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PRL. DISTRICT COURT, WEST GODAVARI, ELURU

DATE: 16.03.2026

GENERAL INSTRUCTIONS

Sub:- Washrooms – Maintenance of newly constructed washrooms in District Judiciary, West Godavari – Instructions - Issued.

- Ref:-**
1. Hon'ble High Court's letter in ROC.No. 154/2025-DII(BLDGS) dated 06.05.2025.
 2. Hon'ble High Court's letter in ROC.No. 154/2025-DII(BLDGS) dated 07.05.2025.
 3. Hon'ble High Court's letter in ROC.No. 154/2025-DII(BLDGS) dated 15.05.2025.
 4. Hon'ble High Court's letter in ROC.No. 154/2025-DII(BLDGS) dated 08.09.2025.
 5. Hon'ble High Court's letter in ROC.No. 154/2025-DII(BLDGS) dated 07.10.2025.
 6. Letter addressed to the Hon'ble High Court in Dis.No. 7385 dated 17.12.2025.

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In view of the completion of construction and repairs of washrooms in the District Judiciary, West Godavari, the following instructions are issued for proper usage, maintenance, and hygiene.

All staff members, advocates and litigant public are hereby requested to strictly adhere to these instructions while using the washrooms in the Court premises.

1. To prevent misuse, washrooms shall remain open only during working hours.
2. Smoking, spitting, or improper behavior is strictly prohibited.
3. Do not throw sanitary items or solid waste into toilets. Use bins provided.

4. To avoid blockages, do not flush plastic, paper, or other non-flushable items.
5. Use all fixtures (wash basins, taps, flush, etc.) carefully.
6. Close water taps properly after use and avoid wasting water.
7. Housekeeping staff shall clean the washrooms once in every two hours to maintain proper cleanliness and hygiene.
8. Surprise inspections shall be conducted to ensure proper cleanliness and hygiene.
9. Inform staff about any leakage or damage.

The concerned senior Presiding Officers of the respective stations are hereby requested to ensure that the above instructions are followed scrupulously and that the same is displayed in the washrooms for the awareness of the public.


PRL. DISTRICT JUDGE,
W.G., ELURU.

To

- 1) The I Additional District Judge's Court, Eluru
- 2) The III Additional District Judge's Court, Bhimavaram
- 3) The IV Additional District Judge's Court, Tanuku
- 4) The IX Additional District Judge's Court, Kovvur
- 5) The X Additional District Judge's Court, Narasapur
- 6) The XI Additional District Judge's Court, Tadepalligudem
- 7) The Principal Junior Civil Judge's Court, Palakole
- 8) The I Additional Civil Judge Court (Junior Division), Bhimavaram
- 9) The II Additional Civil Judge Court (Junior Division), Bhimavaram

Copy to

1. All the Judicial Officers, West Godavari (For information).
2. The Senior Superintendent, Establishment, Accounts Section, Nazarat, Section, Principal District Court, Eluru (For record purpose).
3. The In-charge System Officer (e-Courts), Principal District Court, Eluru, is hereby directed to place the same in the website of Principal District Court and send emails to the Officers.

DIS NO: 1746
16/03/2026