

**OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: YADADRI-  
BHONGIR.**

**Dis. No. 194 /2023/A1.**

**Dated: -01-2023.**

**C I R C U L A R**

Sub: STATEMENTS – Schedule of Monthly statements and other statements / information – Certain instructions given - Reg.

- Ref: 1. Letter ROC No.1952/OP CELL/2022 dated 17.06.2022 of the Hon'ble High Court for the State of Telangana, Hyderabad.  
2. This Office endorsement Dis.No.325/2022/A1 dated 23.06.2022.  
3. This Office circular Dis.No.1016/2022/A1 dated 09.11.2022.

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In pursuance of the directions of the Hon'ble High Court, all the Judicial Officers were already given instructions to submit the monthly statements and other statements / information, in the prescribed format accurately and promptly within time.

In spite of the circular instructions given by the under signed vide reference 2<sup>nd</sup> and 3<sup>rd</sup> cited, the statements / information have not been receiving in time and in proper, resulting which this Court is facing much inconvenience to consolidate for onward submission to the Hon'ble High Court within time.

Therefore, all the Judicial Officers are hereby directed to submit statements / information scheduled as below, in the prescribed formats, which are placed in the website i.e., [district.ecourts.gov.in/yadadri](http://district.ecourts.gov.in/yadadri) and got downloaded the prescribed formats.

Sl.No.	Name of the Statement	Date of submission of the statement
1	Daily Disposal and Daily work done	Every day 5:00 PM (soft copy) Next day (hard copy)
2	Monthly statements	1 <sup>st</sup> of the every succeeding month

3	<b>Quarterly statements</b> i) UTP, RTI & CJ conference 1 <sup>st</sup> Quarter statements ii) UTP, RTI & CJ conference 2 <sup>nd</sup> Quarter statements iii) UTP, RTI & CJ conference 3 <sup>rd</sup> Quarter statements iv) UTP, RTI & CJ conference 4 <sup>th</sup> Quarter statements	→ 2 <sup>nd</sup> April of the year → 2 <sup>nd</sup> July of the year → 2 <sup>nd</sup> October of the year → 2 <sup>nd</sup> January of the year
4	<b>Half yearly statements</b> i) Half yearly A, B, C, D and 1 to 9 statements ii) Work Review statements 1 <sup>st</sup> half and 2 <sup>nd</sup> half	→ 1 <sup>st</sup> week of July and January → 15 <sup>th</sup> of July and January.
5	<b>Financial Year statements</b>	→ 15 <sup>th</sup> of April of every year
6	Other statements whenever called by the Hon'ble High Court	→ Date specified in the communication.

Hence, all the Judicial Officers are instructed to give directions to the concerned staff of their respective Courts to submit the required statements in the prescribed formats accurately and promptly and further instructed to see that the statements / information shall be submit to this Court as per the schedule mentioned above.

**Any deviation of the above instructions will be viewed seriously and action will be initiated against the concerned.**

  
**PRINCIPAL DISTRICT JUDGE,  
YADADRI-BHONGIR.**

To

All the Judicial Officers in the Yadadri-Bhongir District Unit.