OFFICE OF THE PRINCIPAL DISTRICT COURT:: KURNOOL

CIRCULAR

Sub: Memos issued by the Judicial Officers – Employees not submitting explanations within stipulated time – Instructions issued – Reg.

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Instances have come to the notice of the undersigned that employees working in Kurnool Unit are not submitting their explanations within stipulated time to the Office memos issued by the respective Judicial Officers. Instead, they are submitting explanations when the matter is reported to the Hon'ble Principal District Judge, Kurnool and Show cause notices are issued. Memo is issued to afford an opportunity to the concerned employee to explain the facts before any further action is considered. Failure to respond within prescribed time to the Memos issued amounts to disobedience of Lawful instructions , directions and lack of devotion to duty.

All employees are therefore, instructed to submit their explanations to office memos issued by the Officers concerned within the time specified therein. If additional time is genuinely required, a written request seeking extension shall be submitted to the officer concerned , before the expiry of the stipulated period. Sending explanation after receiving show cause notice issued by the Unit Head and paying inattentiveness to the Memos issued by the Officer of the Court shows the negligent attitude of the employee .

Failure to submit explanations to Memos within the stipulated time, without sufficient cause may be viewed seriously and may attract disciplinary action under the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991

Any deviation of these instructions will be viewed seriously.

Principal District Judge,
Kurnool

DIS No. 4076
18/7/26

To:
The Judicial Officers working in Kurnool Unit .. to circulate among the staff

Copy to ::

The System Officer, e-courts , Principal District Court, Kurnool .. to place in Official website.