

HIGH COURT FOR THE STATE OF TELANGANA

R.O.C.No.3009/OP CELL/2019

Date: 25-09-2019

CIRCULAR

Sub: Subordinate Courts – Certain directions with regard to observance of office timings scrupulously by the Judicial Officers in the State of Telangana - Instructions issued earlier – Reiterated – Regarding.

- Ref: 1 High Court's D.O.Lr.No.4007/1992/B.Spl. Dt.17.07.1992
2 High Court's Circular in ROC.No.5653/OP CELL-E/1999, Dt. 18.12.1999.
3 High Court's Circular in ROC.No.1872/OP CELL-E/2003, Dt. 16.04.2003.
4 High Court's D.O.Lr.No.2701/OP CELL-E/2009, Dt. 25.08.2009.
5 High Court's letter in ROC.No.2399/OP CELL-E/2011, Dt. 08.08.2011.
6 High Court's Circular in ROC.No.2399/OP CELL-E/2011, Dt. 12.07.2012.
7 High Court's Circular in ROC.No.2399/OP CELL-E/2011, Dt. 16.04.2013.
8 High Court's Circular in ROC.No.2399/OP CELL-E/2011, Dt.12.06.2014.
9 High Court's Circular in ROC.No.2399/OP CELL-E/2011, Dt. 04.12.2014.
10 High Court's Circular in ROC.No.4415/OP CELL-E/2015, Dt. 15.09.2015.
11 High Court's Circular in ROC.No.2547/OP CELL-E/2006, Dt. 01.06.2016.

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Attention of all the Unit Heads and Judicial Officers is invited to the letter and circular in the reference 1st and 2nd cited, whereby they were directed to follow the court hours strictly from 10.30 AM to 2.00 PM and from 2.30 to 5.00 PM, and not to leave the court premises during the lunch hours, engaging themselves with judicial work by posting sufficient number of cases every day.

Axiomatically, punctuality is the hallmark of any discipline, especially in Judicial wing, and any deviation to this cardinal principle shakes the confidence of litigant public in the institution. Therefore vide reference 3rd and 4th cited while reiterating the instructions already issued, all the Unit Heads and the Judicial Officers were directed to observe the court timings, punctuality and render devoted service during the court hours, to improve their disposals in order to bring down

accumulated pendency and to achieve positive results. The Unit Heads were also required to find out innovative methods permissible under law and chalk out action plan after having deliberations with the Officers working in their Unit and to motivate them to improve the disposals.

Further, when specific instances were brought to the notice of the High Court reference 6th cited circular was issued reminding all the Unit Heads and the Judicial Officers, that they being the pillars of Administration of Justice are expected to discharge the Judicial functions to the best of their onus and to the expectation of the litigant public and directed to strictly adhere to the circular instructions issued by the High Court from time to time for maintaining the punctuality of the court timings.

In order to stream line the functions and punctuality of the Subordinate Courts in the State in adhering the court hours and also to ensure that the earlier instructions issued by the High Court are followed scrupulously in reference 7th and 9th cited, a proforma is prepared and all the Judicial officers were requested to forward the duly filled-in forms to the concerned District Judge periodically to bring transparency in functioning of the courts, ensuring active participation of all the Judicial Officers in collective endeavour of disposal of good number of cases. Vide reference 10th and 11th circulars the Judicial Officers were directed to observe office timings and punctuality in holding the public courts and to refrain from leaving the Head Quarters during weekends without permission of High Court except in case of emergency. The Unit Heads were also directed to implement the circular 7th cited scrupulously and report compliance from time to time as indicated therein.

Despite issuance of circular instructions in the reference 1 to 11 supra, regarding observance of office timings and punctuality in holding public courts from 10.30 A.M. to 5.00 P.M. with lunch recess from 2.00 PM to 2.30 PM, it has come to the notice of the High Court that many of the Presiding Officers in Subordinate Courts are not strictly following the office timings and attending the Bench late, leaving for their residence during lunch recess and also leaving the court premises before 5.00 PM or frequently leaving the Head Quarters without permission of the Hon'ble High Court. It is needless to say that non-observance of the

working hours as prescribed leads to indiscipline, decrease in the rate of disposal of cases and affects the performance of Judicial Officers both qualitatively and quantitatively.

Therefore, the High Court while reiterating the reference cited circular instructions hereby directs all the Judicial Officers to follow the court timings, punctuality scrupulously and render devoted service, do the entire judicial work on the bench during court hours. All the Unit Heads are further directed to ensure that the circular instructions in the reference 1 to 11 cited (enclosed) are followed by the officers working under their control in letter and spirit without any deviation.

Instances of violation of above instructions will be viewed seriously and will entail initiation of disciplinary action against the officers concerned.

Receipt of the circular may be acknowledged.


