

CIRCULAR

SUB Delay in submission of leave applications by the Judicial Officers – Certain instructions – Issued.

REF: 1. High Court's Circular ROC.No.4628/1995-B.Spl., dated 26.08.1995.
2. High Court's Circular ROC.No.3395/1996-B.Spl., dated 22.06.1996.
3. High Court's Circular ROC.No.7617/2002-B.Spl., dated 23.08.2002.
4. High Court's Circular ROC.No.6886/2005-B.Spl., dated 05.01.2005.
5. High Court's Circular ROC.No.2541/2009-B.Spl., dated 04.04.2009.
6. High Court's Circular ROC.No.2896/2010-B.Spl., dated 09.11.2010.
7. High Court's Circular ROC.No.7949/2010-B.Spl., dated 18.08.2011.
8. High Court's Circular ROC.No.5518/2017-B.Spl., dated 01.09.2017.

Attention of all the Unit Heads and Judicial Officers in the State is invited to the circular instructions issued by the High Court in the references cited, wherein, *inter alia*, they were instructed to submit their leave applications well in advance, so as to reach the High Court atleast (10) days in advance to enable the Registry to obtain the orders of Honourable Administrative Judges and communicate them to the officers concerned.

In-spite of the above circular instructions, several instances have come to the notice of the High Court that the leave applications are submitted to the High Court just one or two days before or after commencement of the leave, even in cases where there is no emergency causing much inconvenience in obtaining the orders of the Hon'ble Administrative Judges before the commencement of the leave sought for.

The High Court, therefore, while reiterating the earlier circular instructions in the references cited and deprecating the practice of submitting the leave applications after commencement of the leave, hereby directs the Unit Heads and all the Judicial officers to submit their leave applications well in advance so as to enable the Registry to place the leave applications for orders of the Hon'ble Administrative Judges before the commencement of the leave sought for.

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All the Unit Heads and the Judicial Officers are therefore directed to strictly follow the instructions contained in the above circulars without fail.

Any deviation in this regard will be viewed seriously.



**REGISTRAR GENERAL
FAC REGISTRAR (VIGILANCE)**

To

1. The Prl. Secretary to Hon'ble the **Chief Justice** and Personal Secretaries to Hon'ble Judges (for placing before their Lordships kind perusal).
2. The Registrar General and Other Registrars, High Court for the State of Telangana, Hyderabad.
3. The Registrar (I.T)-cum-Central Project Coordinator, High Court for the State of Telangana at Hyderabad **(with a request to direct the concerned to upload the proceedings in the High Court's Website)**
4. The Chief Judge, City Civil Court, Hyderabad.
5. The Chief Judge, City Small Causes Court, Hyderabad.
6. The Metropolitan Sessions Judge, Hyderabad.

7. THE PRL. DISTRICT AND SESSIONS JUDGES:

Adilabad, Karimnagar, Khammam, Medak at Sangareddy, Mahabubnagar, Nalgonda, Nizamabad, Rangareddy District at L.B.Nagar, Warangal,

8. The Chairman/Presiding Officer of Industrial Tribunals/Labour Courts, Special Courts and Cooperative Tribunals in the State of Telangana
9. The Director, Telangana State Judicial Academy, Secunderabad.
10. The Member Secretary, Telangana State Legal Service Authority, Hyderabad.
11. The Secretary, Telangana High Court Legal Services Committee, High Court for the State of Telangana, Hyderabad.

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**HIGH COURT OF JUDICATURE AT::HYDERABAD
FOR THE STATE OF TELANGANA AND THE STATE OF ANDHRA PRADESH**

ROC.NO. 5518/2017-B.SPL.

DATED:01.09.2017

C I R C U L A R

Sub: Submission of Earned Leave applications by the Judicial Officers well in advance - Availing casual leaves - Issuance of certain instructions to the Prl. District Judges and all Judicial Officers in both the States of Telangana and Andhra Pradesh - Regarding.

