OFFICE OF THE PRINCIPAL DISTRICT JUDGE:: NALGONDA.

:: CIRCULAR ::

Dis.No. 2528 /2025/A1-PR.No.21/2025. Dated: 17-07-2025.

Sub: **STATE JUDICIAL SERVICES** – Submission of all types of leave applications and availment of permission to leave the Headquarters by all the Judicial Officers in Nalgonda District Judiciary – Certain Instructions issued – Regarding.

Ref: 1. Hon'ble High Court ROC.No. 2912/2022-B.Spl., dated 15.07.2022.
2. Hon'ble High Court ROC.No. 3212/2022-B.Spl., dated 04.08.2022.

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Attention of all the Judicial Officers in Nalgonda District is hereby drawn to the circular instructions issued by the Hon'ble High Court under reference 1st and 2nd cited, where-under the Hon'ble High Court has issued several instructions with regard to casual leaves / earned leave / half pay leave/ public holiday/optional holiday etc and also permission to leave the Headquarters during the weekends/Holidays quite frequently.

Inspite of the above instructions issued by the Hon'ble High Court, it is noticed by the undersigned that some of the Judicial Officers in the Nalgonda District are not taking the said Circular instructions in its letter and spirit and not submitting their leave applications well in advance and leaving the headquarters during the weekends/Holidays quite frequently either with or without permission, thereby causing much inconvenience to the granting authority apart from causing disturbance in smooth administration in the District.

Therefore, all the Judicial Officers working in Nalgonda District Judiciary are hereby directed to avail casual leaves/ earned leave/ half pay leave/ EOL/ public holiday/optional holiday discreetly and submit their applications for grant of casual leaves/ earned leave/ half pay leave / EOL / public holiday/optional holiday, well in advance except in emergency situations.

Further, hereby instructed to avoid such situation of leaving the Headquarters by Judicial Officers during the weekends/Holidays except in case of emergency, after obtaining consent from their counterparts, to enable the sanctioning authority to make in-charge arrangements accordingly.

Therefore, all the Judicial Officers of Nalgonda District Judiciary are instructed to follow the above instructions scrupulously.

PRINCIPAL DISTRICT JUDGE,
NALGONDA.

To:
All the Judicial Officers working in the Nalgonda District Judiciary.

HIGH COURT FOR THE STATE OF TELANGANA ::: HYDERABAD

CIRCULAR

ROC.No.2912/2022-B.Spl., **Dated: 15 .07.2022**

SUB: Delay in submission of leave applications by the Judicial Officers – Certain instructions – Issued.

REF: 1. High Court's Circular ROC.No.4628/1995-B.Spl., dated 26.08.1995.
2. High Court's Circular ROC.No.3395/1996-B.Spl., dated 22.06.1996.
3. High Court's Circular ROC.No.7617/2002-B.Spl., dated 23.08.2002.
4. High Court's Circular ROC.No.6886/2005-B.Spl., dated 05.01.2005.
5. High Court's Circular ROC.No.2541/2009-B.Spl., dated 04.04.2009.
6. High Court's Circular ROC.No.2896/2010-B.Spl., dated 09.11.2010.
7. High Court's Circular ROC.No.7949/2010-B.Spl., dated 18.08.2011.
8. High Court's Circular ROC.No.5518/2017-B.Spl., dated 01.09.2017.
9. High Court's Circular ROC.No.1036/2019-B.Spl., dated 23.07.2019.

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In connection with availment of all types of leaves by the respective Judicial Officers, certain instructions have been issued to them as to the manner and procedure to be followed by them before going on for such leaves. Despite the said fact, still some of the Judicial Officers are resorting to submit their leave applications belatedly to the High Court for grant of leave.

The High Court while deprecating said practice of submitting the leave applications belatedly to the High Court after commencement/availment of such leave even in cases where emergency situation does not exist, issue the following instructions for its strict adherence and compliance with by all the judicial officers.

- According to the Leave Rules, causal leave/earned leave/leave on half pay/E.O.L on private affairs shall be availed by the judicial officers, with prior sanction of the competent authority.

- The judicial officers shall avail casual leaves proportionately.

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- The Judicial Officers should invariably submit their leave applications well in advance, so that the said applications shall reach the High Court atleast (10) days in advance for placing the same before the respective Hon'ble Administrative Judges for grant or otherwise of sought for leaves.

- Leave applications submitted either just one or two days before or after commencement of the leave even in cases where emergency situation does not exist, shall not be entertained.

- Tendency of applying short leave in the first instance and subsequently asking for extension of the said leave shall not be entertained, except in exceptional circumstances.

- The Judicial officers are hereby advised that casual leave is only a concession given to the Government servants, under special circumstances to be absent from duty for a short period and it shall not be availed as a matter of right.

The Judicial officers are informed the above instructions are nothing but reiteration of the instructions issued earlier by the High Court in references cited supra. Any deviation in this regard will be viewed seriously and render them liable for appropriate action.