REGISTRAR GENERAL
25.9.19

To

All Unit Heads in the State of Telangana (with a request to communicate the same to all the Judicial Officers working in their unit)

Copy to:

- 1) All the Registrars, High Court for the State of Telangana, Hyderabad.
- 2) The Registrar, (IT-cum-Central Project Co-ordinator), High Court for the State of Telangana, Hyderabad. (for directing the concerned to place the circular in the High Court's Website)
- 3) The Section Officer, Special Officers Section (for codification)

ROC.No. 2547 /OP.CELL-E/2016

Date: 1 - 6 -2016

C I R C U L A R

Sub:Subordinate Courts – Certain directions with regard to observance of office timings scrupulously, refrain from leaving Head Quarters during week ends, equitable distribution of work among the Judicial Officers, avoidance of availment of leaves – Instructions - Regarding.

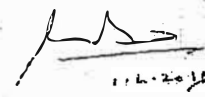
Ref:1.High Court's Circular Roc.No.4415/ OP.Cell-E/2015, dt:15-09-2015.
2.High Court's Circular Roc.No.4416/ OP.Cell-E/2015, dt:15-09-2015.
3.High Court's Circular Roc.No.4417/ OP.Cell-E/2015, dt: 15-09-2015.
4.High Court's Circular Roc.No.5685/ B.Spl/2015,dt: 15-09-2015.

The Office of the High Court in the reference cited circulars issued instructions with regard to:

- (1) Observance of office timings and punctuality in holding public courts from 10.30am to 5.00 pm; with lunch recess from 2.00pm to 2.30pm.
- (2) Refrain from leaving the Head Quarters during the week ends without prior permission of the Hon'ble Administrative Judge concerned, except in case of emergency.
- (3)Monitoring the pendency of cases before the courts and readjust the cases among the courts of equal cadre situated at the same station, after, consultation with the respective Hon'ble Administrative Judge, so as to ensure equitable distribution of work among all the courts.
- (4) Availing leave, the Judicial Officers were directed to be very discreet in availing leaves and try to save as many leaves as possible in a year. They were also directed to send their leave applications well in advance, so that by the time the respective Hon'ble Administrative Judges considers the leave request, the leave period will not commence.

The High Court while reiterating the reference cited circular instructions, hereby directs all the Judicial Officers to follow the instructions given in the circulars scrupulously and all the Unit Heads are directed to ensure that the officers working under their control are following the said instructions in letter and spirit without any deviation.

Receipt of the circular may be acknowledged.


REGISTRAR (VIGILANCE)

To

1.The P.S. to the Hon'ble the Acting Chief Justice. (With a request to place before the Hon'ble the Acting Chief Justice for His Lordship's kind perusal.)

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2. All the Prl. District Judges / Unit Heads in the State of A.P. (with a request to communicate the same to all the Presiding Officers in the District.)
3. The Director, A.P. Judicial Academy, Secunderabad.
4. The Member Secretary, A.P. State Legal Services Authorities, City Civil Court Compounds, Hyderabad.
5. The Section Officer, Special Officers' Section, High Court of A.P. (for codification)

**HIGH COURT OF JUDICATURE AT HYDERABAD FOR THE STATE
OF TELANGANA AND THE STATE OF ANDHRA PRADESH**

CIRCULAR

R.O.C.No.4415/O.P.CELL-E/2015

Dated:15-09-2015

Sub:- Subordinate Courts— Observance of Office timings
scrupulously by the Judicial Officers — Instructions — Issued.

- Ref: - (1) High Court's D.O. Letter No.4007/1992/B.Spl., dated 17-07-1992.
(2)High Court's Circular Roc.No.5653/OP.CELL-E/1999, dated 18-12-
(3)High Court's Circular Roc.No.1872/OP.CELL-E12003, dated
(4) High Court's D.O.Lr.No.2701/OP.CELL-E/2009,dated 25-08-2009.
(5)High Court's Letter Roc.No.2399/OP.CELL-E/2011,dated 08-08-2011
(6)High Court's Circular Roc.No.2399/OP.CELL-E/2011, dated 12-07-2012.
(7)High Court's Circular Roc.No.2399/OP.CELL-E12011,dated 16-04-2013.
(8)High Court's Circular Roc.No.2399/OP.CELL-E/2011, dated 12-06-2014.
(9)High Court's Circular Roc.No.2399/OP-Cell-E/2011, dated 4-12-2014.

Despite issuance of circulars under References (1) to (9) supra regarding observance of Office Timings and punctuality in holding Public Courts from 10.30 A.M. to 5.00 P.M., with lunch recess from 2.00 P.M. to 2.30 P.M., it has come to the notice of the High Court that many of the Presiding Officers of the Subordinate Courts are not strictly adhering to the Office Timings and are attending the Bench late, leaving for their residences during lunch recess and also leaving the Court premises before 5 P.M. It is needless to say that non-observance of the working hours as prescribed leads to indiscipline, decrease in the rate of disposal of cases and affects the performance of Judicial Officers, both qualitatively and quantitatively.

