PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

C I R C U L A R

SUB :- PUBLIC SERVICES – A.P.J.M.S.S – A.P. Civil Services (Conduct) Rules – Hon'ble High Court issued Circular with regard to the instructions issued by the Government requiring prior permission to pursue further studies (by way of correspondence course) by Government Employees – Further instructions issued by the Hon'ble High Court – Communication of instructions and strict verification of applications at the Court level before forwarding to the Principal District Court, Eluru – Instructions – Issued.

REF :- 1. Hon'ble High Court's Circular in ROC.No.601/2025-C-3, Dt.04.11.2026.
2. Office Note Dt.05.11.2026 and orders thereon.

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It is brought to the notice of all the Judicial Officers and Staff Members working in the Unit of West Godavari that the Hon'ble High Court of Andhra Pradesh, vide Circular cited under reference 1st, has reiterated the mandatory requirement of obtaining prior permission from the competent authority by every employee of the District Judiciary who intends to pursue further studies while in service, in accordance with the Government Memo No.609/Ser.C/78-1, General Administration (Ser.C) Department, Dt.06.04.1978, and the subsequent instructions communicated by the Hon'ble High Court.

In this connection, the following instructions issued by the Hon'ble High Court shall be strictly adhered to by all the Judicial Officers and Staff Members working in the Unit of West Godavari :-

1. **Prior permission is mandatory :** Every employee intending to pursue further studies, including studies through correspondence or distance education mode, shall obtain prior permission from the competent authority before commencing or pursuing such studies. No employee shall commence or pursue any course without obtaining such prior permission.

2. **Permission restricted to the approved University / Institution :** Where permission is granted to an employee to pursue studies through a particular University or Institution, such employee shall not pursue the course through any other University or Institution without obtaining fresh prior permission from the competent authority.

3. **Submission of applications in advance :** Employees intending to pursue further studies shall submit their applications for prior permission well in advance, sufficiently before the last date prescribed for admission to the course, so as to avoid administrative delay.

4. **Enclosures to the application :** Every application shall necessarily be accompanied by the relevant course prospectus, complete particulars of the course, name and details of the University / Institution, duration of the course, mode of study and all other supporting documents necessary for consideration of the request.

5. **Strict compliance with instructions :** Employees shall strictly adhere to the prescribed rules and instructions. Any deviation from the above requirements shall be viewed seriously in accordance with the applicable rules.

6. **No ratification of studies without prior permission :** Any application seeking ratification of studies pursued or qualifications acquired without obtaining prior permission from the competent authority shall not be entertained under any circumstances.

RESPONSIBILITY OF THE HEADS OF THE COURTS – SCRUTINY OF APPLICATIONS

All the Judicial Officers in the Unit of West Godavari are hereby directed to instruct their respective Chief Administrative Officers, Senior Superintendents, Superintendents and In-charge Superintendents to scrutinize every application received from the employees seeking prior permission to pursue further studies, strictly with reference to the instructions issued by the Hon'ble High Court, before forwarding the same to the Principal District Court, Eluru.

The concerned Chief Administrative Officers / Senior Superintendents / Superintendents / In-charge Superintendents shall particularly verify the following particulars : -

a. Whether the application has been submitted sufficiently in advance and before the last date prescribed for admission to the course.

b. Whether the name of the University/Institution and the course proposed to be pursued have been clearly mentioned.

c. Whether the course prospectus and complete particulars of the course, including its duration and mode of study, have been enclosed.

d. Whether all the necessary supporting documents have been enclosed along with the application.

e. Whether the employee has furnished all the relevant particulars required for consideration of the request.

f. Whether the application is in conformity with the instructions issued by the Hon'ble High Court in the circular cited under reference 1st cited.

If any discrepancy, omission or deficiency is noticed in the application or its enclosures, the same shall be returned to the concerned employee at the Court level itself, with specific instructions to rectify the deficiencies and resubmit the application in accordance with the instructions of the Hon'ble High Court.

