

V.VENKATA PRASAD
REGISTRAR (VIGILANCE)



HYDERABAD,
DT:06.08.2016

ROC.NO.4012/2016-B.SPL.

To

All the Unit Heads In the States of Telangana and Andhra Pradesh.

Sir / Madam,

SUB: LEAVES / PERMISSIONS - Applications submitted by the District Judges / Senior Civil Judges / Junior Civil Judges for grant permission to avail EL / Commuted Medical Leave / CL / OH / Public Holidays working in the States of Telangana and Andhra Pradesh - Requested to forward the applications of Senior Civil Judges and Junior Civil Judges in respect of Casual Leaves / Optional Holidays along with the incharge arrangements and the title and also so far availed during the current year - Regarding.

REF: High Court's Circular Roc No 4012/2016-B.Spl., dated: 29.06.2016.

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I am to state that in response to the circular instructions issued in the reference cited, the High Court is receiving the applications in respect of Casual Leaves and Optional Holidays of Judicial Officers in the cadre of Senior Civil Judge and Junior Civil Judge without mentioning the leave title as well as incharge arrangements during the leave period, due to which the High Court is not able to maintain the leave profile of the individual officer.

I am, therefore, to request you to issue necessary instructions to all the officers in your Unit to forward the leave applications through the District Court and the District Judge is requested to forward the said leave application along with leave title of the officer and proposed incharge arrangements during the leave period of the officer.

Yours sincerely,


REGISTRAR (VIGILANCE)