Under Circular vide 7th cited, Judicial officers were required to forward the information regarding the time when they came to the Court, began the Public Court proceedings, retired to Chambers, both in the forenoon and afternoon sessions, in the. Proforma enclosed thereto, on daily basis to the Unit Heads of the respective Districts. The said Circular enjoined on the Unit Heads to send a comprehensive statement on weekly basis in respect of all courts in the District Unit to the High Court for effective monitoring of the functioning of all the courts. However, it is noticed that the said information

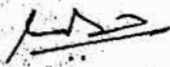
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is not being sent to the High Court by the Unit Heads of the respective Districts.

Therefore, the High Court hereby directs all the Unit Heads of the respective Districts to implement the Circular vide 7th cited scrupulously and report compliance from time to time as indicated therein.

Instances of violation of the above instructions will be viewed seriously and will entail initiation of disciplinary action against the Officers concerned.


REGISTRAR (VIGILANCE)

To

1. The P.S. to the Hon'ble the Chief Justice. (With a request to place before the Hon'ble the Chief Justice for His Lordship's kind perusal.)
2. The P.S. to the Hon'ble Judges of High Court. (With a request to place before the Hon'ble Judges.)
3. All the Registrars of High Court of judicature at Hyderabad for the State of Telangana and A.P. (for information)
4. All the Prl. District Judges / Unit Heads in the State of A.P. and Telangana (with a request to communicate the same to all the Presiding Officers in the District.)
5. The Director, A.P. Judicial Academy, Secunderabad.
6. The Member Secretary, A.P. State Legal Services Authority, City Civil Court Compound, Hyderabad.
7. The Member Secretary, Telangana State Legal Services Authority, City Civil Court Compounds, Hyderabad.
8. The Section Officer, Special Officers' Section, High Court of A.P. (for codification)

HIGH COURT OF JUDICATURE AT HYDERABAD FOR THE STATE OF
TELANGANA AND THE STATE OF ANDHRA PRADESH

198

R.O.C.NO.2399 /O.P-CELL-E/2011.

Dated: 4.12.2014

C I R C U L A R

Sub: Courts - Civil & Criminal - Observance of Office Timings - Punctuality in attending to the Courts and commencing the court proceedings by 10.30 a.m. and doing the judicial work on Bench till 5.00 p.m. - Not adhering to the timing by some of the Judicial Officers - Submitting the statement of timings - Issuance of fresh circular instructions. - Regarding.

Read: 1.High Court's D.O.Letter No.4007/1992/B.spl.,dated 17-07-1992.
2.High Court's Circular Roc.No.5653/OP.CELL-E/1999, dated.18-12-1999.
3.High Court's Circular Roc.No.1872/OP.CELL-E/2003, dated 16-04-2003.
4.High Court's D.O.Lr.No.2701/OP.CELL-E/2009, dated 25-08-2009.
5.High Court's Letter Roc.No.2399/OP.CELL-E/2011, dated 08-08-2011.
6.High Court's Circular Roc.No.2399/OP.CELL-E/2011, dated 12-07-2012.
7.High Court's Circular Roc.No.2399/OP.CELL-E/2011, dated 16-04-2013.
8.High Court's Circular Roc.No.2399/OP.CELL-E/2011, dated 12-06-2014.

Attention of all the Unit Heads is invited to the letter in the reference 1st cited, whereby all the Unit Heads are directed to ensure that all the Judicial Officers working under their control scrupulously observe the punctuality in attending the Courts, commencing the court work at 10.30 a.m. and continuing till 5.00 p.m., and engaging themselves with Judicial work, by posting sufficient number of cases every day.

Further, in the reference 2nd cited, all the Judicial Officers in the State, are directed to follow Court hours strictly from 10.30 a.m. to 2.00 p.m. and from 2.30 p.m. to 5.00 p.m. and not to leave the Court premises during lunch hour.

Further more, vide reference 3rd cited, all the Judicial Officers in the State, have been directed to observe Court timings, punctuality and render devoted service, doing the entire judicial work on the bench during the Court hours.

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The High Court having observed the accumulation of huge pendency in all the Subordinate Courts, taking serious view of the matter vide circular 4th cited, while reminding all the Judicial Officers of their pious obligation in improving their disposals and also in achieving the positive results, directed the Unit Heads to watch the punctuality of each individual officer, working under their control, by making surprise visits to the Courts, without dislocation of work in Principal District Courts on intimation to the High Court, to find out as to whether the Presiding Officers are following Court timings or not.

As some instances have come to the notice of the High Court as to some of the Judicial Officers retiring to their chambers even before Court timings, in spite of instructions issued in that regard, the High Court through circular 5th cited, directed the Unit Heads to issue necessary instructions to the Judicial Officers under their control to maintain the bench timings strictly i.e., from 10.30 a.m. to 2.00 p.m. and from 2.30 p.m. to 5.00 p.m.

