OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE AT VIKARABAD:: VIKARABAD DISTRICT

CIRCULAR

Dis.No:2568/Admn./2026 **Dated:05-11-2026**

Sub: Pursuing further studies - Requirement of prior permission - Instructions regarding obtaining of acknowledgments - Reg.

Ref: 1. Government Memo No. 609/Ser-C/78-1, General Administration (Ser.C) Dept., dt. 06.04.1978.
2. High Court's Endt. ROC No. 3312/78.C.5, dt. 21.04.1978.
3. High Court's Order dt. 30.12.2015 in W.P.No. 30688/2013.
4. High Court's letter in ROC No. 128/2016-C.3, dt. 22.01.2016.
5. High Court's letter in ROC No. 77/2021-C.3, dt. 26.06.2021.
6. High Court's Circular ROC No. 2350/2024-C.3, dt. 02.11.2024.

* * *

All the Judicial Officers in Vikarabad District Unit are hereby informed that the Hon'ble High Court, through its circular 6th cited, has issued directions regarding employees pursuing further studies by observing that several staff members have been applying for permission to pursue studies after taking admission, just before the commencement of examinations or seeking ratification after completion of the course. Such practices are in gross violation of the Government and Hon'ble High Court's instructions communicated vide references 1st to 5th cited, which mandate that prior permission must be obtained before commencement of the course.

Therefore, in compliance with the directions of the Hon'ble High Court, all Unit Heads are instructed to strictly follow the rule that every employee under their control must obtain prior permission before commencing any course of further studies. ***It is made clear that no application seeking permission to appear for examinations or seeking ratification of a course shall be forwarded to the High Court, if prior permission was not obtained. Henceforth, such actions will not be ratified as a matter of course and the instructions must be followed scrupulously by all.***

Therefore, in terms of the Hon'ble High Court's circular 6th cited, all Judicial Officers are once again requested to communicate the contents of the Government Memo 1st cited and the High Court's instructions to all staff members working in their respective courts. A copy of the said Government

...Contd.

Memo and High Court's instructions is enclosed herewith for ready reference and circulation. A proper and separate acknowledgment shall be obtained from each staff member, including their name, designation and the date of receiving copy of the Government Memo. This requirement shall also apply to all future appointees posted to their Courts. A compliance report in this regard, along with the collected acknowledgments, shall be submitted to this office on or before 31.11.2026, without fail.

Prl. District and Sessions Judge
Vikarabad District
Prl. Dist. & Sessions Judge
Vikarabad District.

To:

All the Judicial Officers working in Vikarabad District Unit.

Copy to:

1. The Sr. Superintendent, Prl. District Judge's Court, Vikarabad District.
2. The System Assistant, Prl. District Judge's Court, Vikarabad with a direction to upload this circular on the District Court website.

True Copy / Forwarded / By Order
Chief Administrative Officer
Prl. Dist. & Sessions Judge
Vikarabad District.

B.R. MADHUSUDHAN RAO
REGISTRAR (ADMN.)

HYDERABAD
DT. 21-11-2024.

ROC.No.2350/2024-C - 3

To
All the Principal District Judges/Unit Heads.

Sir/Madam,

Sub:-Public Services –Instructions issued by the High Court in respect of taking/obtaining prior permission by the employees of the Distrct Judiciary to pursue further studies – Further instructions issued-Regarding.

Ref:-1.Government Memo No.609/Ser-C/78-1, General Administration (Ser.C) Department, dt.6-4-1978.
2. High Court's Endt.ROC.No.3312/78.C.5, dt.21-04-1978, communicating Government Memo to all the District Judges / Unit Heads.
3. High Court's Order dt.30-12-2015 in W.P.No.30688/2013 on the file of the High Court of Judicature, Hyderabad.
4. High Court's letter in ROC.No.128/2016-C.3, dt.22-01-2016, addressed to all the District Judges/Unit Heads.
5. High Court's letter in ROC.No.77/2021-C.3, dt.26-06-2021, addressed to all the District Judges/Unit Heads.

<<>>

While inviting your attention to the subject cited, it is to bring to your notice that the High Court while communicating the Government Memo 1st cited, issued certain instructions to the Unit Heads in the State of Telangana in the matter of according permissions to pursue further studies by the Government Employees and the said Government Memo was communicated to all the District Judges/Unit Heads under 2nd cited in respect of employees of District Judiciary seeking permission to pursue further studies vide letters 2nd to 5th cited. Inspite of the said instructions, it is noticed that some of the staff members in the District Judiciary have been applying for permission after taking admission/just before commencement of final examinations/seeking ratification after completion of course which is in gross violation of instructions issued under references 1st to 5th cited.

--2

In this regard, as directed, while reiterating the instructions issued in references 1st to 5th cited, all the Unit Heads are requested to issue suitable instructions to the employees working in your respective Units to obtain prior permission to pursue further studies i.e., before commencement of course, and to see that the above instructions are followed scrupulously.

