Parbat, Karol Bagh, Delhi-110005 for strict compliance of the direction incorporated in this Circular. (Through Manager deputed at THC)
7. The Web-site Committee, Tis Hazari Courts, Delhi to upload the same on the official web-site.
8. The concerned dealing to upload on LAYERS through R&I.

Administrative Civil Judge,
Central District
Tis Hazari Courts, Delhi