Further, when specific instances have been brought to the notice of the High Court, the High Court issued Circular 6th cited, directing all the Unit Heads to issue suitable instructions to the Judicial Officers under their control, to strictly adhere to the circular instructions issued by the High Court from time to time and see that the Officers preside over the bench strictly following court hours.

Even though instructions with regard to maintaining punctuality with regard to adhering to Court timings by the Subordinate Judicial Officers have been issued from time to time, by the High Court, complaints are being received against some of the Judicial Officers that they are not prompt and punctual in attending to their duties. As the same is showing adverse affect on the rate of disposals quality of judgments rendered, and orders passed by such officers and in case a Judicial Officer spends very little time on the Bench, he/she is naturally bound to be impatient, would be under pressure of work and naturally quality of adjudication would suffer. On the other hand, a Judge in case be on the Bench for specified hours, he/she can undertake a dispassionate adjudication, and thereby the parties before the Courts would receive patient hearing and quality justice.

In order to streamline the functions and punctuality of the Subordinate Courts in the States in adhering to Court hours and also to ensure that the instructions issued by the High Court, are followed scrupulously, in the reference 7th cited, a proforma is prescribed and all the Judicial Officers are requested to forward the duly filled-in forms on completion of two weeks to the concerned District Judges.

Further, inspite of issuing circular instructions from time to time, innumerable instances of Judicial Officers having not been adhering to court timings; leaving the court premises during lunch recess, retiring to chambers even before court timings and, to bring transparency in functioning of the courts, strictly following court timings, all the Judicial Officers are requested to fill in the proforma enclosed to the circular and to submit the same to the Unit Heads of respective Districts on daily basis, and to have active participation in collective endeavour of disposal of good number of cases.

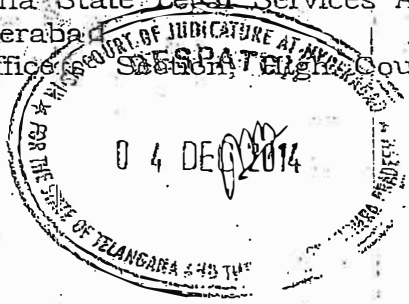
Further, the District Judges, in turn, would send a copy of comprehensive statement on weekly basis in respect of all courts in the District Unit to all the officers in the District while submitting a copy of the statement of timing to the High Court for effective monitoring the functioning of all courts. The Unit Heads must monitor and see that all the judicial officers should follow the circulars instructions strictly and any deviation should be brought to the notice of High Court for taking necessary action.

Receipt of the circular be acknowledged. The circular instructions would be effective from 08-12-2014.

S. Jagannathan
REGISTRAR (VIGILANCE)

To

1. The P.S. to the Hon'ble the Chief Justice. (With a request to place before the Hon'ble the Chief Justice for His Lordship's kind perusal.)
2. All the Prl. District Judges / Unit Heads in the State of A.P. and Telangana (with a request to communicate the same to all the Presiding Officers in the District.)
3. The Director, A.P. Judicial Academy, Secunderabad.
4. The Member Secretary, A.P. State Legal Services Authorities, City Civil Court Compounds, Hyderabad.
5. The Member Secretary, Telangana State Legal Services Authorities, City Civil Court Compounds, Hyderabad.
6. The Section Officer, Special Office, High Court of A.P. (for codification)



HIGH COURT OF JUDICATURE AT HYDERABAD FOR THE STATE
OF TELENGANA AND FOR THE STATE OF ANDHRA PRADESH

ROC.No.2399/OPCELL-E/2011

Date: 12-06-2014

C I R C U L A R

Sub: Courts – Civil & Criminal – Observance of Office Timings, punctuality in attending the Court work, by 10.30 a.m. to 5.00 p.m. – Instructions of the High Court – Not adhering by some of the Judicial Officers in the State – Once again reminded - Regarding.

- Ref:** 1.High Court's D.O.Lr.No.4007/1992/B.spl., Dt:17-07-1992.
2.High Court's Circular Roc.No.5653/OP.CELL-E/1999,Dt:18-12-1999.
3.High Court's Circular Roc.No.1872/OP.CELL-E/2003,Dt:16-04-2003.
4.High Court's D.O.Lr.No.2701/OP.CELL-E/2009,Dt:25-08-2009.
5.High Court's Lr. Roc.No.2399/OP.CELL-E/2011,Dt:08-08-2011.
6.High Court's Circular Roc.No.2399/OP.CELL-E/2011,Dt:12-07-2012.
7.High Court's Circular Roc.No.2399/OP.CELL-E/2011,Dt:16-04-2013.

Attention of all the Unit Heads is invited to the references cited.

You are well aware that in the Circular 1st cited, the High Court directed all the Unit Heads to ensure that all the Judicial Officers under their control are scrupulously observing the punctuality in attending the Courts commencing from 10.30 a.m. to 5.00 p.m., by engaging themselves with Judicial work, by posting sufficient work every day.

