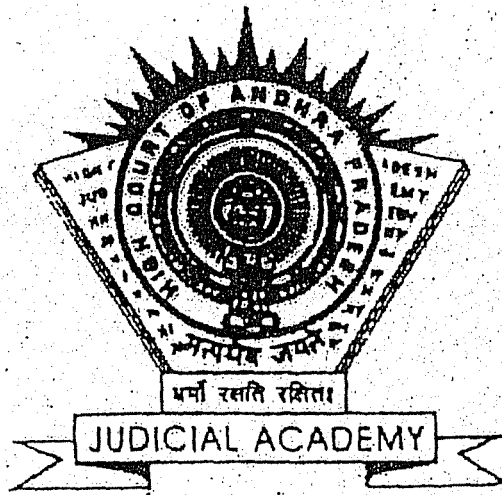


**ANDHRA PRADESH JUDICIAL ACADEMY  
SECUNDERABAD**



**REFERENCE/STUDY MATERIAL**

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HPA

# HIGH COURT OF ANDHRA PRADESH

## CODIFICATION OF CIRCULARS

An Official Publication by High Court of Andhra Pradesh for  
the guidance of the State Judiciary

**VOLUME - IV**  
**(Up to 31-8-2004)**

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**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 130/SO-2/2003

Date: 30-6-2003

**CIRCULAR**

Sub: Bar Associations - Calls for strikes/Boycott of courts given by the Bar Associations are illegal-Orders of the Supreme Court Judgement in W.P. (C) No. 132/1988, dt. 17-12-2002 - Compliance-Reg.

\* \* \*

The Hon'ble Supreme Court in a Judgment in WP(C) No. 132/1988, dt. 17-12-2002 is of the view that the Advocates have no right to go on strike or to call for boycott of courts. The Apex Court in the said case observed as thus:-

“In conclusion it is held that lawyers have no right to go on strike or give a call for boycott, not even on a token strike. The protest, if any is required, can only be by giving press statements, TV interviews carrying out of court premises banners and/or placards, wearing black or white or any colour arm bands, peaceful protest marches outside and away from court premises, going on dharnas or relay fasts etc. It is held that lawyers holding Vakalats on behalf of their clients cannot attend courts in pursuance to a call for strike or boycott. All lawyers must boldly refuse to abide by any call for strike or boycott. No lawyer can be visited with any adverse consequences by the Association or the Council and no threat or coercion of any nature including that of expulsion can be held out. It is held that no Bar Council or Bar Association can permit calling of a meeting for purposes of considering a call for strike or boycott and requisition, if any, for such meeting must be ignored. It is held that only in the rarest of rare cases where the dignity, integrity and independence of the Bar and/or the Bench are at stake, courts may ignore (turn a blind eye) to a protest abstention from work for not more than one day. It is being clarified that it will be for the court to decide whether or not the issue involves dignity or integrity or independence of the Bar and/or the Bench. Therefore, in such cases, the President of the Bar must first consult the Chief Justice or the District Judge before Advocates decide to absent themselves from court. The decision of the Chief Justice or the District Judge would be final and have to be abided by the Bar. It is held that courts are under no obligation to adjourn matters because lawyers are on strike. On the contrary, it is the duty of all courts to go on with matters on their boards even in the absence of lawyers. In other words, courts must not be privy to strikes or calls for boycotts. It is held that if a lawyers, holding a Vakalat of a client, abstains from attending court due to a strike call, he shall be personally liable to pay costs which shall be addition to damages which he might have to pay his client for loss suffered by him”.

In the light of the above, all the unit heads are hereby directed to implement the above said observations made by the Apex Court in WP(C) 132/88, dt. 17-12-2002 reported in 2002(9) scale 357 and in 2003 AIR SCW 43 and convene meetings between the Bench and Bar as and when required to avoid the strikes and boycott of courts by the local Bar Association.

The unit heads are requested to communicate this circular to all the Officers working under their control.

Receipt of this circular may kindly be acknowledged.

Sd/-  
**REGISTRAR GENERAL**

To

1. All District Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. Metropolitan Sessions Judges,  
Hyderabad, Vijayawada & Visakhapatnam
5. All Presiding Officers of Tribunals in the State.
6. The Director, A.P. Judicial Academy, Secunderabad.
7. The Section Officers,  
E-Section and O.P. Cell, High Court of A.P., Hyderabad.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 1156/E1/99

Dated: 1-12-1999.

CIRCULAR

Sub: Affidavits regarding date of birth for obtaining of Passports - Attestation by the Metropolitan Magistrates, Hyderabad - Issuing of Certain Instructions - Regarding.

\* \* \*

It is brought to the notice of the High Court that affidavits regarding date of birth for obtaining Passports were attested by the Metropolitan Magistrates in large number indiscriminately even without proper identification. There are instances of attestation of affidavits of the deponents belonging to other Districts and other States. Reports are being received that some of the Magistrates have obliged the staff and advocates who have approached them for attestation for extraneous reasons, and some of the affidavits are found to be fictitious, and no genuine efforts were made to verify the identity of the persons who were supposed to have subscribed their signatures/thumb impressions. Without prejudice to the disciplinary action that may be initiated against the erring officers, the following instructions are issued for strict compliance.

1. A Register shall be maintained mentioning the date of receipt of the application, full details of the applicant and the source of identification etc.

2. Unless the Magistrate concerned personally knows the deponent, or the deponent is identified or introduced by an officer of the Gazetted rank or by an Advocate who is regularly practising in his court, or by person known to the presiding officer on whose identification if satisfied with regard to particulars of person he may do, the applications shall not be entertained.

3. The officer or the Advocate identifying the deponents shall disclose the necessary facts as to how and since how long he knows the deponent and he must further certify that he personally knows the deponent and that he will take full responsibility for any mis-statement or wrong identification.

4. (a) The deponents shall be personally present and shall be required to sign in the presence of the Magistrate.

(b) The deponent shall also produce the passport application form with photograph signed by the deponent.

5. A copy of the affidavit with photograph of the deponent shall be kept for record purposes, atleast for a period of one year.

6. Before acceding to the request of the applicant, the Chief Metropolitan Magistrate or, in his absence, the Metropolitan Sessions Judge, shall be informed of the application and other details as regard identification of the deponent. It is only after the clearance is given by the Chief Metropolitan Magistrate/Metropolitan Sessions Judge, the affidavits shall be attested. Such clearance should be given by the Chief Metropolitan Magistrate/Metropolitan Sessions Judge without avoidable delay.

7. The Metropolitan Magistrates shall satisfy themselves that no middle men or brokers approach them either through staff within judiciary or through Advocates and others.

Sd/-  
REGISTRAR GENERAL

To

1. The Metropolitan Sessions Judge, Hyderabad.
2. The Chief Metropolitan Magistrate, Hyderabad. (with a request to communicate the same to all the Metropolitan Magistrates in the Unit.)
3. The Section Officer, Special Officer's Section, High Court of A.P., Hyderabad (for Codification).
4. The Section Officer, Vigilance Section (for information).
7. The Section Officer, O.P. Cell Hyd. A.P. Hyd. (for information).

