OFFICE OF THE I ADDITIONAL DISTRICT AND SESSIONS JUDGE AT KOTHAGUDEM

Dis.No. 868 Date: 25.10.2025

C I R C U L A R

Sub:- PUBLIC SERVICES – TSJS – Instructions to all the Judicial Officers in the cadre of Junior Civil Judges/Judicial Magistrates of First Class of Bhadradri Kothagudem Unit – Reg.

Ref:-1. Proceedings of the Hon'ble Prl.District and Sessions Judge, Bhadradri Kothagudem vide Proc.Order Dis.No.4091, dated 07.10.2025.

2. Proceedings of the Hon'ble Prl.District and Sessions Judge, Bhadradri Kothagudem vide Proc.Order Dis.No.4180, dated 10.10.2025.

3. Hon'ble High Court's Circular ROC.No.5685/2016-B.Spl., dated 15.09.2015.

4. Hon'ble High Court's letter ROC.No.2912/2022-B.Spl., dated15.07.2022

5. Hon'ble Prl.District and Sessions Judge, Bhadradri Kothagudem, Circular Dis.No.3668, dated 04.06.2024.

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With reference to the subject cited above, it is hereby observed by the undersigned that all the Junior Civil Judges/Judicial Magistrates of First Class working in the Unit of Bhadradri Kothagudem are not sending their leave applications well in advance of the commencement of leave period even in cases where emergency situation does not exist. Though several Circulars are issued in the past that the requests for sanction of leave shall be made well in advance, quite often these Circulars vide reference 3rd and 4th cited are being violated.

Hence, all the Junior Civil Judges/Judicial Magistrates of First Class working in this Unit are hereby instructed to submit their applications for Casual Leave/Optional Holidays/Permissions well in advance, i.e., at least one week prior to the intended date of leave, after obtaining the consent of the in-charge officer, as directed in reference 2nd cited. However, in cases of genuine emergencies, this requirement may be relaxed. It is further informed that leave applications not received within the stipulated time shall be deemed to have been rejected automatically.

These instructions are issued to ensure the smooth and uninterrupted functioning of the Courts. All Officers are therefore directed to adhere to the above instructions scrupulously.

25/10/4

I ADDL.DISTRICT AND SESSIONS JUDGE
KOTHAGUDEM.

To
All the Junior Civil Judges/Judicial Magistrate of First Class
working in the unit of Bhadradri Kothagudem.

Copy Submitted to:
The Hon'ble Principal District & Sessions court,Kothagudem(for favor of information)