Ever since, The High Court has been issuing circular instructions from time to time directing subordinate judicial officers in the State, to strictly adhere to the circulars issued regarding proper observance of court timings. In the circular 7th cited, the High Court directed the Unit Heads to follow the proforma enclosed to the said circular and get them on completion of two weeks with effect from 22.4.2013 for the judicial officers under their control.

But even inspite of repeated instructions issued by the High Court recently it has come to the notice of the High Court that some of the Judicial Officers are not following the said instructions for proper observance of office timings punctuality. Such attitude of the judicial officers is highly deprecated and amounts to deviation of circular instructions of the High Court. Therefore, in order to streamline the functions and punctuality of the Subordinate Courts in the State in maintaining Court hours and also to ensure that the instructions issued by the High Court, are followed scrupulously, the Unit Heads are once again directed to see that all the Judicial Officers under their control are adhering to the circular instructions issued for observing of punctuality in attending to courts without fail. Any deviation in this regard would be viewed seriously by the High Court.

Receipt of the circular be acknowledged:

S. Jagannathan
REGISTRAR (VIGILANCE)

To

- 1.The P.S. to the Hon'ble the Chief Justice. (With a request to place before His Lordship's kind perusal.)
- 2.All the Prl. District Judges / Unit Heads in the State of A.P.(with a request to communicate the same to all the Presiding Officers in the District.)
- 3.The Director, A.P. Judicial Academy, Secunderabad.
- 4.The Member Secretary, A.P. State Legal Services Authorities, City Civil Court Compounds, Hyderabad.
- 5.The Section Officer, Special Officers' Section, High Court of A.P. (for codification)

CIRCULAR

Sub: Courts - Civil & Criminal - Observance of Office Timings, punctuality in attending the Court work, by 10.30 a.m. to 5.00 p.m. - Instructions of the High Court - Not adhering by some of the Judicial Officers in the State - Reminder - Regarding.

- Ref: 1. High Court's D.O. Lr. No. 4007/1992/B.spl., Dt: 17-07-1992.
2. High Court's Circular Roc. No. 5653/OP.CELL-E/1999, Dt: 18-12-1999.
3. High Court's Circular Roc. No. 1872/OP.CELL-E/2003, Dt: 16-04-2003.
4. High Court's D.O. Lr. No. 270/OP.CELL-E/2009, Dt: 25-08-2009.
5. High Court's Lr. Roc. No. 2399/OP.CELL-E/2011, Dt: 08-08-2011.
6. High Court's Circular Roc. No. 2399/OP.CELL-E/2011, Dt: 12-07-2012.

Attention of all the Unit Heads is invited to the references cited.

You are well aware that in the Circular 1st cited, the High Court directed all the Unit Heads to ensure that all the Judicial Officers under their control are scrupulously observing the punctuality in attending the Courts commencing from 10.30 a.m. to 5.00 p.m., by engaging themselves with Judicial work, by posting sufficient work every day.

Later on, in the reference 2nd cited, again all the Judicial Officers in the State, were directed to maintain the Court hours strictly from 10.30 a.m. to 2.00 p.m. and from 2.30 p.m. to 5.00 p.m. and not to leave the Court premises during lunch hours and any deviation, by any Officer, be reported to the High Court immediately.

While reiterating the earlier instructions, vide reference 3rd cited, again, all the Judicial Officers in the State, were directed to observe Court timings, punctuality and render devoted service, doing the entire judicial work on the bench during the Court hours. Further, the Unit Heads were requested to be vigilant on the said aspect and report to the High Court whenever there is violation by any officer.

Contd. 2nd

Subsequently, the High Court having observed the accumulation of huge pendency in all the Subordinate Courts, viewed seriously and vide circular 4th read above once again reminded all the Officers about their pious obligation in improving their disposal and also in achieving the positive results and directed the Unit Heads to watch the punctuality of each individual officer, working under their control, by making surprise visits to the Courts, without dislocating the work in Principal District Court on intimation to the High Court, to find out as to whether the Presiding Officers following Court timings or not.

While so, when some instances came to the notice of the High Court that some of the Judicial Officers are retiring to their chambers even before Court timings, inspite of instructions issued by the High Court, vide letter 5th cited, the High Court directed the Unit Heads to issue necessary instructions to the Judicial Officers under their control to maintain the timings of the bench strictly i.e., from 10.30 a.m. to 2.00 p.m. and from 2.30 p.m. to 5.00 p.m.

Thereafter, when similar instances were brought to the notice of the High Court, in the year 2012, and the situation is akin, the High Court again issued Circular 6th cited, directing all the Unit Heads to issue suitable instructions to the Judicial Officers under their control, to strictly adhere to the circular instructions issued by the High Court from time to time and see that the Officers must preside over the bench by following the Court hours of the day.

