BUDGET MATTER

HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD

ROC.NO. 613/2026-DI(1) **Date: 08-04-2026.**

OFFICIAL MEMORANDUM

Sub:- FUNDS – 2026-27 -Major Head - 2014-Admn. of Justice - Statement of requirements – Called for – Regarding.

* * *

All the Sub Controlling Officers are requested to forward the statement of their requirements to the High Court not later than 12-05-2026 for each court in their Unit and for the entire Unit for the year 2026-27 under each of the detailed heads given below:-

13-4-2026
PRL.D&S.J.

020-Wages
110-Domestic Travel Expenses
130-Office Expenses
140-Rents, Rates and Taxes
200-Other Administrative Expenses.
240-Petrol, Oil and Lubricants
250-Clothing, Tentage and Store
280-Professional Services
300-Other Contractual Services
500-Other Charges
510-Motor Vehicles

DISTRICT AND SESSIONS COURTS RECEIVED 13 APR 2026

The actuals under each detailed Head and Sub detailed Head for the last three years including the Year may please be furnished in the proforma enclosed together with the reasons in greater detail for anticipated variations, if any, with regard to the requirements for the year 2026-27.

The amounts required for payment of arrears upto the year 2025-26, if any, and the amount required for 2026-27 should be shown separately under each detailed head. The particulars of Court wise arrears to be paid towards House Rent, Electricity, Water Charges, Taxes, Traveling Allowance and Petrol bills etc., shall be given in detail along with the reasons for keeping arrears pending in the last year.

Contd...2

13-4-26

020-Wages:

The expenditure on Pay and Dearness Allowances/the remuneration in respect of Contingent Employees are debitable to this detailed head. The number of menials working in each court together with their Pay and Dearness Allowance / remuneration may please be furnished for justifying the demands.

021 - Daily Wage Employees:-

The expenditure on payment of daily wages is debitable to this head

022 – Full Time Contingent Employees:-

The expenditure on payment of wages to the Full Time Contingent Employees is debitable to this head.

023 – Part Time Contingent Employees:-

The expenditure on payment of wages to the Part Time Contingent Employees is debitable to this head.

110-Domestic Travel Expenses

111-Travelling Allowance:

The expenditure relating to Travelling Allowance and Transfer Travelling Allowance is debitable to this Head.

114-Fixed Travelling Allowance:

The Expenditure relating to Fixed Travelling Allowance is debitable to this Head.

115 - Conveyance Allowance:

The Expenditure relating to Conveyance Allowance is debitable to this Head.

130-Office Expenses

131- Service Postage, Telegram & Telephone Charges:

The expenditure relating to Service Postage and Telegram Charges, Telephone Charges is debitable to this Head.

132-Other Office Expenses:

The expenditure on Books and Periodicals, Stationery items, Printing and Binding, Furniture and other office contingencies is debitable to this Head subject to the limitations, as per G.Os, High Court Circulars etc. and subject to permissions accorded by the High Court.

133 – Water Charges

The expenditure relating to Water Charges (for Court Building and 50% of the Water Charges payable to the Judicial Officers in respect of the residential buildings occupied by them) is debitable to this Head.

Contd...3

135 – Electricity Charges

The expenditure relating to Electricity Charges (for Court Building and 50% of the Electricity Charges payable to the Judicial Officers in respect of the residential buildings occupied by them) is debitable to this Head.

134 – Hiring of Private Vehicles:

The expenditure relating to Hiring of Private Vehicles is debitable to this head.

140-Rents, Rates & Taxes:

141 - Rents and Rates:

The Rents payable in respect of each private building occupied by the courts and also the rents payable in respect of the private residential accommodation of the Judicial Officers are debitable to this Head.

142 – Taxes:

The property Tax payable to the Municipalities/Local Bodies in respect of the Court buildings is debitable to this Head.

240-Petrol, Oil and Lubricants:

The expenditure on Petrol, Oil and Lubricants shall be classified under this head.

250 - Clothing, Tentage and Store

The expenditure relating to supply of uniform to the Office Subordinates is debitable to this Head.

280-Professional Services:

281-Pleaders Fees:

The expenditure on payment of fees to the Pleaders appointed by the court in Sessions Cases to defend the accused as amicus curiae and fees paid to the Advocates appearing on behalf of the Registrar/Judicial Officers, in the Cases, filed by the Judicial Department or against the Judicial Department, is debitable to this Head.

