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

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

Dis.No. 3913 /2025/A1 Dated: 09-12-2025.

SUB : **COURTS - Directions with regard to Updation of the Registers, Consignment of disposed records, Clearing of Arrears work - Certain directions - Reg**

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It is brought to the notice of the undersigned that, most of the records are not being updated by concerned staff timely, and further the disposed records are not being consigned to the record rooms within stipulated time.

Therefore, all the Judicial Officers of Suryapet District Unit are instructed to direct the staff under their control to update all the records up to date, consign disposed records duly indexed to the record rooms strictly, with cross entries as and when disposed, and clear all the arrears work.

All the Judicial Officers of Suryapet District unit are directed to personally monitor and submit report fortnightly, to the undersigned.

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

To
1.All the Judicial Officers working at Suryapet District Unit.
2.The Superintendents, Civil, Criminal and Record Section
of Prl. District Court, Suryapet for compliance.