- Ref: 1. High Court's Circular ROC.No.4628/1995-B.Spl., dated 26.08.1995.
2. High Court's Circular ROC.No.3395/1996-B.Spl., dated 22.06.1996.
3. High Court's Circular ROC.No.7617/2002-B.Spl., dated 23.08.2002.
4. High Court's Circular ROC.No.6886/2005-B.Spl., dated 05.01.2005.
5. High Court's Circular ROC.No.2541/2009-B.Spl., dated 04.04.2009.
6. High Court's Circular ROC.No.2896/2010-B.Spl., dated 09.11.2010.
7. High Court's Circular ROC.No.7949/2010-B.Spl., dated 18.08.2011.

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Attention of all the Judicial Officers of both the States of Telangana and Andhra Pradesh is invited to the Circular Instructions issued by the High Court from time to time with regard to availing public holidays, availment of Casual Leaves and submission of Earned Leave applications well in advance.

Despite issuance of necessary circular instructions, instances have come to the notice of the High Court that some of the Judicial Officers are frequently availing Casual Leaves without following the circular instructions, and are also availing leaves without prior intimation to the Principal District Judges of the respective Districts, thereby causing much inconvenience to the litigant public as well as Advocates.

The High Court, while deprecating the said practice as remiss on the part of the Judicial Officers and taking serious view of the same, hereby directs that availment of casual leaves by the Judicial Officers should be judicious, depending upon the exigencies.

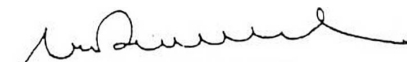
So far as submission of applications for grant of Earned Leave is concerned, they shall be submitted well in advance to the High Court. If not, the Unit Head should state the factum without making any recommendations, leaving the same for the High Court to decide.

The above said instructions shall be followed by all the Judicial Officers for smooth functioning of the courts, and to avoid inconvenience to the litigant public. **Any deviation in this regard will be viewed seriously.**

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NOTE: (A) All the Prl. District and Sessions Judges/Unit Heads are requested to communicate the above Circular to all the Judicial Officers working in their respective Units.

(B) Receipt of this circular be acknowledged.


REGISTRAR (VIGILANCE)

To

1. The Prl. Secretary to the **Hon'ble the Chief Justice** and Personal Secretaries to the **Hon'ble Judges** (for placing before Their Lordships kind perusal)
2. The **Registrars**, High Court of Judicature at Hyderabad.
3. The **Registrar (I.T.-cum-Central Project Coordinator)**, High Court of Judicature, Hyderabad
(with a request to direct the concerned to upload the circular in the High Court's Website.)
4. The Chief Judge, City Civil Court, Hyderabad
5. The Chief Judge, City Small Causes Court, Hyderabad
6. The Metropolitan Sessions Judge, Hyderabad, Vijayawada, Visakhapatnam and L.B.Nagar, Rangareddy District.
7. The Director, Andhra Pradesh Judicial Academy, Secunderabad
8. The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
9. The Member Secretary, Andhra Pradesh State Legal Services Authority, Hyderabad.
10. The Secretary, Andhra Pradesh High Court Legal Services Committee, High Court, Hyderabad

11. THE PRL. DISTRICT AND SESSIONS JUDGES:

Adilabad, Anantapur, Chittoor, Cuddapah, East Godavari at Rajamahendravaram, Guntur, Karimnagar, Khamman, Krishna at Machilipatnam, Kurnool, Mahabubnagar, Medak at Sangareddy, Nalgonda, SPSR Nellore, Nizamabad, Prakasam at Ongole, Rangareddy District, Srikakulam, Visakhapatnam, Vizianagaram, Warangal and West Godavari at Eluru.

HIGH COURT OF ANDHRA PRADESH .. HYDERABADROC.NO.7949/2010-B.SPL.DT.18.08.2011C I R C U L A R

Sub: Submission of Leave applications by the District and Sessions Judges - Certain instructions - Issued.

Ref:- 1. High Court's Circular ROC.No.2541/2009-B.Spl., dt.04.04.2009
2. High Court's Circular ROC.No.2896/2010-B.Spl., dt.09.11.2010

Attention of all the Prl. District and Sessions Judges and Addl. District and Sessions Judges in the State, is invited to the circular instructions of the High Court referred to above and they are hereby informed that instances have come to the notice of the High Court that, in some Districts, the Additional District and Sessions Judges are availing Casual Leaves/Optional Holidays collectively on a particular day/ days, without bringing to the knowledge of the concerned Prl. District Judge/Unit Head regarding their availing of Casual Leaves/Optional Holidays and also without there being any incharge arrangements to their Courts, during their leave period. The said remiss on the part of the said officers is causing much inconvenience not only to the District Administration but also to the litigant public who stepped in to the Court with a fond hope for redressal of their grievance.

