OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH & NORTH-WEST DISTRICT ROHINI COURT COMPLEX DELHI

ORDER

In the light of recent transfer and posting orders of Ld. Judicial Officers by the Hon'ble High Court of Delhi and in pursuant to the directions passed by the Hon'ble Supreme Court of India vide judgment dated 15.01.2025 in Writ Petition (Civil) No. 538/2023 titled "Rajeeb Kalita Vs. Union of India & Others", conveyed/endorsed to this office through letter No. 321-327/DHC/Mgt. & Coord. Cell-I/BMCC(District Courts) dated 24.01.2025, by Hon'ble High Court of Delhi, New Delhi and in partial modification of this office earlier order no. CTB/RC/2025/5508-5658 dated 21.02.2025, **Sh. Kamal Kishore, Judicial Assistant/In-charge, Care Taking Branch (Mobile No. 9990616463), North-West District, Rohini Courts, Delhi** is hereby appointed as **Nodal Officer** to monitor the maintenance, address the complaints and communicate with the Ld. Administrative Civil Judge, North West. Further, in case of the absence of Ld. Administrative Civil Judge, North West District, the Nodal Officer shall submit report before Ld. Officer Incharge, Care Taking Branch, Rohini Courts, Delhi.

Further, Branch Incharge(s)/Officials of North and North-West District have been appointed as Additional Nodal Officer(s)/Housekeeping (in addition to the duties already assigned to them) for their respective floors of Main Court Building, Rohini Court Complex, Delhi under the Supervision/Directions of the Judicial Officers as mentioned in below mentioned table.

S. No.	Name of the Judicial Officer	Name of the Branch In-charge / Additional Nodal Officer (s) / Housekeeping	Designation	Floor
1.	Sh. Harish Kumar, Ld. Judge Family Courts, Room No. 3, North District, Rohini Courts, Delhi	**Ms. Monika Bajaj** (9810-80-9511) **Sh. Rajesh Chander** (9278-78-3514)	Branch In-charge (Copying Agency)North Districts JA/Cashier (Cash Branch) North West District	Ground
2.	Ms. Amardeep Kaur, Ld. ACJM, Room No. 117, North-District, Rohini Courts, Delhi	**Sh. D.K. Sharma** (9810521891) **Ms. Vinod Kumari** (9711572908)	Civil Nazir, Nazarat Branch, North West District Sr. Judicial Asstt/Branch In-charge, CJM Office, North District	First
3.	Sh. Gaurav Kataria, Ld. JMFC, Room No. 208, North-West, Rohini Courts, Delhi	**Sh. Hira Singh Latwal,** (9971879968) **Ms. Richa Kumar** (9999-78-4717)	Branch In-charge (Admn. I, II & III) North District Branch In-charge General Admn. Branch, Protocol & Stationary, North West District	Second

4.	Sh. Sidharth Mathur, Ld. DJ-1, Room No. 305, North-District, Rohini Courts, Delhi	**Sh. Sushil Kumar Pal** (8826185935) **Ms. Seema** (9718161915)	Branch In-charge Vigilance and Litigation and RTI Cell, North West District Judicial Assistant in VWDC, North West District	Third
5.	Sh. Ravinder Singh-II, Ld. DJ-04, Room No. 407, North-District, Rohini Courts, Delhi	**Sh. Sunil Dutt** (9958-79-9245) **Ms. Pinki Kapoor** (8505-95-2333)	Branch In-charge (Admn. I, II & III), North West District Senior Judicial Assistant (RTI Cell) North West District	Fourth
6.	Sh. Kashish Bajaj, JMFC- Digital Traffic Court, North West Rohini Courts, Delhi	**Sh. Jagdish Bhakuni** (9818-22-3455) **Ms. Kamlesh Dabas** (9910936973)	Branch In-charge (Record Room) North West SJA, Record Room, North West District	Fifth

The Nodal Officer shall inspect the toilets with the Additional Nodal Officer of their respective floors once in a week to ensure functioning of toilets and for the resolution of the complaints regarding cleanliness/Civil/Electric works and submit his/her report to the Ld. Administrative Civil Judge, North West District, Rohini Courts, Delhi in this regard.

All the Judicial Officers / Officials can directly contact to the following also.

PWD (Civil)

S. No.	Name of the Officer / Official	Contact No.
1.	Sh. Partap, Supervisor / PWD Staff	9289-26-8228
2.	Sh. Kapil, Supervisor	9971-32-5622
3.	Sh. Raju, Sewarage / Toilet Blockage Complts.	9560-07-1619

PWD (Electrical)

S. No.	Name of the Officer / Official	Contact No.
1.	Sh. Lalit Saini, Electrician	9213-37-2762
2.	Sh. Swadesh, Electrician	8010-84-0436

Housekeeping

S. No.	Name of the Officer / Official	Contact No.
1.	Sh. Pankaj Singhal, Judl. Assistant	9871637385
2.	Sh. Sunny Yadav, Supervisor	8512880743

Notes :-

1. Additional Nodal Officer/Housekeeping shall maintain the following things on daily/weekly/ monthly basis:-

(a) Inventory of all the articles *viz.* All Taps, Liquid Soaps, Phenyl, Tissue Papers, Air Perfumes, Air Freshners, Napthalene Balls and other consumables. In the event of consumptions of such articles, the Additional Nodal Officers concerned shall immediately ensure availability of the consumables from the Housekeeping Stores, through concerned Supervisor (Outsourcing) which may be in the Supervision of the Care Taking Branch.

