

**HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD**

**CIRCULAR**

**ROC.No.1132/2024-D-II(B)**

**Date: 01.08.2024**

Sub:- BUILDINGS - Functions – Instructions to be followed for plaques in Official Functions viz., inauguration of new courts, court buildings and residential quarters of Judicial Officers etc., — Circular Instructions – Issued.

Ref:- 1. High Court's Circular in Roc.No.575/SO/2024, dated 15.03.2024.  
2. Minutes of the Hon'ble Full Court Meeting held on 05.07.2019.

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It is brought to the notice of the High Court that requests are being made by the Bar Associations from the District Courts to include the name and designation of the Secretary of the Bar Associations etc., in the plaque in connection with official functions viz., inauguration of court buildings, residential quarters, Library and other buildings.

The Subject matter “to include the name of General Secretary of Bar Association, members of Bar Council, Telangana on the Plaque” was considered by the Full Court and it was resolved that **“the name of the President only be inscribed on the plaque”**.

Circulars are being issued from time to time, latest being Roc.No.575/SO/2024 dated 15.03.2024 indicating the procedure to be followed in officiating the official functions at the District Judiciary.

Therefore, the High Court hereby directs all the Unit Heads in the State of Telangana to strictly adhere to the Resolution of the Full Court that **“the name of the President only be inscribed on the plaque”** while processing and forwarding plaque in connection with official functions viz., inauguration of court buildings, residential quarters, Library and other buildings.

Therefore, the High Court hereby reiterates the earlier instructions cited above, and all the Unit Heads in the State of Telangana are directed to follow the instructions and to instruct all the Presiding Officers in their Units to adhere to the above instructions scrupulously.

The receipt of the circular may please be acknowledged.

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**REGISTRAR (ADMINISTRATION)**  
**FAC REGISTRAR (INFRASTRUCTURE)**

To

1. All the Unit Heads in the State of Telangana (with a request to communicate the circular instructions to all the Judicial Officers working in their unit).
2. All the Registrars, High Court for the State of Telangana (for information).
3. The Director, Telangana State Judicial Academy, Secunderabad.
4. The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
5. The Section officers E-Section, O.P.Cell Section, B.Spl.Section, Vigilance Cell Section and Protocol Section.
6. The Section Officer, Special Officer Section (for codification).
7. The Section Officer, Computer Section (with a request for place the circular in High Court website).