



DISTRICT JUDICIARY – KRISHNA
PRINCIPAL DISTRICT COURT: KRISHNA AT MACHILIPATNAM, DT.21.07.2026

C I R C U L A R

Sub:- District Judiciary, Krishna Unit – All Staff Members – Maintenance of discipline, punctuality, devotion to duty, proper discharge of official responsibilities and avoidance of adverse remarks in work and conduct – Instructions – Issued.

All the Staff members working in Unit of Krishna are hereby informed that they shall attend to their duties with utmost sincerity, devotion, discipline, responsibility, promptness. Every employee shall maintain absolute integrity, proper office decorum, respect towards superior officers and courteous behavior with judicial officers, colleagues, advocates, litigants, general public in the course of official work.

It has been noticed that any lapse in discharge of duty, avoidable delay, negligence, disobedience of instructions, indifferent attitude, lack of punctuality or conduct giving room for adverse remarks affects the efficiency and reputation of the Judicial Department. Such lapses cannot be viewed lightly and all concerned are therefore directed to be careful in performance of their assigned duties at all times.

All the staff members shall, in particular, strictly adhere to the following instructions:

- 1) Attend office punctually and remain at the allotted seats during office hours except when work requires movement.
- 2) Carry out all instructions of the Presiding Officers and Supervisory officers promptly and faithfully.
- 3) Dispose of files, registers, statements, returns and correspondence within the prescribed time without delay.
- 4) Maintain accuracy in noting, drafting, fair copying, filing, record maintenance and Data Entry Work.
- 5) Keep all records, case bundles, registers and official property safely and properly.
- 6) Maintain office discipline and refrain from negligence, in-subordination, carelessness or irresponsible conduct.

- 7) Ensure that no complaint or adverse remark arises regarding work, behavior, attendance or discharge of official duties.
- 8) Any staff member who fails to perform duty properly or whose work or conduct gives rise to adverse remarks will be viewed seriously and will be liable for disciplinary action under the applicable service and disciplinary rules. The penalties under disciplinary rules include minor and major penalties and reduction to a lower grade post.
- 9) All the staff members working in the Unit of Krishna are hereby informed that they are expected to discharge the duties attached to their respective posts diligently, efficiently and with utmost responsibility.
- 10) Staff members who are promoted to higher posts are hereby informed that their postings shall be made strictly in accordance with the administrative requirements and exigencies of service in the Unit of Krishna.
- 11) Every promotee shall report for duty at the station to which he/she is posted and discharge the duties entrusted to him/her without seeking modification of the posting on personal preferences.
- 12) No promotee shall claim posting to a station or Court of his/her choice as a matter of right.

Therefore, all concerned are instructed to discharge their duties diligently and responsibly without giving any scope for complaint or adverse remark. The Section Heads shall monitor the work and conduct of the staff under their control and report any dereliction, negligence or insubordination to this office without fail.

Receipt of this Circular shall be acknowledged by all concerned.

Dis. No. 6086

22/7/26

**PRINCIPAL DISTRICT JUDGE,
KRISHNA, MACHILIPATNAM.**

To

All the Judicial Officers working in the Unit of Krishna, with a request to circulate the Circular instructions among the staff members of their respective Courts.

Copy to

The System Officer, Principal District Court, Krishna at Machilipatnam, with a direction to upload the same in the District Court's Official Website.