

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE :: SURYAPET.

Dis.No. 28 /2024/A1.

Dated: 4 -01-2024.

C I R C U L A R

Sub: COURTS - Availment of Casual Leaves/
Optional Holidays/ Public Holidays by the Staff
Members - Certain Instructions Issued - Reg

It is noticed by the undersigned that some of the staff members in the Suryapet District Unit are availing Casual Leaves/ Optional Holidays/ Public Holidays without prior sanction, which violates the employee code of conduct and causing inconvenience to the Office work.

Therefore, all the Staff Members working in the Suryapet District Unit are directed to apply for Casual Leaves/ Optional Holidays/ Public Holidays well in advance, and shall only avail Casual Leaves/ Optional Holidays/ Public Holidays after being granted.

Any deviation in this regard will be viewed seriously and suitable disciplinary action will be initiated as per rules in vogue.


PRINCIPAL DISTRICT JUDGE,
SURYAPET.

To
All the Staff Members working in the Suryapet District Unit.
(through their respective Presiding Officers)