It is further request you to communicate the same among the Officers and Staff Members working under your control and also future appointies and invariably obtain proper acknowledgement from each of the staff members separatively including name and designation of the staff members and date of receiving copy of Government Memo etc. and submit compliance report in the matter.

Further, all the Unit Heads are requested not to forward any application seeking permission to appear for the examinations/ratification, if prior permission to pursue further studies is not obtained, to the High Court.

It is also made clear that henceforth such action cannot be ratified as a usual course.

Yours faithfully,

21/12/21

REGISTRAR (ADMN.)

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SERVICES.C) DEPARTMENT.
Memorandum No.609/Ser.C/78 -1 Dated 6-4-1978.

Sub: A.P.Civil Services (Conduct) Rules, - Permission to join evening colleges - Further instructions Issued.

Ref: 1. U.O.NoteNo. 434/57-1, G.A.(Ser.C) Dept., dated 16-5-1957.
2. Memo.No. 2209/Ser.C/73 -1 G.A.(Ser.C) Dept., Dt. 7-1-74.

According to the orders contained in the U.O.Note cited, Government servants may join evening colleges by obtaining the permission of the Heads of Departments in the case of non-gazetted officers and of the Government in case of gazetted officers. In the Memo. cited, powers have been delegated to all Heads of Departments to permit the gazetted officers working under them to join evening colleges, subject to the condition that this should not, in any way, interfere with or be detrimental to the discharge of their official duties.

2. It has been brought to the notice of the Government that some Universities have started correspondence courses for the degree course and joining the colleges is not necessary for these courses. The question whether prior permission of the Government or other competent authorities, as for regular evening classes, is necessary inrespect of Government employees who intend pursuing these study courses has been examined by the Government. In order to enable the competent authorities to stipulate the condition that the pursuit of the study course (By correspondence) does not in any way interfere with the official duties of the Government servants, the Government have decided that prior permission of Government or the Heads of Departments, as the case may be, is necessary in such cases also. The Heads of Departments and Departments of Secretariat are requested to bring this to the notice of all Government servants under their control.

N.Raghava,
Secretary to Government.

HIGH COURT OF ANDHRA PRADESH AT HYDERABAD.
Endt. Rec.No. 3312/78 C.5 Dt. 21-4-1978.
Communicated.

Sd. T.Suryanarayana Murthy,
Asst.Registrar.

//true copy//forwarded//by order//

SECTION OFFICER.

contd..

To

All District Judges.
The Chief Judge, City Civil Court, Hyderabad.
The Chief Judge, City Small Causes Court, Hyderabad.
The Metropolitan sessions Judge, Hyderabad.
The Addl. Metropolitan Sessions Judge, Hyderabad.
All Law Officers.
All Chairmen, Land Reforms Appellate Tribunals in A.P.
The Chairman, Tribunal for Disciplinary proceedings, H.C.
All Heads of Sections in High Court (for circulation among the members of the staff).
The Section Officer, Estt. Section, High Court.

Spare, 5 copies.

D. NAGARJUN
REGISTRAR (ADMN.)

HYDERABAD
Dt.22 -01-2016

ROC.No. 128/2016-C - 3

To

All the District Judges/Unit Heads.

Sir/Madam,

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

Ref:-1.Government Memo No.609/Ser-C/78-1, General Administration (Ser.C) Department, dt. 6-4-1978.
2. High Court's Endt.ROC.No.3312/78.C.5, dt. 21-04-1978, Communicating Government Memo. to all the District Judges / Unit Heads.
3. High Court's Order dt.30-12-2015 in W.P.No.30688/2013 on the file of the High Court of Judicature, Hyderabad.

<<>>

Kind attention is invited to the references cited on the subject matter.

I am to state that the Government under its Memo. 1st cited issued certain instructions in the matter of according permissions to pursue further studies by the Government Employees and the said Government Memo was communicated to all the District Judges/Unit Heads under 2nd cited.

It has been noticed that some of the staff members of subordinate Judiciary are pursuing their further studies without obtaining proper permission from the higher authorities.

....Contd.2

I am to further state that the High Court while disposing of W.P.No.30688/2013, filed on the subject matter observed as follows:

"xxx xxx xxx xxx xxx"

We can hope that the authorities concerned take steps forthwith to communicate a copy of memo No. 609/Ser.C/78-1, dt. 06-04-1978 to all the employees working in their respective Units.

"xxx xxx xxx xxx xxx"

In the light of the above said observations and also having kept in view of the past experience, it is expedient to make aware the staff members of obtaining prior permission for pursuit of further studies by them.

Therefore, I am to enclose herewith copy of the Government Memo 1st cited and to request you to communicate the same among the Officers and Staff Members working under your control and invariably obtain proper acknowledgment 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 compliance report in the matter.

Further, you are also requested to take suitable steps in communicating the above Government Memo to all the Officers and Staff future appointees of your unit.

Yours faithfully,

REGISTRAR (ADMN.)