

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

**C I R C U L A R**

**Subject :- Urgent Attention Required regarding fire safety measures at Rohini Court Complex.**

It has come to the notice of the competent authorities that there have been instances of electrical and electronic items such as computers, photocopiers, air conditioners, and hot cases being left switched on after office hours within Rohini Court premises. This is not only a case of gross negligence but also poses a significant threat to fire safety measures. In light of past incidents and as part of our commitment to maintain a safe work environment, we must take immediate action to rectify this issue.

Henceforth, it is directed that all officials of the branch(es) and court(s), shall strictly adhere to the following guidelines:-

1. **Switch Off Electrical and Electronic Appliances:** It is mandatory to switch off all electrical and electronic appliances such as computers, photocopiers, air conditioners, hot case etc. placed in the courtroom(s) and branch(es) immediately after office hours.
2. **Vigilance and Responsibility:** The staff posted in courts and branch(s) shall assume responsibility for ensuring that all electrical and electronic appliances are switched off before leaving their respective premises. Leaving appliances switched on increases the risk of fire incidents which can have dire consequences.
3. **Compliance and Accountability:** Non-compliance with these safety measures will not be tolerated. Branch Incharge(es) and Reader(s) / Sr. Most Official of the Court(s) are requested to monitor and enforce these guidelines strictly. Any deviation from these instructions should be reported immediately to the higher authorities.

(Dhanashree Deka)  
Administrative Civil Judge (North)  
Rohini Courts, Delhi

(Divya Malhotra)  
Administrative Civil Judge (North-West)  
Rohini Courts, Delhi

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No. \_\_\_\_\_/CTB/RC/2023

Dated, Delhi the 23/09/2023

**Copy forwarded for information and necessary action to :-**

1. PS to Ld. Principal District & Sessions Judge (N/W), Rohini Courts, Delhi.
2. PS to Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi
3. All the Ld. Judicial Officers (North-West & North including family courts), Rohini Courts, Delhi with the request to bring the contents of this circular to the notice of officials concerned.
4. All the Branch Incharge(s) of North-West and North District to circulate information amongst staff members posted in their respective branches.

Administrative Civil Judge (North)  
Rohini Courts, Delhi

Administrative Civil Judge (North-West)  
Rohini Courts, Delhi