Albeit, the instructions with regard to punctuality in maintaining the Court timings by the Subordinate Judicial Officers are being issued from time to time, by the High Court, in the recent past, it has been noted, and in fact, complaints have also been received in the High Court to the effect that some of the Judges are not prompt and punctual in their duties.

That, in turn, is telling not only upon the rate of disposal, but also upon the quality of the judgments rendered, and orders passed by such officers. If a Judge spends very little time on the Bench, he/she is naturally bound to be impatient, and under pressure of work. In such cases, naturally quality of adjudication would suffer. If, on the other hand, a Judge is on the Bench for the specified hours, he/she can undertake a dispassionate adjudication; and thereby the parties before the Courts would receive patient hearing and quality justice.

The High Court takes the matter of a Judge, being not punctual and not sitting on the Bench for the specified hours as an act of dereliction of duties. At a time when movements of highly placed officials in State and Central Secretariats are monitored through mechanical devices, one cannot afford to be indifferent to the acts of no-punctuality in the Courts. On the other hand, such tendencies would encourage indiscipline in the ministerial wings also. It has been decided to address the issue, before it assumes disturbing proportions, and attracts public attention.

As an initial measure, and to have a clear idea as to the State of Affairs in this regard, the High Court intends to know the details as to how each Judicial Officer is spending his/her time on a given working day. Having regard to the respect, which the post of a Judge commands, it is proposed to request the Judges themselves to furnish the details, instead of requiring any other agency to note the same. It is needless to mention that the confidence so reposed, be properly reciprocated, and furnishing of any wrong information does not augur well for persons, occupying such high offices.

In order to streamline the functions and punctuality of the Subordinate Courts in the State in maintaining Court hours and also to ensure that the instructions issued by the High Court, are followed scrupulously, a proforma is prepared and is being forwarded to all the Unit Heads, so as to communicate the same to the Judicial Officers under their control with a request to forward the duly filled-in forms on completion of two weeks to the concerned District Judge, effective from 22-4-2013.

Receipt of the circular be acknowledged.

As per
16-4-13
REGISTRAR (VIGILANCE)

To

1. The P.S. to the Hon'ble the Acting Chief Justice. (With a request to place before the Hon'ble the Acting Chief Justice for His Lordship's kind perusal.)
2. All the Prl. District Judges / Unit Heads in the State of A.P. (with a request to communicate the same to all the Presiding Officers in the District.)
3. The Director, A.P. Judicial Academy, Secunderabad.
4. The Member Secretary, A.P. State Legal Services Authorities, City Civil Court Compounds, Hyderabad.
5. The Section Officer, Special Officers' Section, High Court of A.P. (for codification)

C I R C U L A R

Sub: Courts - Civil & Criminal - Observance of Office Timings scrupulously by the Judicial Officers in the State of Andhra Pradesh - Instructions issued earlier- Reiterated

- Ref: 1 High Court's D.O. Lr.No.4007/1992/B.Spl., Dated:17-7-1992.
 2 High Court's Circular ROC No:5653/OP.Cell-E/1999, Dt:18-12-1999.
 3 High Court's Circular ROC No:1872/OP.Cell-E/2003, Dt:16-04-2003.
 4 High Court's D.O. Lr.No:2701/ OP.Cell-E/2009, Dated:25-8-09
 5 High Court's Lr ROC No:2399/OP.Cell-E/2011, Dt:08-08-2011.

Kind attention of the all the Unit Heads in the State is invited to the circular instructions issued by the High Court, with regard to maintenance of Court timings.

It has come to the notice of the High Court that in-spite of the Circular instructions, some of the Judicial Officers in the State are retiring to their chambers during the Court hours and some times leaving the Court premises also.

In this regard, all the Unit Heads and the Judicial Officers in the State are here by directed that they being the pillars of Administration of Justice are expected to discharge the judicial functions to the best of their onus and to the expectation of the litigant public and at the same time they shall not give rise to any complaints. Further, in view of the alarming increase in pendency, a duty is also cast upon on every Judicial Officer to rise to the occasion and contribute more for reduction of the pendency.

Therefore, all the Unit Heads are once again hereby directed to issue suitable instructions to the Judicial Officers under their control to strictly adhere to the circular instructions issued from time to time by the High Court and see that they must preside over the bench by following the Court hours of the day. Further they are informed that the High Court would take serious note of any deviation by the Officers in maintaining the punctuality of the Court timings. If any such instance comes to the notice of the Unit Heads, they shall immediately report to the High Court for taking appropriate action against the Officer concerned.

Receipt of the Circular may be acknowledged.

[Signature]
 REGISTRAR (VIGILANCE)

To

1. All the Principal District and Sessions Judges/Unit Heads in the State of A.P. (with a request to communicate the same to all the Presiding Officers in the District.).

