


अजित महोदय
अमृत महोदय

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE:
NORTH & NORTH-WEST DISTRICT: ROHINI COURTS :DELHI.**

CIRCULAR

Subject : Training Programme for Security Instructions on 03/11/2023 to meet the emergent situation in association with Fire Safety Management Academy, Sector-14, Rohini.

All the Judicial Officers and Officer In-charges of both District (& Common Branches) are hereby informed that Committee for Rohini Court Study Circle is organizing a **Training Programme for Security Instructions** on 3/11/2023 to meet the emergent situation in association with **Fire Safety Management Academy, Sector-14, Rohini** in the Conference Hall at 5th Floor, Rohini Courts, Delhi followed by practical demonstration (5.00 p.m. onwards) at the open space available in front of Family Courts at the Ground Floor.

It is proposed that to spread awareness among the staff personnel posted at Rohini Courts Complex, staff members be called for training programme in batches as per the following schedule:-

Date & Batch No.	Participants	Timings	Venue	Demonstration Venue & Timings (5.00 p.m. onwards)
03/11/2023 Batch No:-1	All the peon/orderlies (N-W District), half strength of drivers, half strength of House Keeping and half strength of Branch's staff posted in Rohini District Courts.	2.10 p.m. to 2.40 p.m.	5 th Floor, Conference Hall, Rohini Courts	open space available in front of Family Courts at the Ground Floor.
03/11/2023 Batch No:-2	All the Assistant Ahlmads & Remaining Half strength of Branch's posted in Rohini District Courts.	2.50 p.m. to 3.20 p.m.	5 th Floor, Conference Hall, Rohini Courts	All Batches (sharp at 5.00 p.m. onwards)
03/11/2023 Batch No:-3	All the Ahlmad & Sr. P.A. posted in Rohini District Courts	3.30 p.m. to 4.00 p.m.	5 th Floor, Conference Hall, Rohini Courts	
03/11/2023 Batch No:-4	All Reader & P.A. including A.O.(J) and Account Officer posted in Rohini District Courts	4.10 p.m. to 4.40 p.m.	5 th Floor, Conference Hall, Rohini Courts	

All the Judicial Officers and Officer In-charges of Both District (& Common Branches) Rohini Courts Delhi are requested to relieve officials from their respective Court/Branch to attend aforesaid Programme since the presence of officials are compulsory at the Programme.

This is issued with the prior approval of Ld. Principal District & Sessions Judge (N-W) and Ld. Principal District & Sessions Judge (North).

Shivli Bansal
2/11/23

(Shivali Bansal)

(Officiating Chairperson)

(Committee for Study Circle Rohini Court Complex
Rohini Courts: Delhi.)

No. 37352-480

Study Circle /Library/Rohini/2023

Dated 02/11/2023

Copy forwarded for necessary information to:

1. O/o Ld. Principal District & Sessions Judge: North & North-West Rohini Courts: Delhi.
2. All the Judicial Officers, posted at Rohini Courts Complex including Family Courts with the request to bring the contents of this circular to the notice of official concerned.
3. The Incharge, Computer Branch, Rohini Courts, Delhi with direction to upload the same on official website and to make arrangement of computers and other peripheral in the Conference Hall
4. The In charge, R & I Branch, Rohini courts, Delhi for uploading on Layers.
5. The Incharge Care Taking Branch to make all necessary arrangements for the same with direction to the supervisor of house keeping to ensure the presence of half strength of housing keeping staff at programme and to record their attendance accordingly.
6. The Incharge Admin.-I, II & III of Both District to ensure the presence of officials and to record their attendance accordingly.
7. The Incharge Pool Car Section to ensure the presence of half strength of drivers and to record their attendance accordingly.

Shivli Bansal
2/11/23

(Officiating Chairperson)

(Committee for Study Circle Rohini Court Complex
Rohini Courts: Delhi.)