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 983/SO-1/2000

Dated: 7-02-2001.

CIRCULAR

Sub: Implementation of the observation - Direction of the Hon'ble Supreme Court in Judgment Crl.A.No. 616/85 dated: 16-1-1996 - Publication of the name of the victims of rape in News Papers - deprecated - Instructions - Issued.

Ref: 1) High Court's Circular Roc No. 194/SO/96 dated : 21-5-1996.

2) Lr.No. 316/2000-PRP dated : 11-12-2000 of National Human Rights Commissions, New Delhi.

\* \* \*

The attention of all the Judicial Officers is invited to the instructions issued in the High Court's Circular first cited, for implementation of observation/direction of the Supreme Court Judgment in Crl. Appeal No. 616/85 dated: 16-1-1996.

Now, the National Human Rights Commission while inviting attention to the above said Judgement of the Hon'ble Supreme Court states that the Courts in the Country have been careful to avoid disclosing the name of the prosecutrix in order to save further embarrassment to the victims of this heinous crime. However it is found that occasionally in some Court cases this practice is not followed. That apart more often the Press is remiss because of the trend to sensationalize the incident and make it more news worthy. Therefore, the national Human Rights Commission is of the view that the Subordinate Courts are to ensure that the local press does not stray from the correct path and it follows in lead given by the Supreme Court against disclosing the name of the prosecutrix and lessen the embarrassment to the victim of such a crime maintaining the victims anonymity. The National Human Rights Commission requested the High Court for issuance of appropriate directions in this behalf.

The High Court in view of the request of the National Human Rights Commission hereby directs all the Presiding Officers of the Criminal Courts to impress upon the local Press not to disclose the identity of the victims in cases of rape or molestation whenever such Court proceedings are covered by the media in their respective Courts.

All the District and Sessions Judges and Metropolitan Sessions Judges in the State are hereby directed to follow the above instructions scrupulously and in turn issue necessary instructions to all the Presiding Officers of the Criminal Courts under their Control.

Receipt of the Circular may kindly be acknowledged.

Sd/-  
REGISTRAR GENERAL

To

1. All the District and Sessions Judges in the State.
2. The Metropolitan Sessions Judges,  
i) Hyderabad, ii) Vijayawada and iii) Visakhapatnam.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 1100/2001

Dated: 13-2-2001.

**CIRCULAR**

Sub: Delay in trial of Criminal Cases due to non-attendance of Investigating Officers and Medical Officers  
- Communicating orders of the transfers issued in respect of the said Officers to the District and  
Sessions Judges - Instructions - Regarding.

Ref: 1) Memo No. 35656/B2/2000-1, dated: 23-12-2000 issued by the Government of Andhra Pradesh,  
Health Medical and Family Welfare (B) Department.

2) Circular Memorandum in Rc.No. 11/F4/2001, dated : 6-1-2001 issued by the Office of Director  
General and Inspector General of Police.

\* \* \*

With reference to the subject cited, in a Meeting held at Higher Level with dignitaries, representing the Executive and Judiciary, it is noticed that the trial of Criminal Cases in Magistrates Courts, and even in the Courts of Session, is getting protracted mainly due to non-attendance of investigating Officers and Medical Officers, which again is attributable to the delay in service of summons on the said Officers, for want of their latest addresses. Hence, it has been resolved to make it obligatory on the part of the Heads of Department, in the A.P. Medical and Health Services and the Police authorities, to mark the copies of orders of transfers issued by the said authorities, in respect of the rank of Civil Assistant Surgeons and above and of S.Is., C.Is., and SDPOs, among others, to the District and Sessions Judges concerned, so as to facilitate prompt service of summons or other processes of the Court on those Officers to help expedite the trial and disposal of the Criminal Cases before the Magistrates Courts and Courts of Session.

The copies of the Circular and Memorandum issued by the respective Departments inconsonance with the above said decision, are enclosed herewith for ready reference.

In turn, the Unit Heads on receipt of such orders of transfer, in respect of Medical and Investigating Officers, shall cause prompt service of summons or other processes of the Court on the said Officers at their latest addresses to help expedite the trials and disposal of Criminal Cases before their own Courts, and before the Courts of Magistrates.

Receipt of the Circular may please be acknowledged.

Sd/-  
**REGISTRAR (VIGILANCE)**

## HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 2969/OP CELL-F/2001

Dated: 23-6-2001.

### CIRCULAR

Sub: Courts - Criminal - Non-adherence of the provisions of Section 309 Cr.P.C. by some Presiding Officers of Criminal Courts - Leading judgements of Supreme Court in 2000 (2) ALD (Crl.) 98 (SC), 2001(2) Supreme 595 Instructions - Reg.

- Ref: 1) High Court's Circular ROC No. 660/67/B.1 Dt. 16-8-1967  
2) High Court's Circular ROC No. 131/68/B.1 Dt. 14-11-1968  
3) High Court's Circular ROC No. 1097/SO/81 Dt. 3-9-1981  
4) High Court's Circular ROC No. 1896/SO/91 Dt. 3-8-1991  
5) High Court's Circular ROC No. 514/SO/91-V Dt. 4-8-92  
7) High Court's Circular ROC No. 1476/SO/91-3 Dt. 22-1-92  
2) High Court's Circular ROC No. 4544/99/O.P. Cell - E, Dt. 16-10-1999.

\* \* \*

With reference to the subject cited, despite specific instructions given under Circulars referred to above, several complaints reach the Registry revealing a sad spectacle in the Trial Courts, of witnesses summoned standing at the door step from morning till evening giving up their avocations and attending the court with respect and at heavy cost, only to be told, at the end of the day, that the case is adjourned to another day. Even when the witnesses are present, cases are being adjourned for far less serious reasons or even on flippant grounds, quite often to suit the convenience of the Advocate concerned, though it is not a 'Special Reason' for bypassing the mandate of Section 309 Cr.P.C. In adjourning the matter without any valid cause, the Court un-wittingly becomes party to miscarriage of Justice.

Instances have also come to the notice of High Court where certain Presiding Officers of Criminal Courts succumbed to the collusive tactics of the parties even in serious offences, by acquitting the accused on the ground of 'want of evidence', inspite of witnesses being present on a large number of dates. Such mis-deeds erode the solemnity of the Criminal Trial, and the public confidence in the efficacy of the Administration of Criminal Justice would be drained considerably.

The provisions of Sec. 309 Cr. P.C. must be observed in their letter and spirit. Criminal Justice cannot be allowed to be defeated on account of inaction or lapses of the Courts in adheing to the mandates of Law.

While inviting the attention of the subordinate Judiciary to the anguish and anxiety expressed by the APEX Court in the decisions in Jagjit Singh etc Vs. State of Punjab (2000(2) ALD (Crl.) 98 (SC)), State of U.P. Vs. Shambu Nath Singh & others (2001(2) Supreme 595), the guidelines specified therein are required to be followed scrupulously. Day to day trial of the cases, recording of evidence of all witnessess who are summoned, avoiding unnecessary adjournments and strict adherence to the provisions of Sec. 309 of Cr. P.C. are quintessential for speedy trial.

