

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

CIRCULAR

Subject : Training Programme for Security Instructions on 06/12/2023 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 are hereby informed that Committee for Rohini Court Study Circle is organizing a Training Programme for Security Instructions on 06/12/2023 to meet the emergent situation in association with Fire Safety Management Academy, Sector-14, Rohini for the staff personnel who have not attended the sessions held on 26/9/2023 and 03/11/2023 in the Conference Hall at 5th Floor, Rohini Courts, Delhi followed by practical demonstration (4.15 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 (staff personnel who have not attended the sessions held on 26/9/2023 and 03/11/2023)	Timings	Venue	Demonstration Venue & Timings (4.15 p.m.)
06/12/2023 Batch No:-1	All the peon/orderlies, Sweepers. Farash, Chowkidars posted at Rohini Courts Complex.	2.00 p.m. to 2.30 p.m.	5 th Floor, Conference Hall, Rohini Courts	open space available in front of Family Courts at the Ground Floor. All Batches (sharp at 4.15 p.m.)
06/12/2023 Batch No:-2	All the Process Server, Bailiff, Nazir, Civil/Naib Nazir and Drivers posted at Rohini Courts Complex.	2.30 p.m. to 3.00 p.m.	5 th Floor, Conference Hall, Rohini Courts	
06/12/2023 Batch No:-3	All the Ahlmad/J.A and J.J.A. posted at Rohini Courts Complex.	3.00 p.m. to 3.30. p.m.	5 th Floor, Conference Hall, Rohini Courts	
06/12/2023 Batch No:-4	All Reader, P.A., Sr.P.A., Br. Incharges and Account Officer posted at Rohini Courts Complex.	3.30 p.m. to 4.00 p.m.	5 th Floor, Conference Hall, Rohini Courts	

All the Judicial Officers and Officer In-charges of Both District 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). Non attendance at the programme will be considered as willful disobedience of the directions of the Ld. Principal District & Sessions Judge (N-W) and Ld. Principal District & Sessions Judge (North) and appropriate action will be taken against non attendees.

(Shivali Bansal)

(Officiating Chairperson)

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

No. 40859-984 Study Circle /Library/Rohini/2023

Dated 01/12/2023

Copy forwarded for necessary information to:

1. O/o Ld. Principal District & Sessions Judge: North & North-West Rohini Courts: Delhi.
2. Sh. Satish Kumar Ld. ASJ: (Chairperson-Disaster Management) & All the Judicial Officers, posted at Rohini Courts Complex including Family Courts and DLSA with request to bring the contents of this circular to the notice of official concerned posted under their control.
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 and with directions to ensure the presence of staff posted under CTB at programme and to record their attendance accordingly.
6. The Incharges of all branches of Both Districts to ensure the presence of officials posted at the concerned branch and to record their attendance accordingly with directions to seek explanation from non-attendee, to submit the same before the committee.

(Officiating Chairperson)

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