PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

C I R C U L A R

SUB :- PUBLIC SERVICES – A.P.J.M.S.S – DISTRICT JUDICIARY – A letter was addressed by the Hon'ble High Court along with the Circular of the Hon'ble High Court in ROC.No.1798/2007-C1, Dt.01.08.2007 as a Representation of Andhra Pradesh Class-IV Employees State Association, Guntur requesting to implement weekly off to the Class-IV Employes working in the District Judiciary of the State of Andhra Pradesh – Grant of at least one weekly off – **Strict compliance with the circular instructions of the Hon'ble High Court of Andhra Pradesh** – Instructions issued.

REF :-
1. Hon'ble High Court's Circular in ROC.No.1798/2007-C1, Dt.01.08.2007.
2. Hon'ble High Court's letter in ROC.No.377/2026-C1, Dt.28.10.2026 along with copy of Circular in ROC.No.1798/2007-C1, Dt.01.08.2007.
3. Office Note Dt.29.10.2026 and orders thereon.

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All the Judicial Officers in the Unit of West Godavari District are hereby informed that, in accordance with the instructions issued by the Hon'ble High Court of Andhra Pradesh under the references 1st and 2nd cited, **at least one weekly off shall invariably be provided to every Class-IV employee posted at the residence of the respective Judicial Officer.**

In this regard, all the Judicial Officers in the Unit of West Godavari are hereby **strictly directed to ensure that the Class-IV employees are granted at least one day of weekly off without fail**. The practice of engaging such employees continuously without providing the prescribed weekly off shall not be permitted.

The Judicial Officers concerned shall make necessary arrangements for the discharge of essential duties, wherever required, without depriving the

employees of their weekly off. The grant of weekly off shall be regulated in accordance with the directions of the Hon'ble High Court.

The Judicial Officers shall personally ensure strict implementation of these instructions and shall not permit any deviation from the same.

These instructions shall be implemented forthwith and scrupulously complied with by all the Judicial Officers in the Unit.

Principal District Court, W.G.,
Eluru, Dated 29-10-2026.

PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

Encls :
Copy of Hon'ble High Court's Circular in ROC.No.1798/2007-C1, Dt.01.08.2007.

To

1. All the Judicial Officers in the Unit of West Godavari District.
2. The Chairman, PLAPUS, Eluru.
3. The Secretary, DLSA, Eluru.
4. The Official Receiver, Eluru.
5. The Senior Superintendents, Accounts Section, Central Nazarath, Principal District Court, Eluru.
6. The System In-charge (e-Courts), Principal District Court, Eluru, is hereby directed to place the same in the **website** of Principal District Court and send **e-mails** to all the Judicial Officers in the Unit of West Godavari.

DIS NO. 7638
DATE 29/10/26

CHINNAMSETTY RAJU
REGISTRAR (ADMN.,)

AMARAVATI
Dt.28-10-2026

R-14785
29/10/2026.

ROC.No. 377/2026-C-1

To
All the Principal District Judges/Unit Heads,
Andhra Pradesh.

Sir/Madam,

Sub:- Public Services – APJMSS – Representation of Andhra Pradesh Class-IV Employees State Association, Guntur requesting to implement weekly off to the Class-IV employees working in the District Judiciary of the State of Andhra Pradesh - Reg.

Ref:- 1. Representations dt.16.03.2026 of President, Andhra Pradesh Class-IV Employees State Association, Guntur
2. High Court's Circular in Roc.No.1798/2007-C-1, dt.01.08.2007.

Circulate
29.10.26

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Adverting to the subject and references cited, I am directed to circulate the High Court's Circular dated 01.08.2007 (copy enclosed) and instruct you to direct all the officers working in your Unit to allow at least one weekly off to Class-IV employees posted at Judicial Officers' residence.

Yours sincerely

28/X/26.

REGISTRAR (ADMINISTRATION)

HIGH COURT OF ANDHRA PRADESH :: HYDERABAD

ROC.NO. 1798 /2007-C1

DT: 01.08.2007

CIRCULAR

Sub: Public Services – APLGS – Representation of Class-IV employees Association – Class IV Employees of the Subordinate Courts who are posted at the residence of Judicial Officers and other officials are not allowed weekly off and holidays on festivals days – Instructions – Issued.

Ref: Representation dt.30.7.2007 of A.P. Judicial Class IV Employees Association.

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The Andhra Pradesh State Judicial Class – IV Employees Association has submitted the above representation stating that the members of their cadre, who are posted at the residence of Judicial Officers and other officials, are not allowed weekly off and holidays on festival days.

After careful consideration of the said representation, the High Court hereby instructs all the Unit Heads to advise the officers within their jurisdiction to ensure that, at least, one weekly off is allowed to every Class IV employee posted at the residence of the Judicial Officers.

Sd/--
REGISTRAR (MANAGEMENT)

To

1. All the District Judges/Unit Heads.
2. The Prl. Pvt. Secretary to the Hon'ble the Chief Justice, High Court of Andhra Pradesh, Hyderabad.
3. The General Secretary, A.P. State Judicial Class-IV Employees State Association, Chittoor.
4. The Section Officer, Special Officer's Section, High Court of Andhra Pradesh, Hyderabad (To incorporate the circular in compendium of circulars)
5. Spare .....
6. Stock