

**HIGH COURT OF ANDHRA PRADESH : AMARAVATI**

**ROC.No.254/B.SPL**

**DATED:25.02.2022**

**C I R C U L A R**

**SUB:** Punctuality in maintaining Court Timings by Judicial Officers - Instructions - Regarding.

**Ref:** 1.Roc.No.3108/58-B1, dated 17.06.1958.  
2. D.O. Lr.No.4007/92, B.Spl, dated 17.07.1992.  
3.Roc.No.5653/99/OP CELL-E, dated 18.12.1999.  
4.Roc.No.3211/2001/OP.CELL-E, dated 25.06.2001.  
5.Roc.No.420/2001/1335/2001/Vigilance Cell, dated 18.10.2001.  
6.Roc.No.1872/OP CELL-E/2003, dated 16.04.2003.  
7.Roc.No.5108/2004-B.Spl, dated 06.08.2004.  
8.Roc.No.4840/2018-B.Spl. dated 17.08.2018.

\* \* \*

Attention of all the judicial officers in the State of Andhra Pradesh is hereby drawn to the High Court Circular instructions issued under references 1<sup>st</sup> to 8<sup>th</sup> cited.

In the reference 1<sup>st</sup> cited, all the judicial officers in the State were directed to strictly adhere to the working hours in the Courts.

Previously, some instances have come to the notice of the High Court, that many judicial officers in the State are not observing punctuality in attending Courts and not commencing the court work by 10.30 a.m., and not engaging themselves in judicial work on Bench till 5.00 p.m. Thereby, High Court had issued circular instructions, under references 2<sup>nd</sup> to 8<sup>th</sup> cited.

Inspite of above instructions issued from time to time, High Court has been receiving complaints against certain judicial officers that they are not adhering to the above instructions in maintaining punctuality in attending Courts and engaging themselves in judicial work till 5.00 p.m.

The High Court strongly disapproves such conduct on the part of certain judicial officers, as lack of punctuality on the part of judicial officers affects the administration of justice and that punctuality is the hallmark of any discipline, especially in the

judiciary and any deviation of this cardinal principle shakes the very confidence of the litigant public in administration of justice. Hence, such officers are hereby directed to mend their attitude and to make every endeavour to uphold the Majesty of judiciary by maintaining high standards in observing punctuality.

Therefore, reiterating the instructions already issued, under references cited supra, all the judicial officers in the State are directed to observe the Court timings punctually and to engage themselves in judicial work till 5.00 p.m. by posting sufficient matters on board. And, they shall plan posting of cases in such a way that they can extract sufficient work during the court hours and to avoid collapse of work on any day.

All the Unit heads are hereby instructed to be vigilant in this regard and ensure that all judicial officers working under their control shall scrupulously follow the instructions issued by commencing the judicial work at 10.30 a.m., and to engage themselves in judicial work on Bench till 5.00 p.m., by posting sufficient matters every day.

The circular instructions under 1<sup>st</sup> to 8<sup>th</sup> cited are enclosed herewith.

S. Srinivas  
25.02.22  
**REGISTRAR (VIGILANCE)**

To

All the Unit Heads in the State of Andhra Pradesh.  
(With a request to communicate the circular to all the Officers working in their respective units)

**DISTRICT COURT, EAST GODAVARI RAJAMAHENDRAVARAM :: DT:26.02.2022**

Communicated to all the Judicial Officers working in the Unit of District Judge, East Godavari with a direction to follow the directions in ROC.No.254/B.SPL., Dated 25.02.2022 of the Hon'ble High Court, scrupulously.

Copy to;

Dir 1547  
26-2-2022

  
**PRL. DISTRICT JUDGE.**

- 1) All the Judicial Officers working in the unit of District Judge, East Godavari are requested to download the same from e-Courts Website of East Godavari District.
- 2) The Superintendent-Accounts, District Court, Rajamahendravaram.
- 3) The System Officer-Incharge is directed to upload the copy in the District Courts website, East Godavari.