Further, it is also noticed by the High Court that some of the Addl. District and Sessions Judges are sending their Casual leave and Optional Holiday applications to the High Court, with abnormal delay, thereby causing much inconvenience to sanction the leave prior to the availment of the said leave.

In view of the above, all the Addl. District and Sessions Judges are directed to submit their all leave applications to the High Court through the Prl. District and Sessions Judge/Unit Head well in advance by fax with the following information:-

1. Number of days of Leave availing with dates and prefixing and suffixing public holidays, if any, and purpose/reason for availing said leave.

2. Name of the officer, who is kept in-charge, during the leave period.
3. Number of days of leave already availed.

The Principal and Additional District and Sessions Judges, shall take notice that, the Casual Leave should be availed proportionately and they shall not make any request for conversion of Casual Leave into regular leave.

On receipt of Leave applications from the Addl. District and Sessions Judge, the Prl. District and Sessions Judge/Unit Head shall forward the said applications to the High Court through, FAX, on the same day, so as to enable to the Registry to place the same before the Hon'ble Portfolio Judges, for their Lordships' kind perusal and for obtaining necessary orders prior to the availment of leave.

While following the above instructions, the Addl. District and Sessions Judges are directed to adhere to the instructions already issued by the High Court vide circulars 1st and 2nd cited.

Note: (A) All the Prl. District and Sessions Judges/Unit Heads are requested to communicate the above Circular to all the Addl. District and Sessions Judges working in their Unit under proper acknowledgement.

(B) Receipt of this Circular be acknowledged.

P. Hasthanna 18/8/11
REGISTRAR (VIGILANCE)

To

1. The Principle Private Secretary to the Hon'ble the Chief Justice and Personal Secretaries to the Hon'ble Judges (for placing before Their Lordships for kind perusal).
2. The Personal Secretaries to the Registrars, Central Project Coordinator and District Judge (Enquiries) High Court of A.P., Hyderabad.(for placing before the Hon'ble Registrars for kind perusal).
3. The Chief Judge, City Civil Court, Hyderabad.
4. The Chief Judge, City Small Causes Court, Hyderabad.
5. The Metropolitan Sessions Judge, Hyderabad.
6. THE PRL. DISTRICT AND SESSIONS JUDGES:
Adilabad, Anantapur, Chittoor, East Godavari at Rajahmundry, Guntur, Kadapa, Karimnagar, Khammam, Krishna at Machilipatnam, Kurnool, Mahabubnagar, Medak at Sangareddy, Nalgonda, Nellore, Nizamabad, Prakasam at Ongole, Rangareddy at L.B. Nagar, Srikakulam, Visakahapatnam, Vizianagaram, Warangal, and West Godavari at Rajahmundry.
7. The Chairman/Presiding Officers of Industrial Tribunals/Labour Courts, Special Courts and Cooperative Tribunals in the State of Andhra Pradesh.
8. The Director, Andhra Pradesh Judicial Academy, Secunderabad.
9. The Member Secretary, A.P. State Legal Services Authority, Hyderabad.
10. The Secretary, A.P. High Court Legal Services Committee, High Court of Andhra Pradesh, Hyderabad.

HIGH COURT OF ANDHRA PRADESH::HYDERABAD

ROC.NO.2541/2009-B.SPL.

DATED:04.04.2009

C I R C U L A R

All the Judicial Officers in the State of Andhra Pradesh are informed that according to the Andhra Pradesh Leave Rules, 1933, Earned Leave/Leave on Half Pay/Extra-ordinary Leave/on private affairs has to be availed of by the officers only after prior sanction of the said leave by the Competent Authority. Under the Leave Travel Concession Rules, prior permission of the Competent Authority is required to avail Leave Travel Concession by the officers before commencement of journey.

