



**OFFICE OF THE
DISTRICT & SESSIONS JUDGE,
ORAKZAI AT BABER MELA**

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No. 677/DSJ/ORK - Dated: 3rd August, 2019

From

**The District & Sessions Judge,
Orakzai at Baber Mela.**

To

**All The Judicial Officers,
District Orakzai,
at Baber Mela**

Subject: **SANITATION AND CLEANLINESS POLICY, 2019**

Sir,

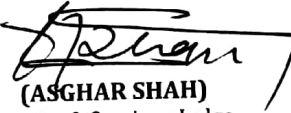
In pursuance of the directions contained in letter no. 17855-900/Admn: dated 20.08.2019 of Peshawar High Court, Peshawar regarding the subject, the below mentioned sanitation and cleanliness policy has been framed with consultation of Judicial Officers of the District in order to observe the first week of September as cleanliness week in District Judiciary.

S.No	Work Name	Nature of Work	By whom	Immediate supervision	Overall supervision
1.	Personal Cleanliness	<ul style="list-style-type: none">• Clothing/ Uniform• Body Cleanliness• Fragrance Spray	Every Official	Judicial Officers/ Superintendent	Senior Civil Judge/ District & Sessions Judge
2.	Place of Work	<ul style="list-style-type: none">• Court Rooms• Chambers• Washrooms• Various Articles of Courts	<ul style="list-style-type: none">• Sweepers• Naib Qasids• Concerned Official	<ul style="list-style-type: none">• Reader of court• Every Judicial Officer	Senior Civil Judge/ District & Sessions Judge
3.	Outside Court rooms	<ul style="list-style-type: none">• Corridors• Front and back side of court rooms	Sweepers	<ul style="list-style-type: none">• Reader of every court• Every Judicial Officer	Senior Civil Judge/ District & Sessions Judge
4.	<ul style="list-style-type: none">• Superintendent Office• Accountant Office/ CoC Office/ Naib Nazir Office	<ul style="list-style-type: none">• Cleanliness of offices, washrooms along with official	<ul style="list-style-type: none">• Sweepers• Naib Qasids	Incharge of particular branch	Senior Civil Judge/ District & Sessions Judge

[Signature]
03/09/19

	Record Room and Copying branch	articles in their use			
5.	<ul style="list-style-type: none"> Air freshener inside rooms Insecticide spray outside the rooms Washing of floors through sweep Placement of dustbin inside and outside the court rooms 	The same	<ul style="list-style-type: none"> Sweepers Naib Qasids 	Every Judicial Officer	Senior Civil Judge/ District & Sessions Judge

- Object of the Policy is to focus on disposal of liquid and solid waste in order to promote health and hygienic practices in courts premises to reduce the spread of common infectious diseases.
- Every official and Judicial Officer to look into the personal cleanliness, cleanliness of the place where he works along with the official articles in their use.
- The Judicial Officers of the court, readers of every court, incharge of concerned branches and Superintendent of this office to look after the execution of the subject policy under the overall supervision of the Senior Civil Judge and the under-signed.
- Every Judicial Officer and Superintendent to submit report regarding the execution of the policy on 06.09.2019.



 (ASGHAR SHAH)
 District & Sessions Judge,
 Orakzai at Baber Mela

Endorsement No. 680-94/DSJ/ORK

Dated: 03/09/2019

Copy of the above is forwarded for information to: -

1. Superintendent
2. Reader of every court
3. Incharge of Record Room
4. Accountant
5. CoC
6. Notice Board
7. Website
8. Office Copy.


 (ASGHAR SHAH)
 District & Sessions Judge,
 Orakzai at Baber Mela

03/09/19