L-1

**HIGH COURT OF ANDHRA PRADESH::HYDERABAD**  
FOR THE STATE OF TELANGANA AND THE STATE OF ANDHRA PRADESH

ROC.NO.4840/2018-B.SPL.

DATED:17.08.2018

**C I R C U L A R**

**SUB: PERMISSIONS - JUDICIAL OFFICERS -** Receiving requests from Judicial Officers to leave office early i.e., in the afternoon or to attend the Court late i.e., in the forenoon - Certain instructions - Issued - Regarding.

REF: High Court's Circular Roc.No.2399/OP-Cell-E/2011, dated 04.12.2014.  
-oOo-

All the Judicial Officers in both the States of Telangana and Andhra Pradesh were directed as per circular under reference, to punctually maintain Court working time i.e., from 10.30 a.m. to 2.00 p.m. and from 2.30 p.m. to 5.00 p.m. and all the Unit Heads were further directed to monitor functioning of the Courts under their control and ensure that all the Presiding Officers adhere to the said instructions of the High Court scrupulously.

However, several instances have come to the notice of the High Court that Judicial Officers including District Judges are submitting applications requesting for grant of one hour permission to leave the office early i.e. before 5.00 p.m. or to attend the Court late in the morning. The Prl. District and Sessions Judges or the other officers who are given power to grant leave are granting such permissions to the Senior Civil Judges and Junior Civil Judges working in their respective Units. Similar requests of District Judges are also being entertained and permissions were granted.

It is noticed by the High Court that there is no rule permitting the Judicial Officers to avail one hour permission to come late or leave the office early.

// 2 //

Therefore, the High Court hereby issues the following instructions to be strictly adhered to by all the Judicial Officers.

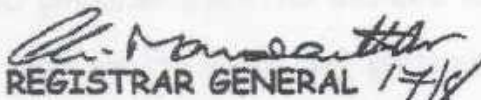
All the Judicial Officers working in both the States of Telangana and the Andhra Pradesh, are hereby informed that the Judicial Officers are not entitled for permission to come late by one hour or leave the Court early by availing one hour permission. In case they want to come late to the Court by one hour or leave the Court early, they should apply for half a day or full day leave, as the case may be.

It is further directed that the officers with whom the power to grant leave is vested shall not hereinafter grant any such one hour permission to the officers to come to the Court or leave the Court early. No such applications shall be entertained.

Any deviation from the above, will be viewed seriously.

NOTE: (A) All the Pri. District and Sessions Judges/Unit Heads are directed to communicate the above Circular to all the Judicial Officers working in their Unit.

(B) Receipt of this circular be acknowledged.

  
REGISTRAR GENERAL 17/8  
FAC REGISTRAR (VIGILANCE)

To

1. The Pri. Secretary to the Hon'ble the Chief Justice and Personal Secretaries to the Hon'ble Judges (for placing before Their Lordships kind perusal)
2. The Registrar General and Other Registrars, High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh
3. The Chief Judge, City Civil Court, Hyderabad
4. The Chief Judge, City Small Causes Court, Hyderabad
5. The Metropolitan Sessions Judge, Hyderabad, Vijayawada, Visakhapatnam and L.B.Nagar, Rangareddy District.
6. The Director, Andhra Pradesh Judicial Academy, Secunderabad
7. The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
8. The Member Secretary, Andhra Pradesh State Legal Services Authority, Hyderabad.



9. The Secretary, Andhra Pradesh High Court Legal Services Committee, High Court, Hyderabad
10. The Chairman and Presiding Officers, Industrial Tribunal-cum-Labour Courts in the State of Telangana and the State of Andhra Pradesh.