The Unit Heads, apart from discharging their own legal obligations cast on them, as mentioned supra, are expected to take note of the conduct of trial Judges in their Unit who violate the legislative mandate enshrined in

Section 309 Cr. P.C., and to inform the High Court for taking such administrative action against the erring Judicial officers as deemed necessary. They are also required to submit reports to the High Court as regards the implementation of the above Judgements of the Supreme Court, by way of monitoring this serious issue.

Receipt of the Circular may please be acknowledged.

(BY ORDER)

Sd/-  
**REGISTRAR (VIGILANCE)**

To

All the Unit Heads in the State of Andhra Pradesh  
(With a request to communicate the Circular to all  
the Presiding Officers in their Unit)

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 540/SO/2001

Dated: 01-08-2001.

CIRCULAR

Sub: Attendance of Medical Witnesses for giving evidence in Criminal Courts-Certain instructions - Issued.

Ref : Representation dated: 27-04-2001 of the A.P. Government Doctors' Association (M.M), Guntur.

\* \* \*

The A.P. Government Doctors' Association, Guntur, has submitted a representation to the High Court wherein it has been stated that the Doctors who are attending to the Criminal Courts to discharge their Statutory Duties as Medical Witnesses are being humiliated and harassed by the Presiding Officers of some of the Courts and issuing N.B. Ws. against the Doctors as a routine practice and examining the Doctors as per the serial number like other witnesses and the Doctors were made to wait in the Court Hall till the completion of other witnesses.

In spite of issuing circular instructions from time to time by the Hourt Court to all the Presiding Officers in the State on the similar subject matter, the Presiding Officers are not strictly adhering to the circular instructions.

The High Court on considering the above representation and after careful examination of the matter feels it necessary to give the following instructions to all the Judicial Officers in the State.

(1) The Presiding Officers of the Courts are directed to ensure that service of summons on the Medical and other Official witnesses is effected atleast one week prior to the date fixed for their evidence. In the event of non-appearance of the witnesses inspite of service of summons,ailable warrants at the first instance may be issued and only in the event of non-compliance other of the question of issuance of non-ailable warants may be considered.

(2) The District & Sessions Judges / Unit Heads are requested to see that summons are issued to the Medical and other official witnesses only through post cards if possible.

All the Judicial Officers in the State are requested to strictly adhere to the above instructions.

The receipt of the Circular may knindly be acknowledged.

Sd/-

REGISTRAR (GENERAL)

To

- 1) All the District & Sessions Judges in the State,
- 2) The Chief Judge, City Civil Court, Hyderabad,
- 3) The Chief Judge, City Small Causes Court, Hyderabad,
- 4) The Metropolitan Sessions Judges, Hyderabad,  
Vijayawada, and Visakhapatnam.
- 5) The Director, Andhra Pradesh Judicial Academy, Secunderabad,
- 6) The Secretray to Government, Law (L.A. & J. Home Courts) Department,  
Government of A.P., Hyderabad, (for personal information),
- 7) The Presiding Officers of the Tribunals in the State
- 8) The Section Officer, O.P.Cell, High Court of A.P., Hyderabad.

SPARE COPEs .....3

Note : Sl.No: 1 to 4: (With a request to communicate the same to all the Officers under their Control).

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 200/SO-1/2002

Dated: 28-03-2002.

**CIRCULAR**

Sub: Supply of copies of the deposition to the accused person free of cost who are not able to pay -  
Direction of the High Court in CrI. M.P.No. 285/99 - Follow up action - Instructions - issued.

\* \* \*

The Division Bench consisting of the Hon'ble Sri Justice Bilal Nazki and the Hon'ble Sri Justice Tamada Goplakrishna while disposing a CrI. M.P.No. 285/99 on 18-2-2002, issued the following directions:

"We hope that the High Court will frame the rules in this connection. Till the rules are framed we direct that all the Magistrates and the Judges shall provide copies of the depositions free of cost to accused persons who are not able to pay for the copies. An application accompanied with an affidavit that the person is an indigent person may have to be made by the accused person before the concerned Magistrates or Judges as and when they need the copies. Copies shall be provided to them during the trial or after the trial but in any case the copies free of cost, shall be made available only once."

The High Court hereby directs all the Criminal Courts in the State to follow the above directions scrupulously.

The District & Sessions Judges are directed to strictly implement the above said orders in the Criminal courts under their control.

Receipt of the circular may kindly be acknowledged.

Sd/-

**REGISTRAR (GENERAL)**

To

- 1) All the District & Sessions Judges. (with a request to Communicate the Same to all courts Under their control)
- 2) The Chief Judge City Civil Court, Hyderabad,
- 3) The Chief Judge City Small Causes Court, Hyderabad,
- 4) The Metropolitan Sessions Judge, Hyderabad.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 4456/2003/OP. CELL-E

Dated: 11-09-2003.

CIRCULAR

Sub: Criminal cases - Pronouncement of Judgmnets in all Criminal cases - Caertain Instructions - issued.

\* \* \*

Instances have come to the Notice of the High Court, that some of the Judicial Magistrate of First Class, Assistant Sessions Judges and Sessions Judges, those who are presiding over the Criminal Courts in the State, are delivering the Judgments in Criminal Cases without making copies of the judgments ready and available for supply of the same to the Accused/Appellants to enable them to take further steps as per the provision of law.

Therefore, the High Court after taking into consideration of the above said aspect, hereby direct all the Presiding Officers, who are manning the Courts of Judicial Magistrate of First Class, Metropolitan Magistrates, Assistant Sessions Judges, Sessions Judges and Metropolitan Sessions Judges in the State of Andhra Pradesh to pronounce judgements in all Criminal cases, only after the copies of judgments are ready and made available for supply of the same to the Accused/Appellants, under section 363 Code of Criminal Procedure, 1973 read with Rule 72 of the Criminal Rules of practice and cricular orders.

Any deviation in observing the above said directions will be viewed seriously by the High Court.

Receipt of the Circular may please be acknowledged.

Sd/-  
REGISTRAR (VIGILANCE)

To

1. All the Principal and District and Sessions Judges in the State,
2. The Metropolitan Sessions Judges, Hyderabad, Vijayawada and Visakhapatnam.

(With a request to communicate the Circular to all the Criminal Courts functioning in their Units for strict observance of the directions)

3. The Director, A.P. Judicial Academy, Secunderabad.
4. The Section Officer, Spl. Officer Section, High Court of A.P., Hyderabad. (Two copies for Condification.)
5. Two spare copies to file.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 2963/OP. CELL-E/2004

Dated: 15-07-2004.

**CIRCULAR**

Sub: Courts - Criminal - Pronouncement of Judgments in all Criminal Cases - Strict Compliance of Section 363 of Cr. PC and Rule 72 of Criminal Rules of Practice - Instructions - Reg.

Read: High Courts Circular Roc. No: 4456/OP CELL-E/2003, dated 11-09-2003.

