

COURT OF THE CHIEF JUDGE :: CITY SMALL CAUSES COURT ::
PURANI HAVELI, CHETTA BAZAR, CHARMINAR, AT HYDERABAD - 02

C I R C U L A R

Dis. No. 205 /2024/P.R. No.15/2024/ADMN/CSCC

Dt. 16 -02-2024

Sub:- Depreciating the practice of leaving their seats by the Staff Members on other than official works and to make entries in the Movement Registers when leaving on official works- Circular Instructions issued - Regarding

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It is noticed by the undersigned that, some of the Staff Members are leaving their seats during Office hours on other than Official works, and if, leaving on official works, they are not making entries in the Movement Register. The said acts by some of the Staff Members are causing inconvenience to the advocates, litigant public and other stake holders, etc.,.

Depreciating such practice by the Staff Members, all the Presiding Officers and C.M.O's/Section Heads in this Unit are hereby directed to oversee the movement of the Staff Members under their control and to mandatorily maintain Movement Register to record their movements, while leaving their seats on official works.

The Court Manager, City Small Causes Court, Hyderabad, is hereby directed to monitor all the Staff Members in this Unit on the above aspect and to report any discrepancies by any of the Staff Members to the Undersigned.

CHIEF JUDGE
CITY SMALL CAUSES COURT
HYDERABAD

To:

1. All the Presiding Officers of this Unit. (through Official e-mail's)
(with a request to communicate the same among all the Staff members under their Control)
2. The Court Manager, City Small Causes Court, Hyderabad.
3. All the Section Heads of Court of the Chief Judge, CSCC, Hyderabad. (communicated by way of hard copies)
(to communicate the same among all the Staff members working in their respective Sections)