11. THE PRL. DISTRICT AND SESSIONS JUDGES:

Adilabad, Ananthapuram, Chittoor, East Godavari at Rajahmundry, Guntur, Kadapa Karimnagar, Khammam, Krishna at Machilipatnam, Kurnool, Mahabubnagar, Medak at Sangareddy, Nalgonda, Nellore, Nizamabad, Prakasam at Ongole, Rangareddy District, Srikakulam, Visakhapatnam, Vizianagaram, Warangal and West Godavari at Eluru.

12. THE I ADDL. DISTRICT AND SESSIONS JUDGES:

Adilabad, Ananthapuram, Chittoor, East Godavari at Rajahmundry, Guntur, Kadapa Karimnagar, Khammam, Krishna at Machilipatnam, Kurnool, Mahabubnagar, Medak at Sangareddy, Nalgonda, Nellore, Nizamabad, Prakasam at Ongole, Rangareddy District, Srikakulam, Visakhapatnam, Vizianagaram, Warangal and West Godavari at Eluru.

HIGH COURT OF ANDHRA PRADESH HYDERABADROC.NO. 5108/2004-B.SPLDATED:06.08.2004.C I R C U L A R

Several instances have come to the notice of the High Court that in the recent times, some Judicial Officers from the City and Mofussil are visiting the residences of the Hon'ble the Chief Justice and Hon'ble Judges and are also meeting the Hon'ble Judges in their Chambers during the lunch recess on working days without prior appointment inspite of issuance of the Circular instructions earlier.

Therefore the following instructions are issued for strict observance to maintain discipline and decorum amongst Judicial Officers.

1. All the District and Sessions Judges are informed that whenever they intend to come to Hyderabad for official purposes, they are requested to intimate the fact to the Registrar (Vigilance), in advance.
2. If any officer desirous to call on any Hon'ble Judge for courtesy, they may do so only after seeking prior appointment. In no case they should visit Residence/Chambers of any Hon'ble Judge without prior appointment.
3. The officers are at liberty to meet and make any representation to the Hon'ble the Chief Justice/Hon'ble Judges when they are officially visiting the Districts and in all such cases their written representations must reach the Registrar(Vigilance) at least 10 days in advance so as to prepare the office note and to apprise the Hon'ble Judge on the subject. Then the officer concerned may call on the Hon'ble the Chief Justice or the Hon'ble Judges as per the appointment fixed to make representation.

Contd.. 2.

4. All Judicial Officers of the Higher and Subordinate Judicial Service of the State of Andhra Pradesh are hereby put on notice that while, consistent with the guidelines on transfers/postings/deputations/repatriations, the High Court gives due consideration to genuine hardships and difficulties, any attempt to influence the High Court in these matters, either through the executive or otherwise, will be considered an act of indiscipline and will be viewed with serious displeasure with, in a given case an appropriate entry in the Service Record of the concerned Judicial Officer.
5. All the District and Sessions Judges are informed that all official functions connected with the Judiciary, including holding of conferences and inauguration of Courts, Judicial Quarters etc., should be done only after first moving the High Court by a written application and only after obtaining prior written permission of the High Court.
6. Several instances have come to the notice of the High Court where Judicial Officers have addressed the Hon'ble the Chief Justice or any other Hon'ble Judges to address their grievances. The High Court deprecates such tendency on the part of the Judicial Officers. No Judicial Officer shall address or enter into correspondence with either the Hon'ble the Chief Justice or any other Hon'ble Judges directly in any matter. All correspondence or representation to the High Court should be addressed only to the Registrars concerned.
7. If the Hon'ble the Chief Justice or any other Hon'ble Judge happens to visit any station in any District during the Court hours, no Judicial Officer should be present during Court hours or come to the Airport or Railway station for receiving or sending off the Hon'ble the Chief Justice/Hon'ble Judge. Even after Court hours, only the District and Sessions Judge and the Protocol Officer of the station may come to the Airport or the Railway Station to receive or send off the Hon'ble the Chief Justice/Hon'ble Judge.
8. The Unit Officers and the other Judicial Officers staying outside the place of visit shall not make any official trips for the purpose of seeing the dignitary.