\* \* \*

It is brought to the notice of the High Court that inspite of the Circular Instructions, still some of the Presiding Officers manning the Criminal courts in the State are delivering the Judgements in Criminal cases without making copies of the judgments ready and abailable for supply of the same to the Accused/Appellants contrary to the mandatory provisions of Section 363 Code of Criminal Procedure read with rule 72 of the Criminal Rules of Practice and thereby causing any amount of hardship to the convicts in applying for the suspension of sentence or to take further steps in preferring appeal.

While deprecating the said practice, the High Court once again reiterates and instructs all the Judicial Officers presiding over the Criminal Courts in the State to strictly adhere to the mandatory provisions of Section 363 of Cr. P.C. and Rule 72 of Criminal Rules of Practice to safeguard the interests of the Accused/Convicts.

Any deviation in obseving the above said direction will be viewed seriously and disciplinary proceedings will be initiated against the erring Officers.

Receipt of this Circular may kindly be acknowledged.

Sd\  
**REGISTRAR (VIGILANCE)**

To

1. All the Principal and District and Sessions Judges in the State,
2. The Metropolitan Sessions Judges, Hyderabad, Vijayawada and Visakhapatnam.  
(With a request to communicate the Circular to all the Criminal Courts functioning in their Units for strict observance of the directions)
3. The Director, A.P. Judicial Academy, Secunderabad.
4. The Section Officer, Spl. Officer Section, High Court of A.P., Hyderabad. (Two copies for Condification.)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 430/SO-1/2001

Dated: 22-06-2001.

**CIRCULAR**

Sub: Jurisdiction - Pecuniary Jurisdiction of the Civil Courts - Transfer of cases on account of enhancement of Pecuniary Jurisdiction - Certain instructions - Issued.

\* \* \*

Instances have come to the notice of the High Court that some of the District Judges and Senior Civil Judges are withdrawing Civil Suits pending on their files and making over or transferring them to the Courts Subordinate to them whenever any changes are brought to the A.P. Civil courts Act, 1972 enhancing the pecuniary jurisdiction of the Courts.

The High court hereby clarifies that the enhancement of pecuniary jurisdiction of the Civil Courts by way of amendment to the Andhra Pradesh Civil Courts Act, 1972 is only prospective and consequently pending matters shall not be transferred to other courts on account of change of pecuniary jurisdiction of Civil Courts.

All the Judicial Officers are directed to strictly adhere to the same and not to transfer the pending Civil Suits from their respective courts to the other courts due to amendments brought to the A.P. Civil courts Act, 1972 enhancing the pecuniary jurisdiction of the Civil Courts.

All the Unit Heads are requested to circulate these instructions to all the Subordinate Courts under their control.

Sd/-  
**REGISTRAR (GENERAL)**

To

- (1) All the District & Sessions Judges in the State,
  - (2) The Chief Judges, City Civil Court and City Small Causes Court,  
Hyderabad.
  - (3) The Direction, A.P. Judicial Academy, Secunderabad.
- Spare copies ....5

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 2075/2002-B4

Dated: 03-12-2002.

CIRCULAR

Sub: Public Services - A.P. State Higher Judicial Service/A.P. State Judicial Service - Applications of Judicial Officers for permission Under A.P. Civil Services (Conduct) Rules, 1964 - Reiteration of the earlier directions and issue of further directions - Regarding.

Ref: High Court's Circular Roc. No. 742/92-B2, dt. 5-3-1992.

\* \* \*

I

The attention of all the Judicial Officers is invited to the Circular cited wherein the following directions were issued relating to their dealings in the immovable property.

"No Judicial Officer shall, except with prior permission of the High Court, acquire or dispose of or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise, either by himself or through others.

Serious not will be taken of any branch thereof".

Despite the same, several instances have come to the notice of the High Court where the Judicial Officers have been addressing the High Court either for according permission or for ratification of their action on completion of the transactions.

Therefore, the earlier directions are reiterated for Strict compliance.

Having kept in view the applications from the Judicial Officers which are bereft of the full details the following further directions are issued for guidance and compliance.

(1) Whenever any Judicial officer intends to acquire property either immovable or movable the source of income for such acquisition is required to be furnished in the application.

(2) In cases where a loan is proposed to be taken from any of the relatives, full information as regards their source of income through profession and other sources, should be furnished.

(3) In cases where a loan is proposed to be taken from the Banks/Financial Institutions, a consent letter agreeing to sanction the loan applied for should be obtained and enclosed to the application so as to enable the High Court to speed-up the process at the earliest possible time.

All the Judicial Officers are hereby directed to adhere to the above instructions and any breach thereof will be taken a serious note of.

The Principal District and Sessions Judges are informed to communicate the circular among the respective officers working under their jurisdiction and obtain their acknowledgments.

Receipt of this Circular may please be acknowledged.

Sd/-  
**P. SWAROOP REDDY,**  
**REGISTRAR (VIGILANCE)**

To  
The list of addresses enclosed.

// FORWARDED BY ORDER //

Sd/-  
SECTION OFFICER

1. The District Judge. Anantapur, Chittoor, Cuddapah, Guntur, East Godavari at Rajahmundry, West Godavari at Eluru, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Visakhapatnam., Vizianagaram, Sriakulam, Adilabad, Karimnagar, Khammam, Mahabubnagar, Medak at Sangareddy, Nalgonda, Nizamabad, Ranga Reddy at L.B. Nagar, Hyderabad and Warangal.
  2. The Chief Judge, City Civil Court, Hyderabad.
  3. The Chief Judge, City Small Causes Court, Hyderabad.
  4. The Metropolitan Sessions Judge, Hyderabad.
  5. The Spl. Judge for Economic Offences, Hyderabad.
  6. The Spl. Judge for Essential Commodities Act, Hyderabad.
  7. The Director, A.P. Judicial Academy, Secunderabad.
  8. The Presiding Officer, Labour Court, Guntur, Anantapur, Govadavarikhani, Visakhapatnam, Warangal.
  9. The Presiding Officer, Labour Court - I, II & III, Hyderabad.
  10. The Presiding Officer, Wakf Tribunal, City Civil Court Compound, Hyderabad.
  11. The Chairman, Industrial Tribunal - I & II, Hyderabad..
  12. The Chairman, Addl. Industrial Tribunal, Hyderabad.
  13. The Chairman, State Transport Appellate Tribunal, Hyderabad.
  14. The Chairman, Sales Tax Appellate Tribunal, Hyderabad.
  15. The Chairman, Tribunal for Disciplinary Proceedings, Hyderabad.
  16. The Member secretary, A.P. State Legal Services Authority, High Court Buildings, Hyderabad.
  17. The Secretary, A.P. State Legal Services Committee, High Court Buildings, Hyderabad.
  18. The Chairman, Co-operative Tribunal, Hyderabad.
  19. The Chairman, Co-operative Tribunal, Vijayawada.
  20. The Director of Prosecutions, Hyderabad.
  21. The Registrar, Spl. Court under A.P. Electricity (Amendment) Act, 2000. Secunderabad, Block - M6, A.P. Housing Board Buildings, Near Exhibition Grounds, Hyderabad.
  22. The Registrar, Spl. Court under A.P. Land Grabbing (Prohibition) Act, Hyderabad.
  23. The Assistant Director (Law), A.P. Police Academy Hyderabad.
  24. The P.S. to the Registrar General.
  25. The P.S. to the Registrar (Admn.)
  26. The P.S. to the Registrar (Vigilance).
  27. The P.S. to the Registrar (Judicial).
  28. The Section Officer, Special Officers Section, High Court of A.P., Hyderabad. (3 Copies).
- Spare.....

with a request to place the same before  
the Hon'ble Registrars.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 742/92-B2

Dated: 05-03-1992.

