



DISTRICT JUDICIARY – KRISHNA
PRL. DISTRICT COURT, KRISHNA, MACHILIPATNAM, Dt:21.07.2026.

C I R C U L A R

Sub: District Judiciary – Krishna Unit – All Judicial Officers –
Implementation of transfer/deputation orders issued by the Principal
District Court – Maintain, promote cordial and courteous relationship
with staff members – Certain Instructions – Issued.

Instances have come to the notice of the Undersigned that, despite transfer/deputation orders issued by the Principal District Court, Krishna at Machilipatnam, certain Judicial Officers are not relieving the staff members concerned and are making repeated requests for retention of particular employees in their respective Courts. Such practices defeat the very purpose of administrative transfers and cause much inconvenience in the equitable deployment of staff throughout the Unit, particularly in respect of technical staff such as Stenographers, Typists and other experienced ministerial staff.

The transfer and deputation orders issued by the Principal District Court are administrative orders passed in the interest of judicial administration and shall be implemented promptly and without deviation. No Judicial Officer shall withhold the relieving of any staff member or seek retention of any individual employee or request of specific staff member, except under extraordinary circumstances and with the prior approval of the Undersigned.

Instances have also come to the notice of the Undersigned that some of the Judicial Officers are not maintaining cordial and courteous relationship with court staff.

Accordingly, all the Judicial Officers working in the Unit of Krishna are hereby **strictly instructed** as follows:

- 1) All Presiding Officers of Krishna District are hereby directed to maintain and promote cordial, professional and courteous relationship with all court staff and ensure that work is allocated and obtained from the staff in a fair, transparent and respectful manner.
- 2) Intimidation, derogatory language/discrimination or conduct that demeans staff is strictly prohibited. Officers should lead by example to foster a respectful workplace.

- 3) Work should be assigned with written instructions where appropriate and distributed equitably among available staff.
- 4) The Judicial Officers should provide guidance, training opportunities and constructive feedback to staff to improve efficiency.
- 5) Periodic reviews of workflow and staffing should be held to identify and resolve bottlenecks.
- 6) Every transfer/deputation order issued by the Principal District Court shall be implemented forthwith, and the staff member concerned shall be relieved immediately within the time stipulated in the order, without waiting for substitute arrangements unless specifically directed otherwise.
- 7) Every Judicial Officer shall issue appropriate Office Orders entrusting the branches and duties to the staff members working under his/her control and ensure their optimum utilization.
- 8) If any staff member is found to be incapable of discharging the duties attached to his/her post, or his/her work or conduct is found to be consistently unsatisfactory, the concerned Judicial Officer shall submit a detailed report to the Undersigned with specific instances, supporting material and remarks for appropriate administrative action. No oral or informal complaints will be entertained.
- 9) The Judicial Officers shall extend reasonable guidance and sufficient time to recently promoted or newly posted staff members to enable them to acquaint themselves with the responsibilities of their posts before forming any opinion regarding their performance.
- 10) The Judicial Officers shall refrain from making requests for retention of particular staff members or from delaying the implementation of transfer/deputation orders except with the prior approval of the Undersigned.

All the Judicial Officers shall adhere to these instructions meticulously in the interest of maintaining administrative discipline, efficiency and uniformity in the functioning of all Courts in the unit of Krishna.

Receipt of this Circular shall be acknowledged.

Dis. No. 6087
22/7/26

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

To

All the Judicial Officers working in the Unit of Krishna with a direction to follow the circular instructions scrupulously.

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.