



## **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:** 6704

**Date:** 29.11.2023.

- Ref:-
1. Circular of the Hon'ble High Court of Andhra Pradesh, Amaravathi in R.O.C.No. 303/B.Spl., dated 15.03.2022.
  2. Circular of the District Court, Kadapa in Dis.No. 5888, dated 19.10.2023.

-oo0oo-

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

It has been brought to the notice of the undersigned that that some of the Judicial Officers are submitting the leave applications, just before the commencement or after commencement of leave availed without giving any reasonable time required, there by causing much inconvenience while granting of leaves.

The Hon'ble High Court issued Circular instructions vide 1<sup>st</sup> reference cited and directed all the Judicial Officers to submit the leave applications well in advance, prior to availment of leave.

Therefore, all the Judicial Officers working in the District Unit, Kadapa are hereby directed to send the leave applications well in advance, prior to availment of leave, through mail to the District Court, Kadapa followed by hard copies.

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).