9. Many Judicial Officers in the State are not observing punctuality in attending to the Court and commencing the Court work by 10.30 a.m., and also not engaging themselves in the Judicial Work on the bench till 5.00 p.m. The lack of punctuality not only affects the disposals of the cases but it affects the Judicial discipline of the Subordinate Judiciary. The District and Sessions Judges are therefore instructed to ensure that all the Judicial Officers under their control scrupulously observe the punctuality in attending to Courts and commencing the Judicial work at 10.30 a.m., and to engage themselves with judicial work in the Courts till 5.00 p.m., by posting sufficient work every day.

10. It has come to the notice of the High Court where Judicial Officers and even some of the District and Sessions Judges have made it a habit of availing most of the holidays and Sundays and leaving their Head Quarters. The High Court would like to impress upon the District and Sessions Judges that they should set an example to their Subordinates in the District by remaining at the Head Quarters on holidays and if they intend availing any holiday and leaving the Head Quarters, they should, except in cases of exceptional urgency, do so after intimation to the High Court with reasons sufficiently in advance for its approval.

11. Of late, there has been growing tendency on the part of some Judicial Officers to apply for short leave in the first instance and subsequently ask for extension of the same by short spells, possibly with a view to avoid their being posted elsewhere on return from leave. Consequently, Courts remain vacant without presiding officers for long periods causing serious dislocation of work. The High Court deprecates such tendency on the part of the Judicial Officers.

12. The practice of availing casual leave admissible under the Rules long before expiry of the calendar year and apply to the High Court for conversion of casual leave already availed of into earned leave is deprecated. All the District and Sessions Judges are informed that they should use their discretion in granting casual leave to the Subordinate Officers and discourage the tendency of conversion of casual leave into earned leave.

Contd.. 4.



13. It has been observed that Annual Confidential Reports are not being received from many of the Units promptly every year. All the District and Sessions Judges are informed to send the Annual Confidential Reports of the Subordinate Judicial Officers working in their Unit without fail to the High Court, without recourse to the reminders.

14. The District and Sessions Judges are requested to suggest the incharge arrangements and also leave titles whenever they forward the leave applications of the Subordinate Officers working in their Unit so as to avoid further correspondence in this regard.

All the Judicial Officers are informed that the above instructions are nothing but a repetition of the instructions already issued by the High Court time and again.

Any deviation from the above instructions will be viewed seriously.

*J. Radhakrishnan*  
REGISTRAR (VIGILANCE).

NOTE: a) Receipt of this circular may please be acknowledged.  
b) The District and Sessions Judges/Unit Heads are requested to communicate the above circular to all the Judicial Officers working in their unit.

To

1. All the District and Sessions Judges in the State of Andhra Pradesh.
  2. The Ppl. Secretary to the Hon'ble the Chief Justice and Personal Secretaries to the Hon'ble Judges (for placing before their Lordships kind perusal)
  3. The Personal Secretaries to the Registrars, High Court of A.P., Hyderabad (for placing before the Registrars for information)
  4. The Chief Judge, City Civil Court, Hyderabad
  5. The Metropolitan Sessions Judge, Hyderabad
  6. The Chief Judge, City Small Causes Court, Hyderabad
  7. The Chairman, various Tribunals and Labour Courts.
  8. The Director, A.P. Judicial Academy, Secunderabad
- Spare.

kkra\*

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

OC.No. 1872/OP CELL-E/2003

Dated: 16-04-2003

**CIRCULAR**

Sub: Courts - Civil & Criminal - Observance of Office Timings scrupulously by the Judicial Officers  
- Instructions - Issued.

Ref: 1. High Court's D.O.Lr. No. 4007/1992/B-SPL., Dt. 17-7-1992.

