

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (NORTH-WEST)**  
**ROHINI COURTS, DELHI.**

No. Welfare Committee/RC/2020/ 30757-30822

Date:- 29/08/20

**CIRCULAR**

**Sub.: Additional information format to take preventive steps with respect to they coming in contact with the Ld. Judicial Officers, Officials and the other staff.**

This office receives intimations from Ld. Judicial Officers, Officials informing thereby that there family member/close relatives have tested positive for COVID-19. However, those intimations lack the requisite details to take preventive steps with respect to who are coming in contact with the Ld. Judicial Officer, Official and the other staff. In furtherance of the same, the Committee for Welfare of Officers/ Official's during CORONA Pandemic COVID-19 (N/W), Rohini Courts, Delhi has recommended that the additional information in the prescribed format (annexed herewith) shall accompany such intimations in future.

All the Ld. Judicial Officers/ Officials are hereby directed to submit the additional information (in prescribed format) if, they come in contact with a COVID-19 Patient, for taking further necessary actions in the matter.

*Vinod Kumar*

VINOD KUMAR

OFFICIATING DISTRICT & SESSIONS JUDGE N/W  
ROHINI COURTS, DELHI.

No. Welfare Committee/RC/2020/ 30757-30822

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Copy forwarded to:-

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Ld. District & Sessions Judge (North), Rohini Courts, Delhi.
4. The Ld. Administrative Civil Judge, North-West District, Rohini Courts, Delhi.
5. The Branch Incharge, Computer Branch, North-West District, Rohini Courts, Delhi to upload the same on the official website of North-West District.
6. All the Judicial Officer / Officials, North-West District, Rohini Courts, Delhi.
7. All the Branch In-Charges, North-West District, Rohini Courts, Delhi.
8. The Facilitation Centre, Rohini Courts, Delhi.
9. The Branch Incharge, Care Taking Branch, Rohini Courts, Delhi.
10. The PRO/APRO, Rohini Courts, Delhi.
11. R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.
12. Personal Office of the Ld. District & Sessions Judge, North-West District, Rohini Courts, Delhi.

*Vinod Kumar*

OFFICIATING DISTRICT & SESSIONS JUDGE N/W  
ROHINI COURTS, DELHI.



**ADDITIONAL INFORMATION IF YOU HAVE COME IN CONTACT WITH A  
COVID-19 PATIENT.**

1. Name of the Officer/Official:- \_\_\_\_\_
2. Designation with posting:- \_\_\_\_\_
3. Name of the patient who have been tested COVID-19 positive:- \_\_\_\_\_
4. Relationship with the Officer/Official:- \_\_\_\_\_
5. Whether the patient has been admitted to hospital or in home isolation:- \_\_\_\_\_
6. Whether the Officer/Official has been advised/directed by any agency/doctor to remain in home isolation. Yes/No.
7. If yes, then any documentary proof attached, if issued by the concerned agency doctor:- Yes/No.
8. Have you (Please tick the applicable(s):-
  - A) Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces, being coughed on, touching used paper tissues with a bare hand) Yes/No.
  - B) Had direct physical contact with the body of the patient including physical examination without PPE. Yes/No.
  - C) Touched or cleaned the linens, clothes, or dishes of the patient. Yes/No.
  - D) Lives in the same household as the patient. Yes/No.
  - E) Anyone in close proximity (within 1 meter) of the confirmed case without precautions. Yes/No.
  - F) Passengers in close proximity (within 1 meter) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours. Yes/No.
  - G) Share the same space (worked in same room/ similar) but not having a high risk exposure to confirmed case of COVID-19. Yes/No.
  - H) Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure. Yes/No.

**Declaration:-** The above mentioned information is true to best of my knowledge and nothing thereof has been concealed by me.

(SIGNATURE)

NAME:- \_\_\_\_\_