

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE:
(SOUTH-WEST), DWARKA COURTS, NEW DELHI**

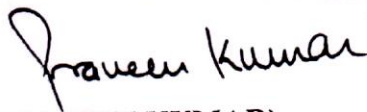
CIRCULAR

During inspection of Court Rooms, Ahlmad Rooms and various branches, it has been observed that certain areas are not being maintained to the expected standards. The presence of papers, file covers, cause lists, unused computer accessories and miscellaneous items on the roof top of almirahs, in corners, beneath tables, and other places is not only hindering the cleanliness but also creating an unprofessional atmosphere for visitors. Additionally, obsolete papers/calendars affixed to the walls/almirahs are also contributing to the overall untidiness.

In view of the above, all the Readers, Ahlmads and Branch Incharges are directed to initiate the removal of all unused and waste articles from the roof top of the almirahs, corners, or any other location in the Court Rooms, Ahlmad Rooms and Branches immediately. Obsolete circulars/calendars/papers be also removed from the walls/almirahs.

Further, Care Taking Branch may be contacted to surrender any unwanted office articles to get help in the cleaning process.

Non-compliance of this order will be viewed seriously and appropriate disciplinary action will be initiated against erring official(s).



(PRAVEEN KUMAR)

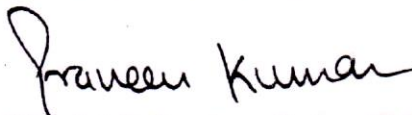
Principal District & Sessions Judge (S-W)
Dwarka Courts, New Delhi.

No. 5549 - 5663
/PD&SJ Sectt./DWK/2024

Dated: 12/2/24

Copy forwarded for information to:-

1. The Worthy Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
(through e-mail).
3. All the Judicial Officers, Dwarka Courts, New Delhi. (through e-mail/WhatsApp to insure compliance of the directives of this circular)
4. The Office of the CMM, Dwarka Courts, New Delhi. (through e-mail).
5. The Sr. A.O. (J)/Branch Incharges and Reader/Ahlmad in the court rooms, Dwarka Courts, New Delhi.
6. The Ld. Officer Incharge/Caretaker, Caretaking Branch, Dwarka Court, New Delhi.
7. The Branch Incharge, Computer Branch, Dwarka Courts, New Delhi (for **uploading this circular on the web page of the Dwarka District Courts**).
8. Incharge, R & I Branch, Dwarka Courts, New Delhi (for **uploading on Layers**).



Principal District & Sessions Judge (S-W)
Dwarka Courts, New Delhi.