

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

C I R C U L A R

Subject: Strict compliance with fire safety measures at Rohini Court Complex - Reminder and Warning

Reference: Circular dated 23rd September 2023

This circular serves as a **strict reminder** regarding the fire safety measures outlined in the previous circular dated 23rd September 2023 (copy enclosed). It has come to attention of the undersigned(s) that the directives issued vide above-mentioned circular regarding fire safety measurements are not being consistently followed by all staff in the Courts and Branches.

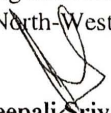
We emphasize the importance of adhering these crucial safety measures. The senior most person / persons (seniority-wise, in case of his / her absence) in each Court or Branch holds the responsibility to ensure that **all electronic and electrical equipments are powered down** before leaving their respective premises for the day.

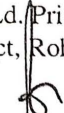
Non-compliance with these directives will not be tolerated. Any staff member found neglecting this essential safety requirement will be subject to **disciplinary action**.

To ensure the safety of everyone within the Rohini Court Complex, it is directed all the staff to:

- **Switch off all computers, printers, lights, and other electrical appliances** when leaving their workstations at the end of the workday.
- **Report any faulty or damaged electrical equipment** to the designated maintenance personnel immediately.
- **Familiarize themselves with the fire safety procedures** outlined in the Rohini Court Complex handbook and participate in any scheduled fire drills.

We encourage all staff members to take these fire safety measures seriously and contribute to a safe and secure working environment for everyone. This is issued with the prior approval of Ld. Principal District & Sessions Judge (North-West) and Ld. Principal District & Sessions Judge (North) District, Rohini Courts, Delhi.


(Deepali Srivastava)
Administrative Civil Judge (North)
Rohini Courts, Delhi


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

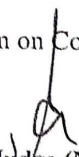
No. 3609-3726 /CTB/RC/2024

Dated, Delhi the 24/01/2024

Copy forwarded for information and necessary action to :-

1. PS to Ld. Principal District & Sessions Judge(s), North-West and North District, Rohini Courts, Delhi.
2. 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.
3. All the Branch Incharge(s) of North-West and North District to circulate information amongst staff members posted in their respective branches.
4. Branch Incharge, Care Taking Branch, should direct all Chowkidars to provide information on Courts / Branches where electrical / electronic goods are found switched on after working hours.


Administrative Civil Judge (North)
Rohini Courts, Delhi


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