**CIRCULAR**

Instances have come to the notice of the High Court where Judicial Officers have entered into dealings relating to the immovable property without prior permission.

The High Court on considering the matter directs that:

'No Judicial Officer shall, except with prior permission of the High Court, acquire or dispose of or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise, either by himself or through others.

Serious note will be taken of any breach thereof'.

Sd/-  
**REGISTRAR (MANAGEMENT)**

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 5/2002-AF

Dated: 21-6-2002.

**CIRCULAR**

Sub: Courts - Civil - Submission of Translated Versions of Vernacular documents to the High Court-  
Certain instructions - issued.

Ref: High Court's Circular Roc. No. 2/2002-AF, dt. 5-2-2002.

\* \* \*

Attention of all the District and Sessions Judges in the State of Andhra Pradesh, is invited to the High Court's Circular read above, wherein certain instructions were issued with regard to submission of translated version of vernacular part of the record in Criminal Appeals.

The High Court has considered the voluminous work of translation now pending in the High Court on Civil side and the delay in preparing the records on Civil Side.

By taking into consideration the above said fact, the High Court hereby directs all the Civil Courts in the State to send, duly translated and typed, English versions of the vernacular documents, along with originals in all civil cases filed in the High Court. The courts shall insist upon the Advocates to file the translated typed copies of English version of the vernacular documents into the court along with the original vernacular documents to facilitate preparation of records by the concerned courts.

Sd/-  
**REGISTRAR (JUDICIAL)**

To

1. All the District & Sessions Judges in the State.
2. The Chief Judge City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.

With a request to communicate the same to all the civil courts  
working under their control for strict adherence of the instructions.

4. Two copies to the Spl. Officer's section for codification.
5. All Officers in the High Court.
6. The Section Incharge, VR Section, High Court.
7. The Section Officer, T & P Section, High Court.
8. The Section Officer Posting Section.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC No 42WSO-1/2002

Dated: 03-07-2002.

**CIRCULAR**

Sub CIVIL PROCEDURE CODE, 1908 - Amendments brought to the CPC Vide Act 46 of 1999, as amended by Act 22 of 2002 - Implementation of the Provisions - Instructions - ISSUED.

\* \* \*

The Central Government has brought amendments to the Code of Civil Procedure, 1908, vide Code of Civil Procedure (Amendment) ACT, 1999 (Act 46 of 1999 and Code of Civil Procedure (Amendment) Act, 2002 (Act 22 of 2002) w.e.f. 1st July 2002. Vide these Amendments certain new Sections, Rules, and Sub Rules to the Code were added, certain Sections and Rules were amended and certain Sections, Rules, and Sub Rules were deleted.

All the Presiding Officers of the Subordinate Courts in the State are hereby directed to follow the above amended provisions of the Civil Procedure (Amended) Act 1999 (Act 46 of 1999) and Code of Civil Procedure (Amendment) Act. 2002 (Act 22/2002) with immediate effect.

All the Prl. District and Sessions Judges are requested to communicate these Orders to all the Subordinate Courts under their control.

Please acknowledge the receipt of the circular Orders.

**Sd/-  
REGISTRAR (GENERAL)**

1. All the District Judges in the State of Andhra Pradesh.
2. All the Chief Judges, City Civil and City Small Causes Court, Hyderabad.
3. The Metropolitan Sessions Judge, Hyderabad, Vijayawada and Visakhapatnam.
4. The Director, A.P. Judicial Academy, Secunderabad.
5. The Special Judge for Economic Offences, Hyderabad.
6. The Special Judge for Essential Commodities Act, Hyderabad.
7. The Chairman, Tribunal for Disciplinary Proceedings, Hyderabad.
8. The Chairman, Sales Tax Appellate Tribunal, Hyderabad.
9. The Presiding Officer, State Transport Appellate Tribunal, Hyderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 5924/OP CELL-E/2003

Dated 22-12-2003

**CIRCULAR**

Sub: Courts - Civil - Evidence of expert at Forensic Science Laboratory in civil matters to be recorded by the Commissioner appointed by the Court - Instructions - Reg.

Ref: Lt.No. APPSL/CM/L/2003/572, dated 15-12-2003, from the Director, A.P. Forensic Science Laboratory, Hyderabad.

\* \* \*

The Inspector General of Police and Director, A.P. Forensic Science Laboratory, Hyderabad, have brought to the notice of the High Court that the time of experts working in the said laboratory is very precious and that in order to conserve the experts time by attending courts for rendering evidence in criminal cases only and by requesting the courts to appointing commission in the civil cases for recording their evidence in the laboratory itself, the experts time can be saved to a great extent. He further requests to instruct the courts concerned that, in all civil cases, evidence of the expert shall be recorded by the Commissioner appointed by court in the laboratory, 'as it is being followed by other laboratories in India including the Govt. Examiner Questioned Documents Laboratory, Government of India'.

On a consideration of the above request made by the Director and in view of enabling provisions in the Civil Procedure Code, all the Presiding Officers of subordinate judiciary are instructed to take necessary steps to issuance of commissions for recording the evidence of Scientific Experts in civil cases wherever it is necessary instead of summoning them to courts, by following the provisions of Order XXVI Rule 10-A and the newly introduced provision of Order XXVI Rule 4-A under Act 46 of 1999. Civil Procedure Code in particular.

Receipt of the Circular may kindly be acknowledged.

Sd/-  
**REGISTRAR (VIGILANCE)**

To,

1. ALL THE UNIT HEADS IN THE STATE OF A.P.

Copy to: Special Officers Section, High Court of A.P., Hyderabad.

(for codification)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 15/2002/AF

Dated: 02-8-2002.

**CIRCULAR**

Sub: Courts - Civil - Submission of Translated versions of vernacular documents to the High Court - certain instructions - clarification issued.

Ref: 1. High Court's Circular Roc. No. 15/2002/AF dated: 21-6-2002.

2. Representation dated: 29-7-2002 submitted to the Hon'ble the Chief Justice, by the Chairman, Bar Council of the State of Andhra Pradesh.

\* \* \*

The Circular issued under reference first cited, never contemplated for filing English translated versions of the vernacular documents in all cases; but only in the cases taken to the High Court. However, in view of the doubts expressed by the Chairman of the Bar Council of the State of Andhra Pradesh under second reference, submitted to the Hon'ble the Chief Justice, after discussing the matter with the Chairman, Bar Council of A.P., and in view of the amendment to Order XLI, as per the Code of Civil Procedure (Amendment) Act, 1999 (Act 46 of 1999), substituting Rule 9, as per which the appeals have to be presented in the court from whose decree an appeal lies.

