

**OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: SURYAPET.**

**:: CIRCULAR ::**

Dis.No. 2151 /2024/A1.

Dated: 03-09-2024.

Sub: Establishment - Attending of Office duties by Office Subordinates in Suryapet District Unit and Wearing of Uniform - Certain Instructions Issued - Regarding.

\*\*\*\*

It is brought to the notice of the undersigned that inspite of several instructions issued by the undersigned, most of the Office Subordinates are not attending their duties in time which is causing inconvenience to the Official duties of the Court. Therefore, all the Office Subordinates of Suryapet District Unit are directed to attend the Office by 09.30 A.M scrupulously. Further they are directed to attend the Office duly wearing the uniform i.e.,

- Office Subordinates (Male) {Cap, White Dress, Belt with Badge}
- Office Subordinates (Female) {Prescribed Uniform}

All the Judicial Officers working in the Suryapet District Unit are instructed to bestow their attention and keep a watch with regard to attending of duties by Office Subordinates punctually and also instruct their respective Superintendents/ Nazirs to keep a close watch and appraise to the undersigned as and when required.

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

  
**PRL.DIST. & SESSIONS JUDGE,  
SURYAPET.**

To  
All the Judicial Officers working in the Suryapet Unit.