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

:: C I R C U L A R ::

Dis.No. 2901 /2025/A1 Dated: 09-12-2025.

SUB : **COURTS - Observance of office timings scrupulously by the Staff Members working in Suryapet District Unit - Reg**

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It is brought to the notice of the undersigned that few of the Staff Members working in Suryapet District Unit are not attending their duties on time and leaving the Office during Office Hours without applying leave/ without taking permission from their Presiding Officers. The said Act amounts to disobedience and lack of discipline to the duties.

Axiomatically, punctuality is the hall mark of any discipline, especially in the Judicial institutions, and any deviation to this cardinal principle hampers effective functioning of the Courts.

Therefore, all the Staff Members working at Suryapet Unit are directed to attend their respective Offices by 10.00 AM without fail and render their services during the Court Hours.

Any deviation in this regard will be viewed seriously and suitable disciplinary action will be initiated against the erring staff members.

PRL.DIST. & SESSIONS JUDGE 9/12/25
SURYAPET.

To
1.All the Judicial Officers working at Suryapet District Unit.
2.All the Staff Members working at Suryapet District Unit.
(through their Presiding Officers)