The translated versions of the vernacular documents in appeals that are to be heard by the High Court are filed that would be sufficient. The courts where such appeals are being filed have to insist for filing of translated versions of the vernacular documents, by the party/Advocate that is filing the appeals.

While transmitting records to the High Court, the Subordinate Courts shall ensure that translated and typed English versions of Vernacular documents are also sent to the High Court. The Subordinate courts are directed to follow the above said instructions scrupulously.

The receipt of the Circular may be please acknowledged.

**Sd/-  
REGISTRAR (JUDICIAL)**

To,  
All the District & Sessions Judges in the Sate.  
The Chief Judge, City Civil Court, Hyderabad.  
The Chief Judge, City Small Causes Court, hyderabad  
With a request to communicate the same to all the civil courts  
working under their control for strict adherence of the instructions.  
The Chairman Bar Council of the State of A.P.; Hyderabad.  
Two Copies to the Spl. Officer's section for codification.  
All Officers in the High Court  
The Section In charge, V.R. Section.  
The Section Officer, T & P Section.  
The Section Officer Posting Section.

\*BVS

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 620/SO-1/2002

Dated: 22-01-2004.

**CIRCULAR**

Sub: Civil Procedure Code, 1908 - Service of summons by various methods including service through recognized courier, E-mail etc. - Instructions - Issued.

Ref: Circular Roc. No. 620/SO-1/2002, Dated: 3-7-2002.

\* \* \*

Pursuant to the amendments brought to the C.P.C., 1908 by the Central Government, the High Court vide reference cited has issued instructions to all the Presiding Officers of the subordinate courts in the State to follow the amended provisions of the C.P.C with immediate effect.

Now, with regard to the service of summons through courier service as required under Rule 9(6) of Order V of C.P.C the following instructions are issued to be followed by all the Presiding Officers of the subordinate courts in the State till the relevant rules are amended:

“The DISTRICT JUDGE shall prepare a panel of courier services for the courts situated at the District Head Quarters and separate panels for the courts situated outside the District Head Quarters for sending summons, notices, and other process by such courier service and such panels shall continue until further orders”.

All the units Heads in the state are instructed to communicate these circular order to all the subordinate courts under their control.

Please acknowledge the receipt of the circular orders.

**Sd/-  
REGISTRAR (GENERAL)**

To,  
All the Units Heads in the State.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 510/SO-1/2002

Dated: 02-09-2002.

**CIRCULAR**

Sub: Chief Judicial Magistrates and the Chief Metropolitan Magistrates to be in the Cadre of Senior Civil Judges as per the directions of the Hon'ble Supreme Court - Certain clarifications with regard to the Judicial functions, utilization of staff and vehicles by the Chief Judicial Magistrates and Chief Metropolitan Magistrates - Issued.

\* \* \*

Consequent on the designation of the Senior Civil Judges-cum-Assistant Sessions Judges as Chief Judicial Magistrates and the Chief Metropolitan Magistrates certain District Judges have sought for clarifications with regard to the functions of the Chief Judicial Magistrates besides utilization of the staff and vehicle.

The High Court on consideration of the matter hereby issues the following clarification which will come into effect immediately.

1. The present Chief Judicial Magistrates and the Chief Metropolitan Magistrates (in the cadre of Senior Civil Judges) will discharge all the Judicial functions that are specified to be discharged as Chief Judicial magistrates/Chief Metropolitan Magistrates in the Criminal procedure Code, 1973 and in the Criminal Rules of Practice and Circular Orders, 1990 and also any such other duties that may be assigned by the Sessions Judge from time to time.
2. The Additional District & Sessions Judge/the I Additional District & Sessions Judge as the case may be at the Head quarters and the Additional Metropolitan Sessions Judges in the Metropolitan Sessions divisions shall have the power of Administrative control over the Magistrates in their respective Sessions divisions such as sanction of leaves etc.
3. The Sessions Judge may delegate the power of Inspection of courts of Assistant Sessions Judges/Magistrates to the additional District & Sessions Judges. (Amendment to the relevant rule in this behalf will be issued shortly)
4. The District Judges/Metropolitan Sessions Judges shall depute the staff that was sanctioned to the courts of Chief Judicial Magistrates and the Chief Metropolitan Magistrates to the present Chief Judicial Magistrate Courts/Chief Metropolitan Magistrates Courts or the Additional District Court/Additional Metropolitan Sessions Judges depending upon the Administrative work.
5. The Maruthi Van which was hither to exclusively under the control of Additional District Judge (then Chief Judicial Magistrate) shall be placed at the disposal of the Principal District & Sessions Judge and he shall allot the same to the Additional District & Sessions Judge or the Chief Judicial Magistrate whenever the need arises. In normal course the principal District & Sessions Judge shall allot the vehicle as pool vehicle for the use of officers in the cadre of District Judges.

All the unit heads are hereby directed to follow the above instructions scrupulously. They are also requested

to communicate the orders to all the Officers in their respective units.

Sd/-  
**REGISTRAR GENERAL**

To

1. All the District & Sessions Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judges, Hyderabad, Vijayawada and Visakhapatnam.
5. All the Chief Judicial Magistrates (Senior Civil Judges-cum-Assistant Sessions Judge) in the State.
6. The Director, Andhra Pradesh Judicial Academy, Secunderabad.
7. The Section Officers in Administrative side Sections, High Court of A.P. Hyderabad.
8. The Section Officer, Criminal Section, High Court of A.P., Hyderabad.
9. Spare \*

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 5021/98/up CELL-E

Dated: 12-10-1998.

**CIRCULAR**

Sub: Courts - Civil and Criminal - Disposal of pre-1992 cases on or before 31-12-1998 - Instructions-Issued - Reg.

\* \* \*

On an over-all study of statistics and pendencies in all the Subordinate Courts in the State, it is observed that as on 31-12-1996, there were 70, 738 pre-1992 cases pending in all the Subordinate Courts and hence, all the Unit Heads were requested, in the month of April/May, 1997, to clear off the said pendency of Pre-1992 cases by the end of December, 1997.

On a further study of statistics, received from all the Subordinate Courts, it is observed that, still, there were 43,657 Pre-1992 cases pending in all the Subordinate Courts, as on 1-1-1998.

The subject has been dealt with in the Conference of District Judges held on 11-4-1998 in which all the Unit Heads in the State have been requested to motivate and encourage all the Presiding, officers in their respective Units to dispose of all Pre-1992 cases, on priority basis, as expeditiously as possible, in any event not later than 31-12-1998. For reaching the target, it is incumbent upon the Unit Heads to call for monthly progress reports from the subordinate courts under their control, regarding the reduction in the pendencies of Pre-1992 cases, and to provide necessary guidance to them for achieving the object.

The Unit Heads are also requested to clear off such pendency of Pre-1992 cases on their respective files as per the above norms, and submit to the High Court a comprehensive Compliance Report by 20th January, 1999.