NOTE: (A) **All the Prl. District and Sessions Judges/Unit Heads are directed to communicate the above Circular to all the Judicial Officers working in their Unit.**

(B) **Receipt of this circular be acknowledged.**

15/3/22

REGISTRAR (VIGILANCE)

To

1. The Prl. Secretary to the **Hon'ble the Chief Justice** and Personal Secretaries to the **Hon'ble Judges** (for placing before Their Lordship's kind perusal).
2. The Personal Secretaries to the **Registrars**, High Court for the State of Telangana at Hyderabad (for placing before the Registrars for information).
3. The Chief Judge, City Civil Court, Hyderabad.
4. The Metropolitan Sessions Judge, Hyderabad.
5. The Chief Judge, City Small Causes Court, Hyderabad.
6. The Prl. Special Judge for CBI Cases, Hyderabad.

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7. **THE PRL. DISTRICT AND SESSIONS JUDGES:**

   Adilabad, Mancherial, Nirmal, Kumuram Bheem, Karimnagar, Jagtial, Rajanna Sircilla, Peddapalli, Khammam, Badradri Kothagudam, Mahabubnagar, Gadwal Wanaparthy, Narayanpet, Nagarkurnool, Sangareddy, Medak, Siddipet, Nalgonda, Suryapet, Yadadri Bhongir, Nizamabad, Kamareddy, Rangareddy, Medchal-Malkajgiri, Vikarabad, Hanumakonda, Warangal, Jangaon, Mahabubabad, Mulugu Jayashankar Bhupalapally
   (with a request to communicate the Circular to all the Judicial Officers working in their Unit)

8. The Director, Telangana State Judicial Academy, Secunderabad.
9. The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
10. The Secretary, Telangana High Court Legal Services Committee, High Court for the State of Telangana, Hyderabad.
11. The Chairman/Presiding Officer of Industrial Tribunals/Labour Courts, Special Courts and Cooperative Tribunals in the State of Telangana.
12. The Section Officer, Special Officers Section, High Court for the State of Telangana at Hyderabad. (for codification)

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HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD

ROC.No.3212/2022-B.Spl., Dated: 4 .08.2022

CIRCULAR

SUB: TELANGANA STATE JUDICIAL SERVICES - Availment of permission to leave the Headquarters by all the Judicial Officers - Certain Instructions - Issued.

REF: High Court's Circular ROC.No.5108/2004-B.Spl., dated 06.08.2004.

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It has come to the notice of the High Court that some of the Judicial Officers have made it a regular habit of leaving the Headquarters during the weekends / Holidays quite frequently, either with or without seeking permission. Absence of the Judicial Officers in their respective stations is causing disruption of work. the High Court deprecates such tendency on the part of Judicial Officers.

The Principal District Judges are hereby instructed to oversee and avoid such situation of leaving the Headquarters by Judicial Officers during the weekends / Holidays except in case of emergency and to make themselves available for attending to the Administrative/Judicial/other miscellaneous work attended to during the weekends / Holidays.

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All the Unit Heads and the Judicial Officers are therefore directed to strictly follow the instructions contained in the above circulars without fail.

NOTE: (A) All the Prl. District and Sessions Judges/Unit Heads are directed to communicate the above Circular to all the Judicial Officers working in their Unit.

(B) Receipt of this circular be acknowledged.

4/3/22

REGISTRAR (VIGILANCE)

To

1. The Prl. Secretary to the Hon'ble the Chief Justice and Personal Secretaries to the Hon'ble Judges (for placing before their Lordship's kind perusal).
2. All the Registrars, High Court for the State of Telangana at Hyderabad
3. The Chief Judge, City Civil Court, Hyderabad.
4. The Metropolitan Sessions Judge, Hyderabad.
5. The Chief Judge, City Small Causes Court, Hyderabad.
6. The Prl Special Judge for CBI Cases, Hyderabad.
7. THE PRL. DISTRICT AND SESSIONS JUDGES:
   Adilabad, Mancherial, Nirmal, Kumuram Bheem, Karimnagar, Jagtial, Rajanna Sircilla, Peddapalli, Khammam, Badradri Kothagudam, Mahabubnagar, Gadwal Wanaparthy, Narayanpet, Nagarkurnool, Sangareddy, Medak, Siddipet, Nalgonda, Suryapet, Yadadri Bhongir, Nizamabad, Kamareddy, Rangareddy, Medchal-Malkajgiri, Vikarabad, Hanumakonda, Warangal, Jangaon, Mahabubabad, Mulugu, Jayashankar Bhupalapally
8. The Director, Telangana State Judicial Academy, Secunderabad.
9. The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
10. The Secretary, Telangana High Court Legal Services Committee, High Court for the State of Telangana, Hyderabad.
11. The Chairman/Presiding Officer of Industrial Tribunals/Labour Courts, Special Courts and Cooperative Tribunals in the State of Telangana.
12. The Section Officer, Special Officers Section, High Court for the State of Telangana at Hyderabad (for codification)

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