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2. The P.S. to the Honourable the Acting Chief Justice.
(with a request to place before the Honourable the Acting Chief Justice for His Lordship's kind perusal).
3. The Director, A.P., Judicial Academy, Secunderabad.
4. The Member Secretary, A.P. State Legal Services Authorities, City Civil Courts Compound, Hyderabad.
5. The Section Officer, Special Officer's Section, High Court of A.P.,
(for codification).

P.MASTHANAMMA
REGISTRAR (VIGILANCE)



HYDERABAD,
DT: 8-08-2011.

R. O. C. NO.2399/O.P-CELL-E/2011.

To

All the Unit Heads in the State,

Sir/Madam,

Sub: Courts - Civil & Criminal - Observance of Office Timings
scrupulously by the Judicial Officers in the State of Andhra Pradesh
- Instructions issued earlier- Reiterated

- Ref: 1 High Court's D.O. Lr.No.4007/1992/B.Spl., Dated:17-7-1992.
2 High Court's Circular ROC No:5653/OP.Cell-E/1999,
Dt:18-12-1999.
3 High Court's Circular ROC No:1872/OP.Cell-E/2003,
Dt:16-04-2003.
4 High Court's D.O. Lr.No.2701/ OP.Cell-E/2009,, Dated:25-8-09

* * *

I am to invite your attention to the references 1 to 4 cited, and to state that in spite of the High Court's Circulars referred to above, instances have come to the notice of the High Court that some of the Judicial Officers are retiring to their chambers even before the Court timings without maintaining punctuality. The said remiss on the part of those Officers would not only cause much inconvenience to the litigant public but also pave way to escalate the pendency in the Subordinate Courts and shatter the etiquette of the Judiciary, in the public. Hence the High Court has taken a serious view of the same.

In this regard I am directed to request you to issue necessary instructions to the Judicial Officers under Your control to maintain the Timings of bench strictly i.e from 10.30 a.m. to 2.00 p.m. and from 2.30 p.m to 5.00 p.m. You are further requested to monitor the functioning of the Courts under your control and see that all the Presiding Officers are adhering to the instructions of the High Court, scrupulously. If there is any deviation from the instructions of the High Court, inform the same to the High Court, immediately for taking appropriate action against the concerned Officer.

Yours faithfully,

P. Masthanamma
REGISTRAR (VIGILANCE) 8/8/11

M. SATYANARAYANA MURTHY
REGISTRAR (VIGILANCE)



HYDERABAD
DT: -8-2009

D.O. Lr. NO:2701/OP CELL- E/2009

Dear Sri.,

Sub:Courts-Accumulation of huge pendency in all the Subordinate Courts in the State-Certain Instructions for reduction of pendency-Issued.

* * *

As you are aware that the Registry has been obtaining statistical data from all the Courts in the State through the respective Unit Heads on Monthly and Half-yearly basis for placing the same before the Hon'ble the Chief Justice and Hon'ble respective Portfolio Judges for perusal and appropriate instructions. In this connection, I am to state that the Hon'ble the Chief Justice, on perusal of disposal and pendency of cases in all the Subordinate Courts in the State, has been pleased to observe that the pendency of both Civil and Criminal cases is constantly increasing since three years despite strict measures taken by the High Court, from time to time, for their disposal. His Lordship takes a serious view of the gloomy situation in the constant increase of pendency, and poor performance of respective Presiding Officers in disposal of cases.

In the circumstances, I am to state that the High Court is of the view and opinion that unless the respective Unit Heads shall have a commitment and competitive spirit in causing clearance of pendency/drive the Presiding Officers, who are lagging behind in disposal of cases, regularly, by watching their day to day disposal, the pendency will not come down and expected results may not be achieved.

Further, in the recent Chief Justices' Conference-2009 held on 14th and 15th of August 2009 in New Delhi, the concern of the hour was to reduce the accumulated pendency and it was stressed to make scientific and rational analysis as regards accumulation of arrears and devise a roadmap for itself and Jurisdictional Courts to arrest arrears of cases taking into account average institution, pendency and disposal of cases and to ensure speedy trial within a reasonable period of time.

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Hence, in order to bring down the accumulated pendency there is imperative need, at this crucial moment, to remind you all of your pious obligation in extending necessary guidance and assistance, as Unit Head, to the Officers working under your control and motivate them to improve their disposal. For achieving the object, you are required to find out innovative methods permissible under law and chalk out an action plan, after having deliberations with other Officers working in the Unit, periodically, for early clearance of accumulated pendency// In achieving positive results do not hesitate to watch the punctuality of each individual Officer, working under your control, by making surprise visits to the Courts without dislocating the work in Principal District Court on intimation to High Court, to find out as to whether the Presiding Officer follows Court timings etc//

With regards

Yours sincerely

o/c *H. Srinivas* 25/8/09

REGISTRAR (VIGILANCE)

M. Te
27/8 27/8/09

To

All the Principal District and Sessions Judges/Unit Heads in the State.