The receipt of the Circular be acknowledged.

Sd/-  
**S. CHANDRA RAO,**  
**REGISTRAR (VIGILANCE).**

//t.c.f.b.o.//

Sd/-  
**ASSISTANT REGISTRAR.**

To

1. All the Unit Heads in the State including Chairman of  
Tribunals and Heads of the Forums.

Copy to :-

The Spl. Officer, High Court of A.P. Hyd. (for Codification).

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 3258/99/OP. CELL-E

Dated: 23-07-1999.

**CIRCULAR**

Sub: Courts - Certain instructions to all the Judicial Officers with regard to speedy disposal of cases and in respect of Matrimonial matters - Reg.

\* \* \*

With reference to the subject cited, on being directed, I am to inform you to instruct all the Judicial Officers in your Unit to improve their skills and abilities for achieving the speedy disposal of cases by maintaining the quality. As regards the Matrimonial matters (like those under Secs.9 to 13, 13-A & 13-B etc. of Hindu Marriage Act), it is further directed that maximum efforts should be made to conciliate and re-conciliate the matters and it is only after exhausting all the possibilities, the matters should be dealt with on merits.

Receipt of the letter may be acknowledged.

Sd/-

**REGISTRAR (VIGILANCE).**

To

1. All the Unit Heads in the State  
(with a request to communicate the same to all the  
Judicial Officers in your Unit).
2. The Section Officer, Special Officer's Section,  
High Court of A.P. Hyderabad.

**G. YETHIRAJULU,**  
REGISTRAR GENERAL

HYDERABAD  
Dated: 24-8-2000.

ROC.No. 4516/W.R.C. - E /2000

To  
All the Unit Heads in the  
State of A.P.

Sub: Courts - Civil - Criminal - Delay in receipt of Work Review Statements from the Subordinate Courts  
in the State - Instructions - Reg.

Ref: High Court's Circular ROC No. 3296/E-II/23-12-1995.

\* \* \*

As per the instructions of the Circular cited, the Work Review statements are to be sent to the High Court within 30 days from the end of the particular period. It is noticed by the High Court that the Work Review Statements of all the Units are not being received in time as per the Circular instructions in the reference cited. It is also noticed that there is insufficient information in the Work Review Statements of some of the Units. It is leading to lot of correspondence resulting in delay in Work Review.

In order to avoid repeated correspondence and delay, the High Court pleases to issue the following instructions:-

1. The Unit Heads to take personal interest and monitor the receipt of Work Review Statement within 10 days from the end of the period.
2. The Unit Heads to spare sufficient time and speed up the work of qualitative assessment.
3. A check list (as per the proforma appended herewith) be insisted with every work review statement from all the courts to ensure furnishing of the entire information.
4. To send the consolidated work review statement within 30 days from the end of the period.

All the Unit Heads are instructed to follow the above instructions and help in strengthening the judicial administration.

Yours faithfully,

Sd/-

**REGISTRAR GENERAL**

### LIST OF ENCLOSURES

- |   |   |                          |
|---|---|--------------------------|
| 1. Statement No. I (A)  | : Pendency, Institutions and Disposal of Cases during the period - Officer-wise (D.Js., S.C.Js., & J.C.Js.,)    | <input type="checkbox"/> |
| 2. Statement No. I (B)  | : Pendency, Institutions and Disposal of Cases during the period - Officer-wise (Tribunals and Special Courts.) | <input type="checkbox"/> |
| 3. Statement No. I (C)  | : Pendency and contested disposals - Year-wise and Officer-wise (D.Js., S.C.Js., & J.C.Js.)                     | <input type="checkbox"/> |
| 4. Statement No. I (D)  | : Pendency and contested disposals - Year-wise and Officer-wise (Tribunal / Special Courts.)                    | <input type="checkbox"/> |
| 5. Statement No. I (E)  | : Disposals of Oldest 100 Identified cases (Annexure-IV of the Circular).                                       | <input type="checkbox"/> |
| 6. Statement No. I (F)  | : Disposals of Cases of Under Trial Prisoners and Cases U/Sec. 125 Cr.P.C. pending for more than one year.      | <input type="checkbox"/> |
| 7. Opinion form filled in by the Unit Head.   | :   | <input type="checkbox"/> |
| 8. Unit Calculation table for Identified Cases.   | :   | <input type="checkbox"/> |
| 9. Unit Calculation table for other than Identified cases   | :   | <input type="checkbox"/> |
| 10. Unit Calculation table for both consolidated  | :   | <input type="checkbox"/> |
| 11. Neat and legible (Xerox/Typed) Copies (not on manifold papers) of two contested judgments (atleast one from the Identified cases) of each officer and in case of District Judges, Copies of two selected contested Judgments of Officer's own choice. | :   | <input type="checkbox"/> |
| 12. Explanation for non disposal of remaining identified cases.   | :   | <input type="checkbox"/> |
| 13. Personal explanation of the Officer concerned for less disposal i.e., below 20 cases of identified cases.   | :   | <input type="checkbox"/> |

**N.B. Put ✓ Mark if enclosed.**

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 4517/WRC/E/2000

Dated: 24-8-2000.

**CIRCULAR**

Sub: Work Review of Judicial Officers in the state of Andhra Pradesh - Qualitative performance - Instructions  
- Issued.

\* \* \*

The High Court of Andhra Pradesh while reviewing the work of several Judicial Officers of various levels for the purpose of qualitative and quantitative assessment noticed several mistakes in the Judgments, namely, using of defective language, grammatical mistakes, incomplete sentences and spelling mistakes, which are indicating that some of the officers are not bestowing their attention to correct the draft judgments and go through the copies of the fair Judgments before sending them to the High Court for Work Review.

Hence, all the Judicial Officers are hereby instructed to meticulously go through the draft judgments and the fair judgments to avoid the mistakes referred to above, in future and to facilitate the litigant public and the Appellate Court to keep their attention on the substance of the judgments.

It is further noticed by the High Court that some of the Judicial Officers are sending the copies of the judgments prepared on manifold papers and Xerox copies of some judgments with poor legibility. The officers should keep in mind that if the copies of the judgments which are sent for work review are not legible, it becomes difficult to assess the quality of judgments which is likely to result in awarding lesser rank to the officer than the rank which he deserves.

The receipt of this Circular may be acknowledged.

Sd/-  
**REGISTRAR GENERAL**

To

1. All the Unit Heads in the State of A.P.  
(with a request to communicate the same to all the officers under their control).

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 1256/OP.Cell,E/2001.

Dated: 27-3-2001.

CIRCULAR

Sub: Courts - Civil - Procedural delays in Chit Fund cases - Regarding Cheques received by courts  
- Certain Instructions - Issued.

\* \* \*

Instances have come to the notice of the High Court that the Cheques being sent to the concerned courts by the disbursing officers duly indicating E.P. No. & O.S. No. etc., by way of attached slips/vouchers are kept pending without getting them deposited in Bank/Treasury, some times resulting in the cheques getting lapsed and that even revalidation of those cheques is not being done promptly. Consequently, any amount of loss is being sustained by the decree holders, particularly in chit fund cases, due to such lapses on the part of the court staff.

