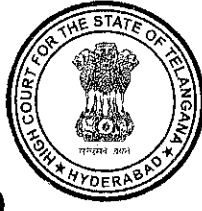


**Smt. E. TIRUMALA DEVI**  
**REGISTRAR GENERAL**  
**FAC.REGISTRAR (VIGILANCE)**



**HYDERABAD**  
**DT: 7-10-2024**

**R.O.C. No. 790/E3/2024**

To

All the Principal District and Sessions Judges  
in the State of Telangana.

Sir/Madam,

**Sub:** INSPECTION – Inspection of Subordinate Courts in the cadre of Senior Civil Judges and Junior Civil Judges by the District Judges – Instructions to the Unit Head to initiate steps for conducting the inspection of the Courts which are due for inspection and submit the notes of Inspection along with the Compliance Report - Reg.


**Ref:** 1. High Court's Circular Roc. No. 826/E6/1999, Dt. 25-01-2000.  
2. High Court's Circular Roc. No. 4451/E1/1996, Dt. 06-07-2001.  
3. High Court's Circular Roc. No. 1846/E1/2003, Dt. 15-04-2003.

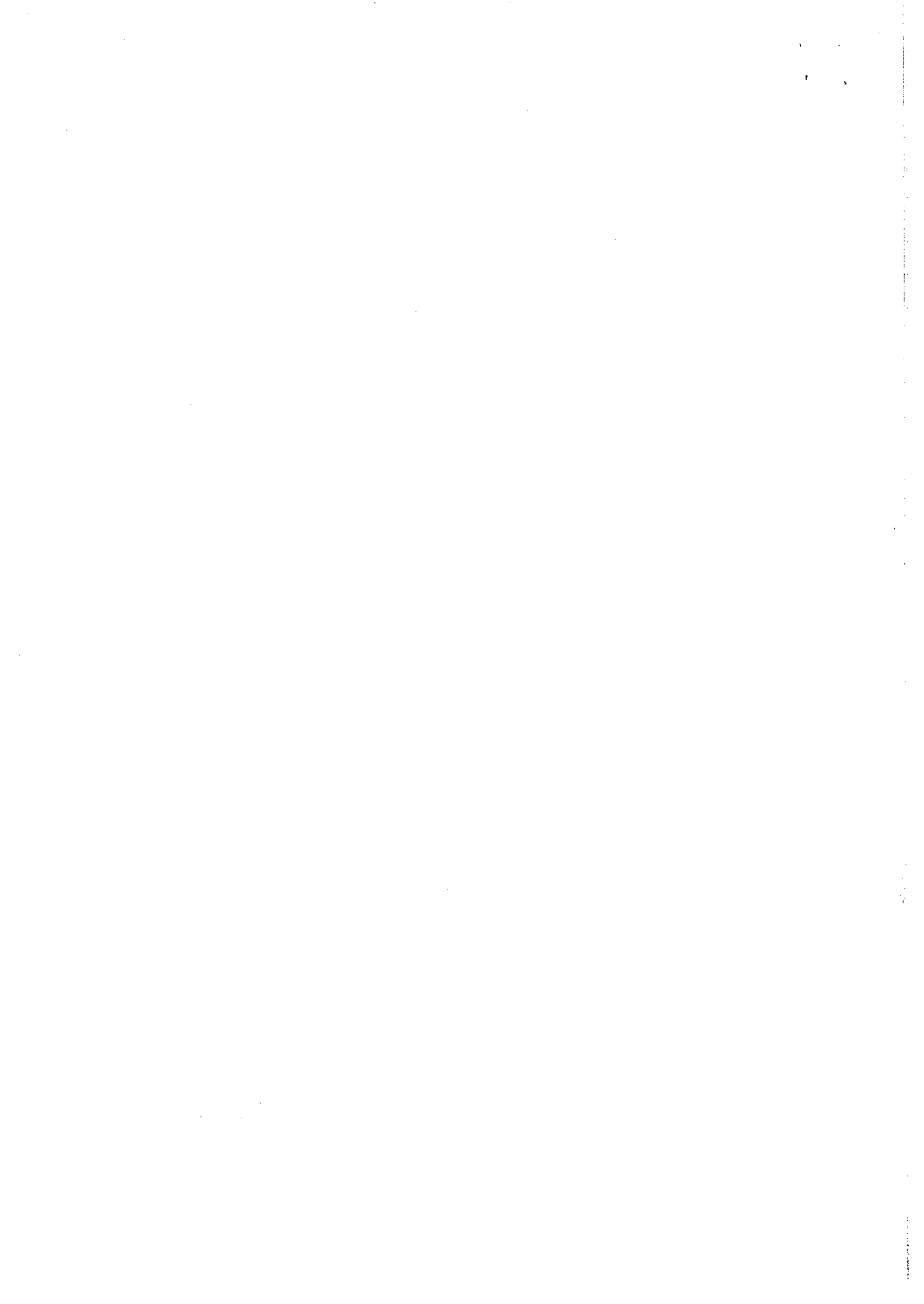
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I am to state that as per the Rule-256(2) of Criminal Rules of Practice, the inspections of Subordinate Courts on Criminal side shall have to be conducted once in a year by the Sessions Judge. Simultaneously, inspection of the Courts on Civil side is also to be done at the same time by the District/Additional District Judge.