Several instances have come to the notice of the High Court, that leave applications for sanction of Earned Leave/Half Pay Leave on Private affairs and permission to avail Leave Travel Concession are being received in the High Court from the Judicial Officers just before the commencement or after the commencement of the Leave/Leave Travel Concession applied for by them without giving minimum time required for obtaining orders permitting them to avail Leave Travel Concession and sanction of leave by making alternative incharge arrangements and communicating the sanction proceedings in advance to them, before availment of the leave, due to which the Registry is forced to make unnecessary correspondence in that regard.

In view of the above the following instructions are to be strictly followed by all the Judicial Officers while applying leave.


1. All the Addl. District and Sessions Judges, Senior Civil Judges and Junior Civil Judges are here by instructed to submit their Leave/Leave Travel Concession applications through the concerned Prl. District and Sessions Judges well in advance, so as to reach the applications to the High Court atleast 15 days in advance to enable the Registry to obtain orders and communicate them in advance.
2. Broadly indicate the details of nature of personal work/affairs whenever they apply for leave.
3. To avail the minimum leave to the extent possible during the Court working days while availing Leave Travel Concession.
4. To avail Casual leave proportionately during the particular Calendar Year.
5. Shall avoid requests for conversion of Casual Leave already granted into Regular Leave.

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6. All the Principal District and Sessions Judges/Unit Heads are strictly instructed to forward such leave applications to the High Court along with the following information:
- Alternative incharge arrangements to be made during the leave period of the officers.
 - Leave Title.
 - Medical Certificate issued by the Medical Officer not below the rank of Civil Assistant Surgeon in case of Medical Leave.

Any deviation from above instructions will be viewed seriously.

- NOTE: (A) All the Prl. District and Sessions Judges/Unit Heads are requested to communicate the above Circular to all the Judicial Officers working in their Unit.
(B) Receipt of this circular be acknowledge.

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REGISTRAR (VIGILANCE)


To

- The Prl. Secretary to the Hon'ble the Chief Justice and Personal Secretaries to the Hon'ble Judges. (for placing before Their Lordships kind perusal)
- The Personal Secretaries to the Registrars, High Court of A.P., Hyderabad (for placing before the Registrars for information)
- The Chief Judge, City Civil Court, Hyderabad
- The Chief Judge, City Small Causes Court,
- The Metropolitan Sessions Judge, Hyderabad, Vijayawada, Visakhapatnam and L.B.Nagar, Rangareddy District.
- The Director, Andhra Pradesh Judicial Academy, Secunderabad
- The Member Secretary, Andhra Pradesh State Legal Services Authority, Hyderabad.
- The Secretary, Andhra Pradesh High Court Legal Services Committee, High Court, Hyderabad

9. THE PRL. DISTRICT AND SESSIONS JUDGES:

Adilabad, Anantapur, Chittoor, Cuddapah, East Godavari at Rajahmundry, Guntur, Karimnagar, Khammam, Krishna at Machilipatnam, Kurnool, Mahabubnagar, Medak at Sangareddy, Nalgonda, Nellore, Nizamabad, Prakasam at Ongole, Rangareddy District, Srikakulam, Visakhapatnam, Vizianagaram, Warangal and West Godavari at Eluru.

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HIGH COURT OF ANDHRA PRADESH::HYDERABAD

RCC NO. 5886/E.SPI

DATED: 05 01 2005

CIRCULAR

According to the A.P. Leave Rules, 1933, Earned Leave/Leave on Half-pay/E.O.L on Private Affairs has to be availed of by the Officers only after prior sanction of the said Leave by the competent authority.

Under the Rules prior permission of the competent authority is also required to avail Leave Travel concession (L.T.C) by the Officers and their family members, together or separately, before commencement of the journey.

Several instances have been noticed by the High Court that leave applications for sanction of Earned Leave/Half-pay Leave on Private Affairs, permission to avail Leave Travel Concession are being received in the High Court from the Judicial Officers just before the commencement or after the commencement of the Leave/Leave Travel Concession applied for by them without giving minimum time required for obtaining necessary orders before availment of the leave, due to which the Registry is forced to make correspondence for obtaining information in that regard.