284-Other Payments:

The expenditure towards the honorarium payable to the staff working in the Special Magistrate Courts and Special Judicial Magistrate of Second Class Courts is debitable to this Head.

Contd...4

300-Other Contractual Services

301- Contract Appointments.

The expenditure in respect of the persons working on contract shall be met under this Head.

302 - Outsourcing Engagements.

The expenditure in respect of the outsourcing employees' monthly payments is debitable to this Head.

306- Professionals Engaged for Specific Activities

Payments made to the Professionals Engaged for Specific Activities are debitable to this Head.

500-Other Charges:

503-Other Expenditure.

The expenditure on "Legal Charges" in respect of Civil Suits filed on behalf of the Judicial Department or against the Judicial Department and the expenditure relating to payment of "Diet and Road Money" to prosecution witnesses is debitable to this Head.

510-Motor Vehicles:

511 – Maintenance of Office Vehicles

The expenditure on the Maintenance of Office Vehicles excluding Petrol, Oil and Lubricants will come under this Head.

It is seen that usually huge amounts in excess of the requirements are asked every year under each head with the result that the allotted funds are **neither utilised fully nor surrendered in time i.e., before the month of December.** Consequently large amounts remain unspent and finally they have to be lapsed to the Government resulting in the large variations in the actual expenditure and allotments made. These variations often figures as the subject matter for discussion before the Public Accounts Committee. Therefore, this practice should be deprecated. **Surplus funds shall be surrendered by the end of December, so as enable the High Court to re-allot the same to other districts.**

Contd...5

Utmost care should therefore be taken in furnishing the above details and the particulars required should be sent Minor Head-wise without fail before the due date viz., **12-05-2026,** otherwise it would cause disruption of work. It may be noted that as far as possible utmost economy in the expenditure should as a rule be observed at every stage. It may also be noted that it would not be possible to ratify the expenditure incurred by the Sub-Controlling Officers, over and above the allotments made.

REGISTRAR GENERAL

To
1. All the Prl. District and Sessions Judges.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judge, Hyderabad.
5. The Prl. Special Judge for C.B.I. Cases, Hyderabad.

The Unit Heads shall obtain and submit the information pertaining to the Family Courts.

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE:: NALGONDA

Endt. Dis.No. 1595/2026/B2. Dated: 16 .04.2026

"Communicated with a request to send the required Statement positively by 30.04.2026."

16/4/26

PRL.DISTRICT JUDGE,
NALGONDA

Prl. District & Session's Judge
NALGONDA.

To
All the Judicial Officers in Nalgonda District Unit.
Copy to download in the below website
https://nalgonda.dcourts.gov.in/document-category/circular-notices

ANNEXURE

Consolidated Minor Head-wise Statement showing the particulars of expenditure incurred and amount required under the Detailed Heads of Various Courts.

MAJOR HEAD: 2014 – ADMINISTRATION OF JUSTICE MINOR HEAD: SUB HEAD:	Accounts			Total amount allotted by High Court during the year 2025-26	Amount required for 2026-27
	2023-24	2024-25	2025-26		
020-Wages 021-Daily Wage Employees 022 - Full Time Contingent Employees 023- Part Time Contingent Employees					
110-Domestic Travel Expenses. 111-Travelling Allowance. 114-Fixed Traveling Allowance 115-Conveyance Allowance					
130-Other Expenses 131 – Service Postage, Telegram & Telephone Charges 132 – Other Office Expenses 133 – Water Charges 134 – Hiring of Private Vehicles 135 – Electricity Charges					
140-Rents, Rates & Taxes 141 - Rents and Rates 142 – Taxes					
200-Other Administrative Expenses					
210-Materials and Supplies 211-Materials and Supplies					
***230-Cost of Ration/Diet Charges**					
240-Petrol, Oil, Lubricants					
250 - Clothing, Tentage and Store					
280-Professional Services 281-Pleaders Fees 284-Other Payments					
300-Other Contractual Services 301- Contract Appointments 302 – Outsourcing Engagements 303 – Activity Engaged on Outsourcing 306- Professionals Engaged for Specific Activities					
500-Other Charges 503-Other Expenditure					
510-Motor Vehicles 511–Maintenance of Office Vehicles					
Total:					

*Only in respect of Mobile Courts in Warangal, Medak, Nizamabad, Mahaboobnagar.