While inviting your attention to circulars referred to above, I am further to state that the High Court, having noticed the abnormal delays in conducting the periodical Inspections of Subordinate Courts, which fell due for Inspection, hereby requests to initiate immediate steps for conducting Inspection of Subordinate Courts in their respective Units, which are due for Inspection and submit the Notes of Inspection along with the Compliance Report, for placing the same before the Hon'ble Administrative Judges of the concerned Districts.

Yours Sincerely,

  
**REGISTRAR GENERAL**  
**FAC.REGISTRAR (VIGILANCE)**



HIGH COURT OF ANDHRA PRADESH: AT HYDERABAD.

C I R C U L A R

Reg.No. B26/E.6/99

Dated: 25-1-2000.

Sub: Courts - Civil & Criminal - Inspection of the Subordinate Courts by the District Judges on Civil side and by the Additional District & Sessions Judges on Criminal side - Certain instructions - Issued.

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The High Court is receiving annual inspection reports both on Civil and Criminal sides, pertaining to the Subordinate Courts from the District Judges. On verification, the High Court has noticed in the said inspection reports, that the defects which could be rectified during the course of inspection itself, are being brought to the inspection notes, making the concerned authority to make so much of correspondence for the compliance of such rectifiable objections, which is a futile and unnecessary exercise, and the same can be avoided by directing immediate compliance of such objections during the course of inspections.

Therefore, all the inspecting officers are hereby requested to ensure that all rectifiable defects noticed during the course of inspection be rectified during the inspection itself and the objections which can not be rectified shall only be brought to the inspection notes to avoid further correspondence and multiplicity of work.

  
REGISTRAR GENERAL.

- To
1. All the District & Sessions Judges in the State.
  2. The Chief Judge, City Civil Court, Hyderabad.
  3. The Chief Judge, City Small Causes Court, Hyderabad.
  4. The Metropolitan Sessions Judge, Hyderabad,  
Vijayawada, Visakhapatnam.

( with a request to communicate the same to the Addl. District and Sessions Judges, who are entrusted with the Inspection of Courts in their Districts.)



HIGH COURT OF ANDHRA PRADESH: AT HYDERABAD

R.O.C.No.4451/El/96.

Dated:5-10-1996.

C I R C U L A R

Sub: New format for Notes of Inspection in respect of District Courts by High Court and revised format of Notes of Inspection for Subordinate Courts - Instructions - Issued - Regarding.

