

PRL. DISTRICT COURT, EAST GODAVARI AT RAJAMAHENDRAVARAM
DATED: 24.04.2023

Communicated to all the Judicial officers in the Unit to circulate the same among their staff members.

The receipt of this circular by all staff members, is to be acknowledged in the following proforma.

PROFORMA

Name of the Court :

The circular of Hon'ble High Court of Andhra Pradesh at Amaravathi in ROC.No.570/2023-C1 Dt.21.04.2023 is acknowledged.

Name of the employee	Designation	Signature

Di 2778
24-4-23

Sumitha
Prl. District Judge (FAC)
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Copy to
All the courts in the unit of East Godavari.

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

DISTRICT COURT
RAJAMAHENDRAVARAM

ROC NO. 570/2023-C1.

DT. 21-04-2023

RECEIVED

121 APR 2023

PRL. DISTRICT JUDGE

CIRCULAR

1. The Staff working in the District Judiciary including deputed Staff, Outsourcing Staff, Contract-employees and who are working at Bungalows shall use Bio-metric attendance from 01-05-2023, the daily report of Bio-metric of all the Courts shall be e-Mailed to the concerned Principal District Judges with the comments of the concerned Judge, if any for examination.
2. The Staff shall reside at the place of working Station, they shall submit their residence's complete address of the working station forthwith, and they should not leave the station without prior sanction of leave/permission. The change of residence if any be submitted to the Principal District Judge immediately through proper channel and then shift the residence for updating the record.
3. The Judges shall ensure Office Order/Job Chart to all the Staff working in the Court including for Drivers by assigning work in the Office. Also shall ensure minimum working hours to all the staff including staff working at Bungalow and Massalchies. The deviation if any shall be reported forthwith to the Principal District Judge for necessary action.
4. The Staff shall not leave the Court premises including for lunch till completion of working hours or till completion of the day work, whichever is later, except for attending official work on specific direction.
5. The Staff shall submit leave/permission applications well in advance with actual & detailed reasons along with supported documents if any, generally after grant of leave/permission only, they can avail the leave, except for urgent medical and other necessities. The leave shall be availed for the granted purpose and shall stay in the leave address, the change if any beyond their control, shall be intimated forthwith.

A. Sanyal 21/04/2023

circulate
among the
staff and
doctors
21/4/23

6. The Staff shall wear uniform, where uniform is prescribed. Where uniform is not prescribed, they shall wear formals only (for men - pant & shirt, for women - Saree & blouse or Chudidhar with Duppata etc.,). They shall not wear Jeans, T-shirts, party wear etc., in the working hours.

7. The Staff or their family members, where there are cases (Civil or Criminal) either instituted by them or against them, shall be brought to the notice of Principal District Judge to examine the case or the conflict of interest if any, generally it is not desirable to work in the same Court/Complex where the case is pending or to request posting in the same station during pendency of the case.

8. The Staff generally shall not attend audio/video calls during working hours except for Official purpose or for brief period for personal needs. The staff shall not use social media platforms (Whatsapp, Facebook, Instagram etc.,), chatting/gaming/entertainment Apps etc., wear headphones/ear pods etc., during the working hours.

9. The Staff shall not attend any private job work including Steno/Typist job work in the Offices of Advocates even after working hours or in holidays. The Staff shall not talk or advise parties regarding cases, shall not accompany the parties to the Office of Advocates.

10. The Judges shall submit special or other reports of the Staff strictly as per the conduct/work of the employee including for processing promotion, probation or officiation. The Principal District Judges also shall check those Reports carefully, and then process in deserving cases for promotion, declaration of probation/officiation.

A. L. J. W. 21/04/2023

11. The Staff or their family members who desirous to borrow or lend money, permission to be taken in terms of Rule 8 of A.P. Civil Service (Conduct) Rules, 1964. The Staff or their family members who desirous to acquire or dispose property, permission to be taken in terms of Rule 9 of A.P. Civil Service (Conduct) Rules, 1964 disclosing the actual sale or purchase value of the property. The Staff or their dependent family members shall not do unlicensed chits/money lending business etc.,
12. The Staff shall submit LTC/HTC/Medical Reimbursement claims as per Rules, shall not claim for earning parents/spouse/son/daughter/other family members (who has income including from private job, profession, pension, business or properties etc.,).
13. The Judges and Senior Staff shall check the violations of the above instructions if any and the Judges shall report the same to the Principal District Judges through proper channel. The encouragement or passive acts or non-reporting if any may warrant departmental action. There shall be proper and effective supervision, failing which the concerned is liable for supervisory lapses.
14. The above Instructions shall be strictly followed by all the Staff and also shall be monitored by the Judges for smooth and effective administration.
15. These Circular instructions are not exhaustive.
16. Any deviation will be viewed seriously as per Law & Rules.

A. Saiy 21/4/2023
REGISTRAR (ADMINISTRATION)

To

All the District Judges/ Unit Heads in the State of Andhra Pradesh (with a request to circulate among the Staff in the District and ensure compliance).

COPY TO:

- (1) The Principal Private Secretary to the Hon'ble Chief Justice (for placing before the Hon'ble Chief Justice).
- (2) All the P.Ss. to the Hon'ble Judges (for placing before the Hon'ble Judges).
- (3) All the P.S. to the Registrars (for placing before the Registrars).