OFFICE OF THE SESSIONS JUDGE,

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CIRCULAR

Dis.No.3972/2026/Admn/SJ/PR.No. 07/2026 **Dt. 18-07-2026**

Sub: City Criminal Courts, Red Hills, Nampally, Hyderabad – Conservation of Electricity and Water – Ensuring that Air Conditioners, fans, lights and other electrical appliances are switched off after office hours and water taps are properly closed – Instructions issued – Regarding.

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It has come to the notice of the undersigned that, in several Court Halls, Judges' Chambers and office rooms, Air Conditioners, ceiling fans, lights and other electrical appliances are being left switched on even after office hours. It has also been observed that water taps are not being properly closed after use, resulting in unnecessary wastage of electricity and water.

Such negligence causes avoidable financial burden on the Government, leads to wastage of valuable natural resources and adversely affects proper maintenance of the Court premises.

Therefore, all the Chief Ministerial Officers, Section Heads and members of the staff are hereby instructed to ensure the following:

1. Air Conditioners, fans, lights, computers, printers and all other electrical appliances shall invariably be switched off before leaving the office at the close of working hours.
2. Water taps shall be properly closed after use to prevent wastage of water.
3. The last person leaving the Court Hall, Chamber or office room shall ensure that all electrical appliances are switched off and all water taps are securely closed.
4. Administrative Officers/Supervisory Officers shall monitor compliance with these instructions on a daily basis.
5. Any defect noticed in electrical fittings, Air Conditioners, water taps or plumbing shall be reported immediately to the concerned building incharge for necessary action.
6. All concerned shall strictly adhere to the above instructions in the interest of conserving public resources and maintaining proper office discipline.
7. Any deviation or negligence in complying with these instructions will be viewed seriously and appropriate action will be initiated against the persons responsible

SESSIONS JUDGE,
HYDERABAD.

SESSIONS JUDGE
Hyderabad

To

1. All the Judicial Officers of this Unit. } **Through Email.**
2. All the Section Heads of this Unit. }

Copy to:

The District System Administrator, Court of the Sessions Judge, Hyderabad, is hereby directed to send the same to all the courts in this Unit through official e-mail and also upload the same in the official website.