2. High Court's Circular Roc No. 5653/OP. Cell-E/1999, Dt. 18-12-1999.

□ ♦ □

Certain instances have come to the notice of the High Court that several judicial Officers are not punctual attending Judicial work on the Bench, making room for many a complaint, affecting the image of the judiciary. It also come to light that some of the Presiding Officers, including certain Unit Heads, are retiring to their chambers the plea of 'lack of sufficient work' for the day, and there are also officers who leave for their homes for taking rest, etc. The High Court is very unhappy over this, and expresses its anguish and displeasure and takes it very seriously.

Axiomatically, punctuality is the hallmark of any discipline especially in judicial wing, and any deviation to this cardinal principle shakes the confidence of the litigant public in the temples of justice. The Unit Heads must stick up to this principle of punctuality. They are expected to set example for their subordinate officers and staff by their disciplined style of functioning.

Therefore, while reiterating the instructions already issued in this regard, under references cited supra, all Judicial officers in the state are required to observe the Court Timings punctually and render devoted service, attending the entire judicial work on the Bench itself, during the Court hours. Further, they should plan the posting of cases in such a way that they have sufficient work on the Bench during Court hours. A well planned programme can avert collapse of cases.

As a measure of check, the High Court may make such enquiries as it may deem fit and proper to identify Judicial Officers deviating from the above instructions and serious action will be initiated against wrong doers. All the Unit Heads are also requested to be vigilant in this regard and report to the High Court immediately whenever there is violation.

Receipt of this Circular may kindly be acknowledged.

**SD/  
REGISTRAR (VIGILANCE)**

1. THE UNIT HEADS IN THE STATE OF A.P.,  
(With a request to communicate the same to all the Officers under their control.)

Copy to  
Special Officers Section,  
High Court of A.P., Hyderabad (for codification)



HIGH COURT OF ANDHRA PRADESH :: AT HYDERABAD

ROC.NO.420/2001/VIGILANCE CELL  
1335/2001

DT.18-10-2001

CIRCULAR

Sub: Court timings - Observance of court timings by the  
Judicial Officers - Certain Instructions - Issued.

\*\*\*

Several instances have come to the notice of High Court that most of the Judicial Officers made it a habit not to maintain the court timings properly, making the litigant public and Advocates suffer a lot. It has also come to the notice of the High Court that inspite of repeated requests made by the parties/Advocates, the officers are not speedily disposing of the matters and granting adjournments on trivial reasons. It has also come to the notice of the High Court that some of the Judicial Officers are sitting idle in court chambers and involving in chit chatting though Advocates and parties are waiting in Court Hall and that some of the Officers are getting down from the Bench immediately after the call work is over and going to the Bench leisurely, which is highly deprecated.

The High Court having considered the matter hereby issues the following instructions:

- (1) All the Judicial Officers shall maintain punctuality in going to the Bench and shall not cause any inconvenience either to the Advocates or to the litigant public.
- (2) No Judicial Officer shall remain in the chambers during court hours unless there are cogent and compelling reasons.

All the Judicial Officers are hereby directed to ad-here to the instructions scrupulously and any deviation in this regard will be dealt with severely.

Sd/- REGISTRAR (VIGILANCE)

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 3211/2001/OP.CELL-E

Dated: 25-06-2001.

CIRCULAR

Sub: Judicial conduct - Punctuality of Judicial Officer - Norms - Regarding.

Ref: 1. Roc. NO. 3108/58-B1 dated. 17.06.1958.

2. Notification No. 221/86/C3 dated 16.07.1986

3. D.O.Lr.No. 4007/92/D. Spl. dated 17.7.1992.

4. Roc. No. 5653/99/OP.CELL-E dated 18.12.1999.

5. Roc. No. 214/E1/2001 dated. 9-01-2001.

\*\*\*

Punctuality and promptness are the hallmarks of judicial functioning. It is needless to point out that lack of punctuality not only affects the disposal of cases but also adversely reflects on the judicial discipline. In spite of many Circulars issued on this subject previously impressing upon the judicial Officers, the need to maintain punctuality and promptness in the judicial functioning, it has come to the notice of the High Court that several Officers are not complying with the instructions and are indulging in late attendance, leaving for residence during Lunch time, leaving the Court premises before the working hours and the like. The High Court strongly disapproves such mis-conduct on the part of the Judicial Officers. The recalcitrant officers are hereby called upon to mend their ways and make every endeavour to uphold the image of judiciary by maintaining high standards.