C I R C U L A R

Sub: Courts - Civil & Criminal - Observance of Office Timings scrupulously by the Judicial Officers - Instructions - Issued.

Ref: 1. High Court's DO.Lt.No.4007/1992/B-Spl., Dt: 17-7-1992.
2. High Court's Circular Roc.No.5653/OP.Cell-E/1999, Dt: 18-12-1999.

* * *

Certain instances have come to the notice of the High Court that several Judicial Officers are not punctual in attending Judicial work on the Bench, making room for many a complaint, affecting the image of the Judiciary. It has also come to light that some of the Presiding Officers, including certain Unit Heads, are retiring to their chambers on the plea of lack of sufficient work for the day, and there are also officers who leave for their homes for taking lunch, etc. The High Court is very unhappy over this, and expresses its anguish and displeasure and takes it very seriously.

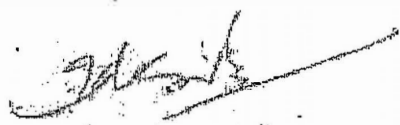
Axiomatically, punctuality is the hallmark of any discipline especially in judicial wing, and any deviation to this cardinal principle shakes the confidence of the litigant public in the temples of justice. The Unit Heads must stick up to this principle of punctuality. They are expected to set example for their subordinate officers and staff by their disciplined style of functioning.

Therefore, while reiterating the instructions already issued in this regard, under references cited supra, all the Judicial Officers in the State are required to observe the Court Timings punctually and render devoted service, doing the entire judicial work on the Bench itself, during the Court hours. Further, they should plan the posting of cases in such a way that they have sufficient work on the Bench during Court hours. A well planned programme can prevent collapse of cases.

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As a measure of check, the High Court may make such enquiries as it may deem fit and proper to identify the Officers deviating from the above instructions and serious action will be initiated against wrong doers. All the Unit Heads are also requested to be vigilant in this regard and report to the High Court immediately whenever there is violation.

Receipt of this Circular may kindly be acknowledged.


REGISTRAR (VIGILANCE)
12/10/1974

To,
ALL THE UNIT HEADS IN THE STATE OF A.P.
(With a request to communicate the same
to all the Officers under their control.)

Copy to
Special Officers Section,
High Court of A.P., Hyderabad (for codification)

HIGH COURT OF ANDHRA PRADESH: HYDERABAD

H.O.C.No. 5653/99/OP CELL-E

DT: 18-12-99

C I R C U L A R

Sub: Subordinate Courts - Observance of Office Timings compulsorily by the Judicial Officers - Instructions - issued.

* * * *

It has come to the notice of the High Court that some of the Presiding Officers of the Subordinate Courts in the State are not strictly adhering to the Office Hours by attending the Bench late, leaving to their residences during lunch hours and also leaving the Court premises before 5 p.m. on working days.

In this connection, the High Court of Andhra Pradesh hereby directs that all the Unit Heads in the State and all the Judicial Officers working in their Units to maintain the Court Hours strictly from 10.30 a.m. to 2.00 p.m. and 2.30 p.m. to 5.00 p.m. and not to leave the Court premises during lunch hours and the Unit Heads are further directed that any deviation in this regard by any officer in the respective Units be reported to the High Court immediately.

Amrathula
REGISTRAR GENERAL

To
All the Unit Heads in the State.
(with a request to communicate the same to all the Judicial Officers working under their control).

Copy to:
The Special Officer,
High Court, A.P. (for codification).

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COURT OF ANDHRA PRADESH
29 DEC 1999
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HIGH COURT OF ANDHRA PRADESH : HYDERABAD

Dated 17-7-1992.D.O.IR.No.4007/92, B.Spl.

Dear Sri

I am directed to inform you that it has come to the notice of the Hon'ble the Chief Justice that many Judicial Officers in the State are not observing punctuality in attending to the Courts and commencing the Court work by 10-30 A.M. and also not engaging themselves in the Judicial work on the Bench till 5.00 P.M. It is needless to say that the lack of punctuality not only affects the disposal of the cases, but it affect the judicial discipline of the Subordinate Judiciary. I am, therefore, directed to impress upon you the necessity to ensure that all the Judicial officers under your charge in the District acrupulously observe the punctuality in attending to the Courts and also commencing the Judicial work at 10.30 A.M., and to engage themselves with judicial work in the Courts till 5.00 P.M. by posting sufficient work every day.

The Principal District & Sessions Judges occupy a very important position in the Judicial administration of the State. The High Court depends upon them for maintenance of high standards of integrity and fair name of the Judiciary.

I am, therefore, directed to request you to bring it to the notice of the High Court any instance of corruption, want of integrity and bad or doubtful reputation of any Judicial Officer under your charge. At the same time, you are also requested to give full protection to the officers who are honest and of high degree of integrity and noted for hard-work.

I request you to acknowledge the receipt of this letter.

Yours