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It is axiomatic that the entire edifice of judicial administration rests on the four pillars of a) fair dispensation of justice b) fast disposal of cases c) flawless courtcraft and d) fervant delivery of goods by each fragment of the functionary. By way of strengthening those conspicuous pillars, the acclaimed and applauded measures adopted by the High Court is the factum of Inspection of Courts. Irrefutably, Inspection of Courts is not a fault-finding mission but a fact-finding exercise.

The proforma for Inspection of Subordinate Courts by the District Court continues to be the same without any review, right from the year 1941, by which year perhaps it was prescribed, based on rules which were in vogue at that time, in any case not covering all the Registers and Branches quite inconceivably, there is no prescribed format for inspection of District Courts by High Court. Therefore, the Registry has taken up the task of updating the format of notes of Inspection of the Subordinate Courts and prescribing a format for District Courts, in consonance with the present set of Rules, Circular Instructions and congenial to the modern trends of litigation, Special Enactments etc., and keeping in view the quintessential aspects of simplification, modernisation, rationalisation and relevancy. Dispensing with maintenance of certain Registers/columns thereof, and introducing certain relevant and warranted proforma of registers are also some of such tasks met by the Registry. The proposed Formats, in their crude form, were placed before the Conference of District Judges, held recently at Hyderabad. Presided over by the Honourable Judges of High Court and District Judges in the State, accompanied by the three Heads of the Registry. In pursuance of the consensus arrived at therein for their approval, after

P.T.O.

duly incorporating the suggestions made by certain Unit Heads, the two Formats for Notes of Inspection, one for inspection of District Courts to be taken up by the High Court and the other in respect of Subordinate Courts to be made by the District Courts, are herewith enclosed and released for being adopted and to be followed by the Inspecting Teams of the Registry and of Units scrupulously, along with the following Instructions:

A) METHOD OF INSPECTION:

i) Before taking up the inspection of any court the Head of the Institution/Unit has to select the team of ministerial Officers or staff who are conversant with all the registers and Procedure for inspection.

ii) One day crash course may be given to the Inspection Team about the method adopted at the time of inspection.

iii) Schedule for Inspection will be fixed in advance and will be intimated to the Courts concerned to clear off all the arrears and to keep the Court upto date with all records.

iv) Inspection Team will reach the Inspecting Court atleast one week in advance of the actual Inspection.

v) Inspection Team will have to prepare a rough notes on verification of each and every register and point out the defects and omissions in all the Registers and bring the said fact to the notice of the Presiding Officer to enable him to issue instructions to the concerned staff to rectify the defects immediately and furnish compliance report within 24 hours.

vi) On receipt of the compliance report, the Inspection Team will again verify whether the omissions pointed out are attended to and if there are any further defects the same be brought to the notice of the concerned staff.

vii) On each day, the Inspection Team will furnish copies of omissions detected by them to the Presiding Officer, who, in turn, will direct the concerned staff members to rectify the defects and submit compliance report within 24 hours and this process will continue throughout, so that, the defects will be complied with as and when they are noticed and the Inspection will be upto date.

B) INSTRUCTIONS TO THE INSPECTION TEAM:

The instructions intended to be followed by the inspection team are vividly enumerated at the very first page of the format. They must be carefully gone through and adhered to by the Inspection Team the moment they are instructed to take up inspection work of a particular court.

C) REGISTERS ABOLISHED, DISPENSED WITH AND INTRODUCED:

In the formats, immediately after the completion of the questionnaire, and after mentioning the various registers, Civil and Criminal to be maintained in each branch of the office of the Court, a list containing the captions of the Registers abolished, dispensed with and introduced has been appended for ready reference and guidance. While the staff concerned are relieved from the task of maintaining the said abolished and dispensed with registers they are required to open and regularly maintain the four registers newly introduced invariably.

It is made crystal clear that they columns mentioning the duration in all the Civil and Criminal Registers need not be filled in hereafter, Unless, such information is required to be mentioned in any particular statement.

D) LISTS OF REGISTERS BRANCH-WISE, THEIR PROFORMAE AND COPIES OF CIRCULARS:

The purpose of mentioning the lists of Registers branch-wise, their proformae and the copies of circulars which are rarely available is to enable not only the clerks to have thorough knowledge of things but also to enlighten the officers and to make them inspect their own courts periodically and get the arrears if any cleared up, before they are found fault with the higher ups.

