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OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE : WEST :
TIS HAZARI COURTS : DELHI

CIRCULAR

All the learned Judicial officers, Administrative Officer (Judicial) and AAO DDO posted in the West District, Tis Hazari Courts, Delhi are hereby informed that stock of the articles (As mentioned in enclosed proforma) is available with Care Taking Branch, Tis Hazari Courts, Delhi. The above said items may be collected from Care Taking Branch, Room No. 148, Tis Hazari Courts, Delhi on submission of duly filled approved proforma (Copy enclosed). All the officers posted in west district are requested to instruct their subordinate staff to collect these articles positively by end of November 2025 between 11:00 am to 4:00 pm.

(Anshul Mehta)
Administrative Civil Judge (West)
Tis Hazari Courts,
Delhi

No. 30282 - 30366
CTB/West/THC/2025

Dated: 04/11/25

Copy forwarded for information (through e.mede):-

- All the Ld. Officers of DIJS and DJS West Districts (Except Family Court and DLSA), Tis Hazari Courts, Delhi
- P.S. to Ld. Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
- A.O. (J), AAO DDO, West District, Tis Hazari Court, Delhi.
- R&I Branch for uploading on LAYERS.
- R&I Branch for uploading on Centralized Website through LAYERS.

Administrative Civil Judge (West)

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE : WEST :
TIS HAZARI COURTS : DELHI
CONSUMABLE ARTICLES FOR USE IN THE CHAMBER OF LD. JUDICIAL OFFICERS (WEST)
DURING THE MONTH OF NOVEMBER 2025

NAME OF OFFICER.....

ROOM NO.....

Sl.	Name of the article	Qty
1.	Liquid Handwash	01
2.	Tissue Paper	03
3.	Colin	01
4.	Duster	01
5.	Wet Wipes	01
6.	Toilet Paper Roll	01
7.	Harpik	01
8.	Odorizer pocket	01
9.	Liquid Dishwash	01
10.	Disinfectant floor Cleaner	01

Receiver's Signature.....

Name

Designation.....

Empl. Code No.....

Date.....

Proforma Approved

Administrative Civil Judge (West)

Forwarded

Judicial Officer