OFFICE OF THE PRINCIPAL DISTRICT JUDGE, KURNOOL.

DIS. NO. 6863 /ESTT/2026 DATED. 05-11-2026

CIRCULAR

It has come to the notice of the undersigned that several members of the staff (Ministerial, Technical, and Subordinate services) working across various courts in the Unit of the District, have applied for competitive examinations, specifically the Group-I, Group-II examinations conducted by the Andhra Pradesh Public Service Commission (APPSC) and other recruitment agencies, without obtaining prior written permission or a "No Objection Certificate" (NOC) from the Appointing Authority, i.e., the Principal District and Sessions Judge, Kurnool.

Applying for outside employment, competitive examinations, or higher studies without prior intimation and formal permission constitutes an act of gross indiscipline and violates Rule of the Andhra Pradesh Civil Services (Conduct) Rules, 1964.

Furthermore, it is observed with serious concern that several staff members are submitting leave applications to attend preparation, coaching, or the aforementioned examinations without routing them through their respective Presiding Officers or Heads of Offices. Instead, such applications are being deposited directly into the CFR (Civil Filing box or submitted straight to the Principal District Court administrative section.

The CFR box and filing counters are exclusively designated for judicial filings, pleadings, and certified copy applications submitted by advocates and litigants. Depositing internal administrative correspondence and leave letters into the CFR box bypasses the supervisory hierarchy, hinders judicial workflow, and violates office procedure.

Therefore, the following strict instructions are hereby issued to all employees of the District.

(P.T.O)

All leave applications must be submitted strictly through the respective Presiding Officer /Head of Office / Section Head with proper remarks regarding leave admissibility, work burden, and alternative duty arrangements.

Under no circumstances shall staff members drop leave letters, personal representations, or administrative communications into the CFR box. Any application found deposited in the CFR box will not be entertained and will be treated as an unauthorized absence.

Any deviation or breach from these instructions will be viewed seriously.

IV ADDITIONAL DISTRICT JUDGE,
FAC. PRINCIPAL DISTRICT JUDGE,
KURNOOL.

To

All the Judicial Officers in the Kurnool District.
(with a direction to communicate the same to the staff)

Note:

The System Officer / In-charge, Computer Section, Principal District Court, Kurnool
(with a direction to upload the proceedings on the official District Court website).