E) DRAFTING THE NOTES OF INSPECTION:

Drafting of notes of Inspection shall be on separate white papers following the questionnaire suggested in the book-let format, using sufficient space for answers. That is to say, the Book-let containing the entire format with the proformae of Registers, Circulars etc., shall be used only for guidance and not for actual filling up of the columns.

The Inspecting Judges out of their personal experience and observations of the things on the spot may develop and add any other relevant and important questions and issue instructions in detail in the Inspection Notes.

Receipt of the Circular may please be acknowledged. This Circular and the Inspection Format with all relevant information concerned, is to be circulated to all the Courts working in your District for information and necessary action.

Sd/-M.E.N.PATRUDU,  
REGISTRAR (MANAGEMENT).

// True copy //

V. Pauluandee  
SECTION OFFICER.

To  
All the District and Sessions Judges in the State.  
The Chief Judge, City Civil Court, Hyderabad.  
The Chief Judge, City Small Causes Court, Hyderabad.  
The Metropolitan Sessions Judges, Hyderabad,  
Vijayawada and Visakhapatnam.

Copies to:

1. All the P.S. to the Hon'ble Judges of the High Court. (with a request to place this Circular before the Hon'ble Judges).
2. The P.S. to the Registrar (Admn.), High Court of A.P.,
3. The P.S. to the Registrar (Judl.), High Court of A.P., (with a request to place the Circular in question before the Registrars for information).
4. The Director, A.P. Judl. Academy, Secunderabad.
5. Special Officers Section, High Court of A.P., ( For Codification of Circulars )
6. Ten Spare Copies to file.



HIGH COURT OF ANDHRA PRADESH : HYDERABAD

C I R C U L A R

R.O.C. NOI.1846/E1//2003

Dt. 15-4-2003

Sub: Annual inspection of Subordinate Courts – Certain instructions – Issued.

Ref: High Court's Lt.Roc.No. 827/E6/99 Dt.23-2-1999

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The High Court under the letter cited above, instructed all the Unit heads to send a comprehensive report in the prescribed proforma, every year by 15<sup>th</sup> January, about the Courts that are due for inspection and the reasons for not inspecting the Courts in time. It is quite essential to note that annual inspection of Subordinate Courts is *sine qua non* to tone up the administration of Subordinate Courts.

While so, it is found that the said instructions are observed more in their breach than in compliance. Several Unit Heads omitted to send the Compliance Reports, as prescribed. The reports sent by some unit Heads reveal that there are Courts, which remain un-inspected even from the year 1996. Even for sending the Notes of Inspection along with the compliance reports to High Court, it is noted that the Unit Heads are taking months together, that too, after lot of correspondence from High Court. With the result, the Registry is unable to place the latest stage of inspections in each unit before the Hon'ble Judges. The High Court is unable to understand

whether some of the Unit Heads are ignorant of these circular instructions or they totally ignored them. In any case, it reflects the administrative capabilities of the Unit heads.

The High Court is unhappy for this sorrow state of affairs and expresses its displeasure over the lackadaisical attitude of the Unit Heads in complying with the circular instructions issued. The High Court directs the Unit Heads to draw up an 'Action Plan' under intimation to the High Court, immediately by fixing up schedules, in co-ordination with the Addl. District Judges in their units, for completing the inspections of Courts in their units within the shortest possible time and for forwarding the notes of inspection along with the compliance reports, promptly. The ensuing summer vacation can be better utilised for this exercise.

Receipt of this Circular may please be acknowledged.



REGISTRAR(VIGILANCE)

To

1. All the Unit heads in the State
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad
4. The Metropolitan Sessions Judge, Hyderabad, Visakhapatnam and Vijayawada
5. The Section Officer, Spl. Officer's Section, High Court of A.P. Hyderabad ( for consideration)