# OFFICE OF THE SESSIONS JUDGE,

**Ground Floor, Red Hills, Nampally, Hyderabad – 500004**
**Telephone No.044-23442467, hyd.msj-ts@indiancourts.nic.in**

## CIRCULAR

DIS.NO. 4244 /2026/SJ/Admn/Hyd/2026 Dt. 28.07.2026

Sub – Courts – Criminal Courts – Addressing letters complaining against the non-performance of the staff members and their dereliction of duties – Request for reconstruction of records without fixing the responsibility – Regarding.

It is noticed by the undersigned that some of the Judicial Officers in this Unit are addressing letters complaining against the non-performance of the staff members and their dereliction of duties. The letters are silent with regard to the action initiated against the errant staff members such as issuing memo, the explanation, if any, offered by the individual for his/her negligence and dereliction of duties and the record built up by the Officers against the staff. Merely making a request in the letter for transfer of an employee from that Court is not a solution to the problem and the errant employees must be made to realize his/her folly by initiating disciplinary action in the matter in accordance with CCA Rules.

It is further noticed by the undersigned that some of the Judicial Officers of this Unit are addressing letters with regard to missing of documents, case records, exhibits, etc., and just making a request for reconstruction of documents, without there being taken any steps and this Office is making unnecessary correspondence in that regard which is causing delay in taking further steps. Therefore, the Presiding Officers are hereby instructed to take necessary steps such as issue memos, calling the explanation of the individual for his/her negligence and dereliction of duties at the relevant time in whose period the documents, case records, exhibits were misplaced and fix-up the responsibility on the errant staff for missing documents and built up record and send a detailed report to the undersigned by fixing the responsibility for taking further steps.

It is also noticed that the Judicial Officers are addressing letters against the staff members with regard to absconding from duties without intimation nor leave and simply writing letters to the District Court making request to post a substitute in his/her place, without taking any steps for issuing of memo's, etc.,

Therefore, all the Judicial Officers are desisted from addressing letters/D.O letters in the above matter against the staff members henceforth and they are advised to address letters only after taking necessary action at their end and to forward along with the letters, the record built-up against the errant staff.

Further, all the Presiding Officers are requested to grant Earned Leave, Commuted Leave and Medical Leave applied by the employees within a period of 30 days and shall mark a copy to the undersigned for information only as per proceedings of this Court vide Dis.No.4400, dt.31.12.2021, but not for ratification.

Kindly, acknowledge receipt of the circular.

SESSIONS JUDGE,
HYDERABAD.

Sessions Judge
Hyderabad

To:
1. All the Judicial Officers of this Unit, Hyderabad and Secunderabad. *(Through Email)*
2. All the Section Heads of this Unit. *(Through Email)*

Copy to:
The District System Administrator, Sessions Judge Court, Hyderabad, with a request to upload the same in the official website.