



## **PRINCIPAL DISTRICT COURT : : KADAPA**

Sub:- Public Services - APJMSS - Certain instructions issued with regard to staff members leaving the Office during Office hours without obtaining any kind of leave or permission or any prior intimation - Regarding.

**Establishment/ Dis.No:** 407


**Date:** 18.01.2024.

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

It has been brought to the notice of the undersigned that some of the staff members were not present in their respective seats during the Office timings and and left the office during office hours without obtaining any kind of leave or permission or any prior intimation.

Therefore, all the Judicial Officers working in Kadapa District Unit are hereby directed to instruct the staff members working in their respective Courts, to be present in their respective seats during the Office timings and not to left the office during office hours without obtaining any kind of leave or permission or any prior intimation.

All the staff members are hereby directed to strictly follow the circular instructions scrupulously and any deviation in this regard will be viewed seriously.

  
**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).