OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, KAMAREDDY.

Dis. No. 1393 Date. 10 .06.2026.

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

Sub:- LEAVES – Availing of Casual Leave/Earned Leave/Half pay Leave/Paternity Leave/ Maternity Leave by the employees working in Kamareddy District Judiciary – Certain instructions – Issued- Reg.

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It is noticed by the undersigned that most of the employees are availing leave without obtaining prior sanction and are exhausting their Casual Leave much before the end of the calendar year. Frequent availment of leave by the employees is causing much inconvenience to Office and Court work.

It has also been noticed that some employees are submitting leave applications without disclosing the specific purpose of leave, merely stating "personal reasons." Further, some employees are not submitting their leave applications sufficiently in advance of the commencement of the leave period, even in cases where no emergency exists. Such practice is highly deprecated and adversely affects the functioning of the District Judiciary.

In view of the above, all employees working in this Unit are directed to exercise due discretion while availing leave and to utilize Casual Leave proportionately throughout the year. No employee shall leave the office without obtaining prior sanction of leave except in emergency cases/

health issues. They are further directed to submit their leave applications well in advance, clearly indicating the purpose for which the leave is sought.

All the learned Judicial Officers shall forward the leave applications well in advance of the employees working under their control to the Court of the Prl. District & Sessions Judge, Kamareddy whenever sanction of leave is required from this Court. The employees are also informed that if their leave applications do not reach the Court of Prl. District & Sessions Judge, Kamareddy before commencement of the leave period, such leave application will be summarily rejected leading to break of service.

All the employees are directed to follow the above directions scrupulously. Any deviation in this regard will be viewed seriously. All the Judicial Officers should immediately forward leave applications of employees working under their control, with their recommendation or otherwise, well in advance, failing which they will be rejected at the threshold holding the concerned learned Judicial Officer responsible for the same.

10/6/26

Prl. District and Sessions Judge,
Kamareddy.

To,

1. All the Judicial Officers working in the Kamareddy District Judiciary (with a request to circulate among the employees working under their control).
2. The Chief Administrative Officer, Prl. District & Sessions Court, Kamareddy with a request to circulate among all the employees working in the Prl. District & Sessions Court, Kamareddy.

True Copy/Forwarded/by Order

Chief Administrative Officer 10/6/26
Prl. Dist. & Sessions Judge's Court
KAMAREDDY