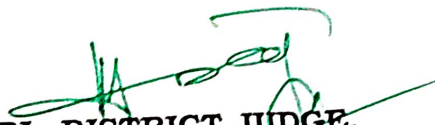


OFFICE OF THE PRL. DISTRICT AND SESSIONS JUDGE AT: NALGONDA

Endt.Dis.No 625 /2024/A1

Date 20-02-2024.

“Communicated, with a request to strictly adhere to the instructions
issued by the Hon’ble High Court”


PRL. DISTRICT JUDGE,
Pr. Dis. ^{Pr. Sessions Judge} NALGONDA
NALGONDA

To
All the Judicial Officers working in Nalgonda District Judiciary.

E.TIRUMALA DEVI
REGISTRAR GENERAL
FAC. REGISTRAR (VIGILANCE)



HYDERABAD
DT: 19.02.2024

ROC. No. 696 /2024 - B.SPL.,

To

The Prl. District and Sessions Judge,
Nalgonda.

Sir/Madam,

SUB: LEAVE APPLICATIONS OF JUDICIAL OFFICERS – Submission of leave applications of Judicial Officers to the High Court sufficiently in advance – Issuance of certain instructions - Regarding.

20-2-24
CHECK & PUT-UP

PRL D & REF:

1. High Court's Circular Roc.No. 1036/2019 B.Spl., dated 23.07.2019
2. High Court's Circular Roc.No. 2912/2022 B.Spl., dated 15.07.2022

I am to state that with regard to leave applications of Judicial Officers the High Court issued Circular instructions in the reference 1st cited, wherein, all the Judicial Officers have been instructed to submit their Leave through the concerned Prl. District and Sessions Judges well in advance, so as to reach the applications to the High Court at-least 10 days in advance. Further, several instances have come to the notice of the High Court, in the matter of granting of Leaves, that the applications submitted in that regard are often been received just one day or two days before commencement of leave and in some cases leave applications are being received even after commencement of leave. The High Court again through letter in the reference 2nd cited, instructed the Unit Heads to direct the Judicial Officers to submit their leave applications sufficiently in advance duly following the circular instructions issued by the High Court from time to time. In spite of issuance of suitable instructions, it is observed that in most of the cases, leave applications are being sent after availment of leave.

contd....2

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Therefore, I am directed to request you to inform and instruct all the Judicial Officers working in your Unit to strictly adhere to the instructions issued by the High Court from time to time, in the matter of submission of leave applications that the same shall be sent well in advance by e-mail and also by post. Further instruct that all the leave letters shall contain specific reasons and if there is any emergency the same shall be communicated to the Registrar (Vigilance) or Personal Secretary of the Hon'ble Administrative Judge, before commencement of leave.

Yours faithfully,

Zane
19/2/24

**REGISTRAR GENERAL
FAC. REGISTRAR (VIGILANCE)**