No incomplete or defective application shall be forwarded to the Principal District Court, Eluru under any circumstances. Only after thorough verification and satisfaction regarding the completeness and correctness of the application, the same shall be forwarded to the Principal District Court, Eluru, along with the remarks/recommendation of the Head of the Court.

COMMUNICATION AND ACKNOWLEDGEMENT

All the Judicial Officers are further directed to communicate the instructions contained in the Circular of the Hon'ble High Court, as well as the present Circular, to all the Judicial Officers and Staff Members working under their control,

including future appointees, and invariably obtain an individual acknowledgement from each employee in the proforma enclosed as **Annexure-I**.

The Heads of the Courts shall maintain the acknowledgement particulars and forward a consolidated compliance report (Annexure-I), duly verified and signed, to the Principal District Court, Eluru, **by 21-11-2026 without fail**, so as to submit the compliance report to the Hon'ble High Court.

All the Judicial Officers shall ensure that the above instructions are scrupulously followed by the concerned establishment staff and that no application is forwarded to the Principal District Court, Eluru without proper scrutiny.

Henceforth, all employees intending to submit applications seeking prior permission to pursue further studies shall invariably submit their applications along with the duly filled-in Annexure-II (Application Scrutiny Checklist), duly verified and signed by the concerned Head of the Court and Chief Administrative Officer / Senior Superintendent / Superintendent / In-charge Superintendent concerned. Applications received without the duly completed Annexure-II shall not be forwarded to the Principal District Court, Eluru and shall be returned to the concerned Court for compliance.

The above instructions shall be followed scrupulously and any lapse in this regard will be viewed seriously.

PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

Principal District Court, W.G.,
Eluru, Dated 05-11-2026.

Encls :
Hon'ble High Court's Circular in ROC.No.601/2025-C-3, Dt.04.11.2026.

To

1. All the Judicial Officers in the West Godavari Unit.
2. The Senior Superintendent, Accounts Section Central Nazarath, Principal District Court, Eluru.
3. All Drivers, Process Servers and Office Subordinates (Attenders), including Outsourcing Employees, through their Officers concerned.
4. All staff members recently promoted from the cadres of Process Servers and Office Subordinates (Attenders), particularly those attending duties at the bungalows of Judicial Officers, through their Officers concerned.
5. 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 Officers in the Unit of West Godavari

DIS NO. 789
DATE 05/11/26

ANNEXURE – I

ACKNOWLEDGEMENT OF COMMUNICATION OF THE HON'BLE HIGH COURT'S CIRCULAR
Hon'ble High Court of Andhra Pradesh, Circular in ROC.No.601/2025-C-3, Dt.04.11.2026.

NAME OF THE COURT :

S.No.	Name and Designation of the Employee	Signature of the Employee acknowledging receipt of the Hon'ble High Court's Circular	Date of Communication
1.			
2.			
3.			
4.			
5.			

C E R T I F I C A T E

Certified that the instructions contained in the Hon'ble High Court's Circular in ROC.No.601/2025-C-3, Dt.04.11.2026, and the Circular issued by the Principal District Judge, West Godavari, Eluru, have been communicated to all the Judicial Officers and staff members working in this Court, and individual acknowledgements have been obtained and maintained in the office records.

Signature of the C.M.O. **Signature of the Officer**

ANNEXURE – II

APPLICATION SCRUTINY CHECKLIST – PRIOR PERMISSION TO PURSUE FURTHER STUDIES

(To be verified by the Chief Administrative Officer/Senior Superintendent/Superintendent/In-charge Superintendent before forwarding the application to the Principal District Court, Eluru)