(b) The Additional Nodal Officers concerned shall also ensure that no water spillage and water leakage is seen in the washroom areas. In the event of any complaint i.e. water spillage / water leakage/ Toilet Blockage is seen, the same shall immediately be reported to the concerned official, which in this case is Sh. Partap and Sh. Raju.

(c) The Additional Nodal Officers concerned shall also ensure that during Physical Inspection the presence of the concerned outsourcing official (s) is on duty and the consumables *viz.* Brooms, Tissue Papers and Dispensers, Soap Dispensers, Phenyl Etc. are lying at their appropriate space. In the event, if any, resource person (s) is found to be absent from duties (unauthorizedly), the same shall immediately be informed to the concerned Judicial Officers for onward transmission to the Ld. Officer In-charge, Care Taking Branch, Rohini Courts, Delhi.

(d) The Additional Nodal Officers concerned shall also ensure the proforma of consumables and Contact Numbers of Supervisors and Additional Nodal Officers is affixed on the doors of the washrooms.

(e) The Additional Nodal Officers concerned shall also ensure that the Ceiling of the Washrooms is in good condition and the Mirror installed is in neat and clean condition.

(f) The Additional Nodal Officers concerned shall also ensure that their is no complaint of Seepage on their respective floors.

(g) The Additional Nodal Officers concerned shall also ensure that the White Wash on their respective floors is in good condition.

(h) The Additional Nodal Officers concerned shall also ensure that the resource person (s) are in their Uniform.

(i) The Additional Nodal Officers concerned shall also ensure that the report qua the aforementioned is duly submitted on weekly basis after due forwarding by the concerned Ld. Judicial Officer, as above mentioned against the columns. Further a consolidated Monthly Statement shall be submitted by each Link Nodal Officers, under due forwarding of concerned Ld. Judicial Officers, as above mentioned against the columns.The Caretaker / Branch In-charge, shall ensure that the weekly / monthly statements are being filed by each Addl Nodal Officer (s) concerned in the Stipulated period of time (The requisite proforma is attached with the order).

(j) The Additional Nodal Officer / Housekeeping nominated for each floor shall also work as link of each other.

Nishas

(Nisha Sahay Saxena)
Principal District & Sessions Judge,
North-District, Rohini Courts

27/10/25

(Gurvinder Pal Singh)
Principal District & Sessions Judge,
North-West District, Rohini Courts

No. CTB/RC/2025 37219-37373 Dated: 27/10/2025

Copy forwarded for information & necessary action to :-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (HQs.), Tis Hazari Courts, Delhi.
3. All Judicial Officers posted at Rohini Courts, Delhi.
4. The Administrative Civil Judge, North-West District, Rohini Courts, Delhi with the request to address the complaints as communicated by the Nodal Officer and give standing instructions in writing regarding maintenance and working of the public toilets so that responsibilities of the official concerned may be fixed.
5. The Personal Office of the undersigned (s).
6. All the Judicial Officers posted within the domain of North & North-West District, Rohini Courts, with the request to circulate it amongst the staff posted in their control.
7. All Branch In-charge (s) posted in North & North-West District, Rohini Courts, Delhi
8. The Web Site Committee (Hindi & English), Tis Hazari Courts, Delhi.
9. The Care Taking Branch, Rohini Courts, Delhi.
10. The Branch In-charge, CTB with direction to affix the order, outside each toilet mentioning name and mobile number of supervisor, concerned official from PWD (Civil) and (Elect.) and himself
11. The Concerned Nodal Officers and Addl Nodal Officers.
12. The Branch In-Charge, Computer Branch for uploading on Web-Site, Rohini Courts, Delhi.
13. Branch In-charge, R&I to upload on the LAYER, Rohini Courts, Delhi

Nishas

Principal District & Sessions Judge
North-District, Rohini Courts

Principal District & Sessions Judge
North-West District, Rohini Courts

PROFORMA TO BE SUBMITTED BY THE NODAL OFFICERS ON MONTHLY BASIS

This is to certify that I had personally supervised the _____floor on regular basis. That there are no pending PWD Civil / PWD Electric complaint. That the washrooms on the floors were found to be in good condition. That any complaints qua the vitals i.e. Soap Dispensers, Cleaniness were immediately taken into cognizance and steps for resolving the same were taken with immediate effect. Any chronic complaint, if any found, was/were immediately communicated to the Care Taking Branch for immediate and necessary disposal at their end.

********It is further certified that the monitoring of the floor is being done on regular basis. It is also ensured that the resource persons are on duty, and if any, found to be absent, is reported to the Care Taking Branch*****.***

(Nodal Officer)

_____Floor

_____Wing