HIGH COURT FOR THE STATE OF TELANGANA

ROC No.2171/SO/2022 **Date: 08.09.2026**

CIRCULAR No. 04 /2026

11.9.26
CHECK & PUT-UP
PRL.D&S.J.

Sub: High Court for the State of Telangana – Visits by the Hon'ble Judges of Supreme Court and High Courts to the Districts either on **personal or official duty** – Certain instructions – Reiterating Instructions – Issued Orders – Regarding.

Ref: High Court's Circular No. 29/2022, Dt: 16.12.2022 in vide ROC.No.2171/SO/2022.

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The High Court for the State of Telangana while reiterating the instructions in the reference read above, is pleased to issue the following directions to all the Judicial Officers in the State, not to visit the Hon'ble Judges of the Supreme Court, Judges of High Courts or other dignitaries during their visit to the districts for extending courtesies even after office hours, except the Protocol Officer and his/her Staff.

1 No Judicial officer shall attend to receive or seeing off the Hon'ble Judges of the Supreme Court, Judges of High Courts or other dignitaries on their Lordship's at Airport/ Railway Station or any other mode, except the protocol officer and Staff of protocol wing.

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2 No Judicial Officer shall visit the Hon'ble Judges of the Supreme Court and High Courts or other dignitaries, during their Lordship's visit, even beyond office hours.

3 No Judicial Officer shall call on the visiting Hon'ble dignitaries, unless and until they are specifically called for official purpose only.

4 The Unit Officers and other Judicial Officers staying away from the place of visit shall not make any official trip for the purpose of seeing the dignitary.

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5 All Principal District Judges / Unit Heads in the State shall

PRL. DISTRICT AND SESSIONS RECEIVED 11 SEP 2026 C.P.O.

a. Nominate a Protocol Officer, preferably any young and active local officer, at such places to monitor and supervise the protocol duties and communicate the name of such Protocol Officer to the High Court at the earliest; and

b. communicate the names of the Superintendent / Clerk along with the Office Subordinates who are attending the Protocol duties at every such place to attend the Protocol duties of the visiting dignitaries at the earliest to the High Court and

c. to see that an Office Subordinate shall be attached to the Hon'ble Visiting dignitary during his stay and

d. to issue necessary instructions to the Protocol staff to attend the Protocol duties.

6 The Protocol Officer shall be responsible to make arrangements such as accommodation, transport, food etc., and to inform the Hon'ble dignitary, through the Principal District Judge / Unit Head about the tariff for accommodation, boarding and transport charges etc.

7 The Hon'ble visiting dignitary will be received at the Airport, Railway Station or at the Guest House, as the case may be, by the Protocol Officer and Staff.

8 The Protocol Officer shall be in informal dress and the Office Subordinates nominated for protocol duties and attending the Hon'ble Judges shall wear proper uniform.

9 The District Judges / Unit Heads shall ensure that no funds or donations are collected or received to meet any expenditure of and on the visiting Hon'ble Judges or other visiting dignitaries.

10 The Principal District Judges / Unit Heads in the State shall inform the High Court about the expenditure likely to be incurred by the Officials and Protocol staff attending on the Hon'ble Judges, during their official or private visits to the places of their Districts. On receiving such statements, necessary funds will be allotted by the High Court.

11 During the visits of the Hon'ble Judges to pilgrimage and other tourist places in the State of Telangana certain expenditure may be incurred by the Protocol Wing attending on them. Such expenditure shall be met from out of the funds allotted by the High Court.

12 On official visits of the Hon'ble Judges, the Government will provide allowances to their Lordship's and when their Lordships are on private visits, the District Protocol Wing is expected to provide necessary courtesies and facilities to their Lordships' as per the requirements, for which the fund is allotted by the High Court. The Unit Heads shall not allow any expenditure from the Court's establishment or from any individual or from any other source.

13 The practice of incurring expenditure from the pockets of Protocol Officer/Staff towards the courtesies extended to

the Hon'ble High Court Judges, their spouses and children should be discontinued.

14 The expenditure incurred on the official visits of Hon'ble High Court Judges should be met from the amount provided towards protocol expenses.

15 Any expenditure incurred towards food and refreshments during the private visits of either Hon'ble Judges of the High Court or their spouses and children, should be paid by the concerned dignitaries and not by the Judicial Officers in the District.

16 The expenditure incurred for fuel by the protocol staff of the district, for receiving and accompanying the Hon'ble Judges of the High Court, his spouse and children during their visits to the District, may be met from the amount earmarked for protocol expenditure. The expenditure is permitted to be incurred for sitting Judges of all the High Courts in the Country and for the retired Judges, their spouses and children of this High Court. No expenditure shall be incurred by Judicial Officers from their pockets.

17 The amount allotted towards protocol expenses shall not be utilized to meet any expenditure other than those aforementioned.

18 Whenever the protocol expenses exceed the limit prescribed, the Unit Heads shall submit their claim to the High Court for consideration of such extra expenditure incurred on a case to case basis.

Therefore, as directed, all the Unit Heads in the State are directed to follow the above directions and the Unit Heads are instructed to circulate a copy of the circular to all the Presiding Officers working under their control and see that the instructions issued by the High Court be complied scrupulously.

The above instructions shall be strictly adhered and any deviation in this regard will be viewed seriously.

REGISTRAR GENERAL

To

1. The Prl. Secretary to the Hon'ble the Chief Justice, High Court for the State of Telangana at Hyderabad {for placing the same before the Hon'ble the Chief Justice}.

2. All the P.Ss to the Hon'ble Judges, High Court for the State of Telangana at Hyderabad {for placing before the Hon'ble Judges}.

3. All the P.Ss to the Registrars, High Court for the State of Telangana at Hyderabad {for placing before the concerned Registrars}

4. All the Unit Heads in the State of Telangana.
{with a request to communicate the copy of the Circular to all the Presiding Officers working in their Unit}

5. The Section Officers:
a) Protocol Section b) E Section, c) B.Spl. Section
d) Vigilance Cell and e) C Section, High Court for the State of Telangana.

OFFICE OF THE PRINCIPAL DISTRICT JUDGE AT: NALGONDA

Dist.Court Endt.Dis.No. 3884 **/2026/A1, Date: 15.09.2026.**

"Communicated, with a request to follow the directions issued by the Hon'ble High Court, scrupulously".

15/9/26

PRINCIPAL DISTRICT JUDGE,
NALGONDA.

To:
1. All the Judicial Officers of Nalgonda District Judiciary.
2. The Superintendent, Central Process Establishment, District Court, Nalgonda.
3. The System Officer, District Court, Nalgonda (with a direction to upload the same in the District Court Website, Nalgonda).