S.No.	PARTICULARS TO BE VERIFIED	Yes/No
1.	Whether the application has been submitted sufficiently in advance, before the last date of admission.	
2.	Whether the name of the University/Institution is clearly mentioned.	
3.	Whether the name and duration of the proposed course are mentioned.	
4.	Whether the full and exact name of the Degree/Qualification proposed to be pursued is clearly specified (e.g., B.A., History; B.A., Political Science; B.Com – General; B.Com – Computers, etc.), instead of mentioning only the general degree name.	
5.	Whether the mode of study (Correspondence/Distance Education/Other) is specified.	
6.	Whether the relevant course prospectus is enclosed.	
7.	Whether complete particulars of the course and University/Institution are enclosed.	
8.	Whether all necessary supporting documents are enclosed.	
9.	Whether the application is otherwise in conformity with the instructions of the Hon'ble High Court.	

SCRUTINY CERTIFICATE

Certified that the application submitted by Sri/Smt./Kum. _____, working as _____ in this Court, seeking prior permission to pursue _____ course through _____ University/Institution, has been thoroughly scrutinized with reference to the instructions issued by the Hon'ble High Court in ROC.No.601/2025-C-3, Dt.04.11.2026, and all the required particulars and supporting documents have been verified.

Signature of the C.M.O. **Signature of the Officer**

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

ROC.No.601/2025-C-3. **Dated: 04-11-2026.**

C I R C U L A R

Sub:- Public Services – A.P. Civil Services (Conduct) Rules – Instructions issued by the Government requiring prior permission to pursue further studies (by way of correspondence course) by Government Employees – Communicated – Further instructions issued – Regarding.

Ref:- 1. Government Memo No.609/Ser.C/78-1, General Administration (Ser.C) Department, dated 06.04.1978.

2. High Court's Endt. ROC No.3312/78-C.5, dated 21.04.1978.

3. High Court's letter in ROC No.128/2016-C-3, dated 22.01.2016.

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It is brought to the notice of all the Principal District Judges / Unit Heads that, as per the instructions issued by the Government vide reference 1st cited and communicated by the High Court, vide references 2nd and 3rd cited, all employees of the District Judiciary are required to obtain / get **prior permission from the competent authority for pursuing further studies while in service**.

The High Court has recently received many applications from the employees of District Judiciary for ratification of qualifications acquired without prior permission, as well as for ratification of studies pursued at Universities other than those for which permission had been granted, which have been rejected by the High Court.

In view of the above, all the Principal District Judges / Unit Heads are hereby directed to communicate the following instructions to all the officers and staff members working under their respective control:

1. Obtaining prior permission from the competent authority is **mandatory** for every employee intending to pursue further studies. No employee shall commence or pursue any further studies without obtaining such prior permission.

2. Where permission is granted for pursuing studies through a particular University or Institution, the employee shall not pursue the course through any other University or Institution without obtaining proper prior permission afresh from the competent authority.
3. Employees intending to pursue further studies shall submit their applications for prior permission well in advance, before the last date prescribed for admission to the course, to avoid administrative delay. Such applications shall be accompanied by the relevant course prospectus, details of the course and University / Institution, and all other supporting documents necessary for consideration of the request.
4. The employees shall strictly adhere to the prescribed rules and instructions. Any deviation from the above requirements shall be viewed seriously in accordance with the applicable rules.
5. Any application seeking ratification of studies prosecuted without prior permission will not be entertained under any circumstances.
6. The Principal District Judges / Unit Heads are requested to communicate the same among the Officers and staff members including future appointees, working under your respective control, and invariably obtain a proper acknowledgement from each of the staff members separately including name and designation of the staff member and date of receiving copy of Government Memo etc., and submit a compliance report in the matter.

4/11/26.

REGISTRAR (ADMINISTRATION)

To

1. All the Personal Secretaries to the Registrars.
2. All the Principal District Judges/ Unit Heads in the State.
3. The Registrar (IT)-cum-Central Project Coordinator, High Court of Andhra Pradesh (with a request to place the same in the Official Website of the High Court).
4. The Section Officer, Special Officers Section, (with a request to incorporate the circular in the compendium of circulars).