

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

**:: CIRCULAR ::**

**Dis.No. 67 /2025/A1.**

**Dated: 08 -01-2025.**

Sub: STATE JUDICIAL SERVICES – Submission of all types of leave applications by the Judicial Officers – Certain Instructions Issued – Regarding.

Ref: Hon'ble High Court ROC.No. 2912/2022-B.Spl., dated 15.07.2022.

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Attention of all the Judicial Officers in Suryapet District is hereby drawn to the circular instructions issued by the Hon'ble High Court under reference cited, where-under the Hon'ble High Court has issued several instructions with regard to casual leaves, earned leave/ half pay leave/ etc.

Inspite of the above instructions issued by the Hon'ble High Court, it is noticed by the undersigned that some of the Judicial Officers in the District are not taking the said Circular instructions in its letter and spirit and not submitting their leave applications well in advance, thereby causing much inconvenience to the granting authority apart from causing disturbance in smooth administration in the District.

Therefore, all the Judicial Officers working in Suryapet unit are hereby directed to avail casual leaves/ earned leave/ half pay leave / EOL discreetly and submit their applications for grant of casual leaves/ earned leave/ half pay leave / EOL, well in advance except in emergency situations, after obtaining consent from their counterparts, to enable the sanctioning authority to make incharge arrangements accordingly.

Therefore, all the Judicial Officers of Suryapet Unit are instructed to follow the above instructions scrupulously.

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

To  
All the Judicial Officers working in the Suryapet Unit.