All the Judicial Officers, are hereby instructed to submit their applications for grant of Earned Leave/Half-pay Leave on Private Affairs and also permission to avail Leave Travel Concession, sufficiently in-advance, so that the aforesaid applications reach the High Court atleast 15 days in advance to enable the Registry to obtain orders and communicate them in advance.

All the District and Sessions Judges/Unit Officers are further instructed to forward the Leave applications LTCs of the Judicial Officers working in their respective units, to the High Court atleast 15 days in advance, specifying the nature of leave intended to be availed by the Officer in the case of L.T.Cs and duly certifying the leave title along with specific remarks, for incharge arrangements be made during the absence of the Officer, for processing the said applications.


REGISTRAR(VIGILANCE)

NOTE: The Prl. District and Sessions Judges/Unit Heads are requested to communicate the above Circular to all the Judicial Officers working in their Unit under proper acknowledgement.

To

1. The Prl. District and Sessions Judges in the State Adilabad, Anantapur, Chittoor, Cuddapah, East Godavari at Rajahmundry, Guntur, Karimnagar, Khammam, Krishna at Machilipatnam, Kurnool, Mahabubnagar, Medak at Sangareddy, Nalgonda, Nellore, Nizamabad, Prakasam at Ongole, Rangareddy District at L.B. Nagar, Hyderabad, Srikakulam, Visakhapatnam, Vizianagaram; Warangal and West Godavari at Eluru.

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2. The Prl. Secretary to ~~the Hon'ble the~~ Chief Justice and Personal Secretaries to the Hon'ble Judges (for placing before their Lordships' kind perusal.)
 3. The Personal Secretaries to the Registrars, High Court of A.P., Hyderabad.
 4. The Chief Judge, City Civil Court, Hyderabad.
 5. The Metropolitan Sessions Judge, Hyderabad.
 6. The Chief Judge, City Small Causes Court, Hyderabad.
 7. The Chairman, Various Tribunals and Labour Courts.
 8. The Director, A.P. Judicial Academy, Secunderabad.
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HIGH COURT OF ANDHRA PRADESH HYDERABAD

ROC.NO.7617/2002-B.SPECIAL

DATED: 23.08.2002.

C I R C U L A R

- REF: 1. High Court's Circular P.Dis.No.868/58-B2, dated 23.12.1958.
2. High Court's Circular Roc.No.2207/80-B2, dated 8.7.1980.

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It is noticed by the High Court, that many of the Judicial Officers are exhausting their casual leave admissible under the Rules long before the expiry of the Calendar Year and coming up later to the High Court with a request for conversion of casual leave already availed of into earned leave, contrary to the Circular instructions issued by the High Court, previously in this regard.

All the Judicial Officers are informed that casual leave is only a concession given to the Government servants in special circumstances to be absent from duty for a short period without such absence being treated as leave under regular leave rules and the fact that a maximum has been fixed for the amount of casual leave that may be taken within a year does not entitle the officer to take the full amount of casual leave as a matter of course. The availment of casual leave shall be proportionate to the period worked till then during a particular calendar year, and the practice of availing casual leave disproportionately far in advance of the closure of the calendar year, and the practice of later coming up with requests for conversion of the casual leave already availed into regular leave is highly irregular and such practice is deprecated.

Therefore, all the Judicial Officers are informed that they should avoid the practice of availing casual leave disproportionately and exhaust the same well in advance of the expiry of the calendar year and later come up with requests for conversion of casual leave already granted into regular leave. No such requests will be entertained in future, under any circumstances. They should scrupulously follow the instructions issued by the High Court regarding availment of casual leave and any deviation in this regard will be viewed by the High Court seriously.

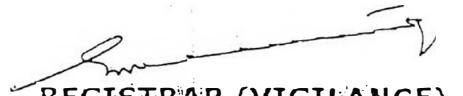
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The District and Sessions Judges, are informed that they should use their discretion in granting casual leave to their Subordinate Judicial Officers and check the tendency among them to exhaust or to utilize most part of the admissible amount of casual leave long before the closure of the calendar year.

