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

CIRCULAR

Sub: **1. Regarding switching-off of electric points/equipments and closing of almirahas/compactors/ Courts/Rooms before leaving office.**

2. Regarding not using of UPS sockets for operating heavy electrical appliances.

I wish to draw attention of all the Ld. Judicial Officers as well as staff of this court to the fact that the following discrepancies/lapse have been brought to the notice of the undersigned :

1. Electrical appliances like Heater, Computer system, UPS, Air-conditioners, Fans, Air-purifiers, Lights, Photostat machines etc., installed in some of the Courts and Branches at this Courts Complex were found in switched-on mode after office hours.

2. Heavy electrical appliances in some of the Courts/Branches were found plugged in UPS (Uninterruptible Power Source) sockets.

3. Almirahas/Compactors of some rooms were found un-locked/open after office hours.

4. The doors of some of the Court rooms & Branches were not found bolted from outside after office hours.

Being a matter of serious concern, it is pertinent to mention here that negligence of not switching-off of electrical appliances after use and plugging of said appliances in UPS power sockets had resulted many incidents of fire break-outs/short-circuits/disruption in electric supply in the past. Further, not taking care of closing the almirahas/compactors/rooms before leaving office can give easy access for monkeys/rats to enter and damage the articles, files/judicial records, appliances etc., kept therein.

In order to avoid any untoward incident due to aforesaid negligence, all the Ld. Judicial Officers posted at this complex are requested to bring the contents of this Circular into the notice of the staff working under their control with the direction to remain cautious and more careful in future.

22/2/23

(Mridul Gupta)
Administrative Civil Judge,
Central District
Tis Hazari Courts, Delhi

No. 7275 – 7435 /CTB(C)//THC/2023

Dated : 22 FEB 2023

Copy forwarded to :-

1. The PS to Ld. District & Sessions Judge, (HQs), Tis Hazari Courts, Delhi.
2. The PS to Ld. District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
3. All the Ld. Judicial Officers posted at Tis Hazari Courts.
4. All the Branch Incharges posted at Tis Hazari Courts with the direction to get this Circular noted from their staff.
5. The concerned dealing to upload on LAYERS through R&I.
6. The Assistant Engineer, PWD (Electrical), THC with the direction to get stickers pasted on UPS supply points in all Court rooms/Chambers/Branches housed in the Court buildings, THC so that said points are not used for operating heavy electrical appliances.

Administrative Civil Judge,
Central District
Tis Hazari Courts, Delhi