All the Unit heads are requested to keep a close watch on the observance of punctuality by the judicial Officers in their respective Units in relation to their official functioning and report to the High Court instances of any breach thereof.

Receipt of the circular may please be acknowledged.

(By order)

Sd/-

REGISTRAR (VIGILANCE).

All the Unit heads in the State with a request to communicate the Circular  
All the Judicial Officer working in their respective Units.



HIGH COURT OF ANDHRA PRADESH :: AT HYDERABAD

ROC.NO.5653/99/OP CELL-E

DT.18.12.1999

CIRCULAR

Sub: Subordinate Courts - Observance of Office Timings  
scrupulously by the Judicial Officers - Instructions -  
Issued.

\*\*\*

It has come to the notice of the High Court that some of the Presiding Officers of the Subordinate Courts in the State are not strictly adhering to the Office Hours by attending the Bench late, leaving to their residences during lunch hours and also leaving the court premises before 5.00 p.m. on working days.

In this connection, the High Court of Andhra Pradesh hereby directs that all the Unit Heads in the State and all the Judicial Officers working in their Units to maintain the Court Hours strictly from 10.30 a.m. to 2.00 p.m. and 2.30 p.m. to 5.00 p.m. and not to leave the Court premises during lunch hours and the Unit Heads are further directed that any deviation in this regard by any officer in this respective units be reported to the High Court immediately.

Sd/- G.YETHIRAJULU  
REGISTRAR GENERAL

## HIGH COURT OF ANDHRA PRADESH : HYDERABAD

Dated 17-7-1992.D.O.LR.No.4007/92, B.Spl.

Dear Sri

I am directed to inform you that it has come to the notice of the Hon'ble the Chief Justice that many Judicial Officers in the State are not observing punctuality in attending to the Courts and commencing the Court work by 10-30 A.M. and also not engaging themselves in the Judicial work on the Bench till 5.00 P.M. It is needless to say that the lack of punctuality not only affects the disposal of the cases, but it affect the judicial discipline of the Subordinate Judiciary. I am, therefore, directed to impress upon you the necessity to ensure that all the Judicial officers under your charge in the District acrupulously observe the punctuality in attending to the Courts and also commencing the Judicial work at 10.30 A.M., and to engage themselves with judicial work in the Courts till 5.00 P.M. by posting sufficient work every day.

The Principal District & Sessions Judges occupy a very important position in the Judicial administration of the State. The High Court depends upon them for maintenance of high standards of integrity and fair name of the Judiciary.

I am, therefore, directed to request you to bring it to the notice of the High Court any instance of corruption, want of integrity and bad or doubtful reputation of any Judicial Officer under your charge. At the same time, you are also requested to give full protection to the officers who are honest and of high degree of integrity and noted for hard-work.

I request you to acknowledge the receipt of this letter.

Yours



## HIGH COURT OF ANDHRA PRADESH, HYDERABAD.

Roc.No.3108/58-B1.

Dt. 17th June, 1958.

CIRCULAR

Sub:- Courts-Civil and Criminal-Working hours prescribed-strict observance of-Instructions issued.

The attention of the Presiding Officers of all Subordinate Civil and Criminal Courts is drawn to the High Court's Circular Roc.No.3119/56-B1. dated 5-1-1957 and they are informed that they should strictly adhere to the working hours prescribed therein.

In this connections, their attention is also drawn to the Composite Madras High Court's Circular Roc.No. 1315/48.D6 dated 10-12-1943 (copy enclosed) and they are once again informed that non-observance of the prescribed working hours will be taken serious notice of by the High Court.

S. ODUL REDDY,  
Registrar.