All the Prl. District and Sessions Judges/Unit Heads are requested to communicate the Circular to all the Judicial Officers working in their Unit under proper acknowledgement.

The receipt of this Circular may please be acknowledged.


REGISTRAR (VIGILANCE).

To

1. All the Prl. District and Sessions Judges In the State of Andhra Pradesh.
2. The Metropolitan Sessions Judge, Hyderabad
3. The Chief Judge, City Civil Court, Hyderabad
4. The Chief Judge, City Small Causes Court, Hyderabad
5. The Chairman/Presiding Officers of various Tribunals and Labour Courts.
6. The Director, A.P. Judicial Academy, Secunderabad

HIGH COURT OF ANDHRA PRADESH: HYDERABAD

ROC NO. 3395/96-B.SPL.

DATED: 22-6-1996

C I R C U L A R

Sub: Submission of Leave applications by
the Judicial Officers-Reg.

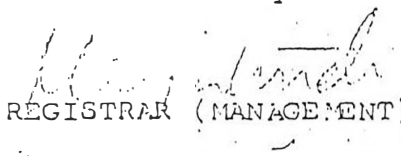
Ref: High Court's Circular Roc.No.4620/95.
D.Spl., dt. 26-6-1995.

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Attention of all the Judicial Officers is invited to the Circular instructions issued by the High Court in the reference cited wherein they were instructed to submit their leave applications sufficiently in advance, so that the said applications should reach the High Court at least 15 days in advance to enable the Registry to obtain orders and communicate them in advance.

In spite of the said Circular instructions, several instances have been noticed by the High Court that the leave applications are being received in the High Court from the Judicial Officers just one or two days before or after the commencement of the leave.

All the Judicial Officers are, therefore, directed to strictly follow the instructions contained in the above circular without fail. Any deviation from these instructions will be viewed seriously.


REGISTRAR (MANAGEMENT)

To

1. All the District & Sessions Judges in the State. I (with a request to I communicate the same
2. All the Unit Officers. I to the Officers working I in their Unit).

HIGH COURT OF ANDHRA PRADESH:: AT HYDERABAD

ROC NO. 4628/95-B-SPL.

DATED: 26-8-1995

CIRCULAR

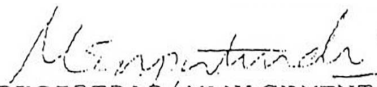
According to the A.P. Leave Rules, 1933, Earned Leave/Leave on Half-pay/E.O.L/ on Private Affairs has to be availed of by the Officers only after prior sanction of the said Leave by the competent authority.

Under the Rules prior permission of the competent authority is required to avail Leave Travel concession (L.T.C) by the Officers and their family members, together or separately, before commencement of the journey.

Several instances have been noticed by the High Court that leave applications for permission to avail Leave Travel Concession (L.T.C.) and for sanction of Earned Leave/Half-pay Leave on Private Affairs are being received in the High Court from the Judicial Officers just before the commencement or after the commencement of the Leave/LTC applied for by them without giving minimum time required for obtaining orders permitting them to avail L.T.C. and sanction of Leave by making alternative incharge arrangements and communicating the sanction proceedings in advance to them, before availment of the leave, due to which the Registry is forced to make correspondence to know information in that regard.

All the Judicial Officers, viz. District and Sessions Judges, Sub Judges and District Munsifs are hereby instructed to submit their applications for permission to avail L.T.C. or for grant of Earned Leave/Half-pay Leave on Private Affairs sufficiently in-advance, so that the aforesaid applications reach the High Court atleast 15 days in advance to enable the Registry to obtain orders and communicate them in advance.

All the District and Sessions Judges/Unit Officers are further instructed to forward the L.T.Cs/Leave applications of the Subordinate Judges and District Munsifs, to the High Court 15 days in advance, specifying the nature of leave intended to be availed by the Officer in the case of L.T.Cs and duly certifying the leave title standing to their credit along with specific remarks, suggesting alternative incharge arrangements to be made during the absence of the Officer, for processing the said applications.


REGISTRAR (MANAGEMENT)

To

1. All the District and Sessions Judges. | (with a request to
in the State. | communicate the same.
2. All the Unit Officers | to the Officers
| working in their
| Unit)