OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE(HQ): DELHI.

No. 2880-2935 /DMC/237/2021 Dated, Delhi the 18 JAN 2021

To

All Sr. AO(J)/AO(J)/Branch Incharges,
Central District,
Tis Hazari Courts, Delhi.

Sub: Short Training Programme for awareness on fire extinguishers.

Dear Sir/Madam,

With reference to Minutes of Meeting dated 02.11.2020 of the Committee for Disaster Management & Fire Safety for Tis Hazari Courts Complex, Delhi duly approved by Ld. Principal Distt. & Sessions Judge(HQ), Tis Hazari Courts Delhi, it is submitted that the Committee is organizing a Short Training Programme for awareness on fire extinguishers installed in the Court premises on 05.02.2021 at 4PM in Conference Room no.135, First Floor, Tis Hazari Court, Delhi.

I am directed to request you to nominate at least one official of your branch for the said training programme who have not attended the previous Disaster Management Training Programme and send their names along with their designation, Employee Code and place of posting to the undersigned within three days of receipt of this letter.

Further, the above said training programme is mandatory and you are hereby requested to ensure the presence of nominated official in this training programme on the above said date, time and place.

Thanking you,

Dated: 15.01.2021

Yours Sincerely

(USHA ARORA)
Sr. Administrative Officer(Judicial)
Disaster Management Committee
Tis Hazari Courts, Delhi.

Encl:- As above.

No. 2936-2937 /DMC/237/2021 Dated, Delhi the 18 JAN 2021

Copy to:-

1. Office of the Principal District & Sessions Judge(HQ), Central District, Tis Hazari Courts, Delhi.
2. Sh. Gurdeep Singh, Ld. District Judge (Commercial Court) (West)/ Chairman, Committee for Disaster Management & Fire Safety for Tis Hazari Courts Complex, Delhi.

Sr. Administrative Officer(Judicial)
Disaster Management Committee
Tis Hazari Courts, Delhi.

No.	Agenda	Minutes
1	Discussion on report received regarding Training programme held on 04.04.2019.	The report from District Disaster Management Authority regarding the training programme held on 04.04.2019 received, seen. The Do's and don'ts be followed during fire are required to be circulated amongst the staff and judicial officer. The same be circulated and also be displayed at the prominent places and notice board in the court complex. It is pointed that fire extinguishers have been installed in the court premises but the court staff are ill-equipped and not aware in handling the same. Short training programme be also conducted through video conferencing.

Smt. Usha Arora, A.O. (Judicial), Disaster Management Cell, THC, Delhi is directed to issue notices to all concerned within three days after approval of the Minutes of Meetings with copy of the minutes. Further, she is directed to prepare agenda for next meeting and circulate to all the concerned officers well in advance.

Report would be forwarded to Ld. District & Sessions Judge (Headquarters), Delhi for necessary actions/approval.

Meeting ended with vote of thanks to Chair.

(Sh. Akash Jain)
Member

(Ms. Shefali Barnala Tandon)
Member

(Sh. J.P. Nahar)
Member

(Sh. Rajinder Singh)
Member

(Sh. Gurdeep Singh)
Chairman

Ld. District & Sessions Judge (Headquarters), Delhi.