



PRINCIPAL DISTRICT COURT : : KADAPA

Sub:- Public Services - AP State Judicial Services - Certain instructions issued with regard to leave applications submitting by the Judicial Officers - Regarding.

Establishment/ Dis.No: 5888

Date: 19.10.2023.


C I R C U L A R

It has been brought to the notice of the undersigned that some of the Judicial Officers are applying Casual leaves and permissions on the ground of "**Personal work**" without mentioning the actual reasons for which they intend to apply for the said leaves.

It has been further brought to the notice of the undersigned that some of the Judicial Officers are sending the leave applications without obtaining the consent from the incharge officers to act as incharge during the said leave period, there by causing much inconvenience in making the incharge arrangements while granting of leaves.

Therefore, all the Judicial Officers working in the District Unit, Kadapa are hereby directed to send the leave applications mentioning the **specific reasons** for applying the leave, **by obtaining consent from their counter-parts** to act as incharge during the said period.

The above instructions shall be followed in stricto sensu.


**PRINCIPAL DISTRICT JUDGE,
KADAPA.**

To

All the Judicial Officers in the District Unit, Kadapa.

Copy to

System Officer, e-Courts Project, District Court, Kadapa (with a direction to upload the same in the District Court's Website).