The Unit Heads are therefore requested to issue strict instructions to the presiding officers concerned to see that the cheques received are remitted to the Bank/Treasury on the very following day of their receipt by the courts if necessary by maintaining a register therefore, without making room for any comments, as mentioned supra. They are further informed to watch and warn the presiding officers deviating from such instructions, also by calling for reports periodically as to the pendency of such cheques with the dates of their receipts by courts as well as the dates of their deposit into the banks.

Receipt of the Circular may kindly be acknowledged.

Sd/-  
REGISTRAR (VIGILANCE)

To

I. All the Unit Heads in the State.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

**CIRCULAR**

No. 12/JUDL./AF

Dated: 11-04-2001.

Judicial Officers in the State of Andhra Pradesh are addressing letters to the Registry of the High Court from time to time seeking extension of time fixed by the High Court on judicial side for disposal of the cases pending before the subordinate Judicial Officers, for conducting enquiries and sending reports, etc. These letters are being addressed for taking action on the administrative side of the High Court. It is brought to the notice of all the Judicial Officers in the State that no action can be taken by the High Court on the administrative side. Orders have to be passed on those letters only on the judicial side.

All the Judicial Officers in the State are requested not to address such letters for action on the administrative side of the High Court and instead they are requested to address such letters for necessary action and orders on judicial side only. Therefore, the Judicial Officers in the State are requested to request the concerned Registrar to place such matters on judicial side and to request the Registrar to obtain such orders on the judicial side only.

Sd/-  
**REGISTRAR (JUDICIAL)**

To

All the District Judges (with a request to circulate among all the Judl. Officers in their respective units)

The Chairman, Sales Tax Appellate Tribunal, Hyderabad.

The Chairman, Industrial Tribunal - I, Hyderabad.

The Chairman, Industrial Tribunal - II, Hyderabad.

The Chairman Industrial Tribunal - III, Hyderabad.

The Presiding Officer, Labour Court, Hyderabad - I

The Presiding Officer, Labour Court, Hyderabad - II

The Presiding Officer, Labour Court, Hyderabad - III

The Chairman, Tribunal for disciplinary proceedings, Hyderabad.

The Chairman, Railway Claims Tribunal, Hyderabad.

The Presiding Officer, Sales Tax Appellate Tribunal, Hyderabad.

The Chairman, Co-operative Appellate Tribunal, Hyderabad.

The Presiding Officer, A.P. Wakf Tribunal, Hyderabad.

Presiding Officers, Labour Courts Visakhapatnam, Guntur, Anantapur and  
Karimnagar at Godavarikhani.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 3749/OP CELL-E/E/2001

Dated: 01-8-2001.

**CIRCULAR**

Sub: Courts - Criminal - Quick Disposal of Trap cases filed before the Special Courts for CBI Cases -  
Regarding.

\* \* \*

It is brought to the notice of the High Court that out of the cases filed by the Central Bureau of Investigation, Trap Cases are not being given their due priority in the disposal of cases. A study made by the Registry of the date relating to the said cases also reveals that the disposals are not at all keeping pace with the institutions of such cases.

On a consideration of above situations, the High Court hereby directs the Presiding Officers of special Courts dealing with C.B.I. Cases to see that the disposals are commensurate with the Institution of cases and to give top priority to the trap cases in particular, as it would have salutary effect on checking the corruption in the Central Government Department Undertakings.

The above instructions shall be scrupulously followed.

Sd/-  
**REGISTRAR (VIGILANCE)**

To  
The Special Judges of CBI Cases at  
Hyderabad and Visakhapatnam.

1. The D.I.G. of Police, CBI, Hyderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 6430/2001/OP CELL-E

Dated: 09-10-2001.

**CIRCULAR**

Sub: Courts - Civil - Fixing up of Time Bound Schedule for disposing of I. As. on the file of the Subordinate Courts - instructions - Issued.

\* \* \*

Certain instances have come to the notice of the High Court where interlocutory Applications are kept pending for months/years together, though some of them are of trivial nature. In fact, it has been judicially observed recently that non-disposal of interlocutory Applications for years together indicates that the Officers are not really verifying the exact nature of the Applications and are simply adjourning them whether or not it is requested for.

Apart from the time limits stipulated in the statutes for disposal of various types of interlocutory Applications, attention of the Judicial Officers is hereby drawn to the latest judgments of the Apex Court, A. Venkatasubbaiah Naidu Vs. Chellappan and Others (2000) 7 S.C.C. 695 = AIR 2000 Supreme Court 3032 where in it is held that after the period of 30 days, it becomes an appealable order, indicating there-by that an appeal can be filed even though an application filed under order 39 Rule 4 is pending adjudication. At the same time, it shall not be a use to keep all the applications pending. So, the parties will have to invariably approach the appellate court against the ad-interim injunction orders granted by the court, and are not disposed of within 30 days.

In the circumstances, a Time Bound Schedule may be fixed for quick disposal of interlocutory Applications pending before the Subordinate Courts. To aid such early disposal, the Subordinate Courts may permit the counsel appearing for the plaintiffs (s) - Petitioner(s) to send the notices by personal service, either by Registered post or by courier, so that, the delay in service of notices can be avoided, and the applications may be posted at short intervals after duly considering their nature instead of giving long postings along with the main matter. All the Judicial Officers are hereby instructed to adhere to such time bound schedule and comply with the directions of the Apex Court.

Receipt of this Circular may please be acknowledged.

Sd/-  
**REGISTRAR (VIGILANCE)**

To  
All the Unit Heads in the State of A.P.  
(With a request to communicate the same to all the Presiding Officers under their control)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 2229/OP CELL-E/2002

Dated: 18-07-2002.

**CIRCULAR**

Sub: Courts-Civil-Criminal-Expeditious disposal of 7 years' old matters - Concentration on 'Pre-1995' matters instead of 'Pre-94' matters - Instructions - Issued.

\* \* \*

Hitherto, the Subordinate Judiciary on instructions given by the High Court under the Circular cited, has been concentrating on th dispodal of Pre-1994 matters. Now that concentration on disposal of 7 years' old matters is the desire of the Apex Court, the Subordinate judiciary is now called upon to concentrate on the disposal of the 'Pre-1995' matters instead of 'Pre-1994' matters, and to continue to send the monthly statements to the High Court.

Receipt of this Circular may kindly be acknowledged.

Sd/-  
**REGISTRAR (VIGILANCE)**

To

All the Unit Heads in the State of A.P.

(With a request to communicate the same to all the Courts under their control)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 162/OP CELL-E/2003

Dated: 10-01-2003.

**CIRCULAR**

Sub: Courts - Civil & Criminal \_Expeditious disposal of 7 years' old matters - Concentration on 'Pre-1996' matters instead of 'Pre-95 matters - Instructions - Issued.

Ref: 1. High Court's Circular Roc.No.3398/OP-Cell-E/2001, Dated 9-7-2001.  
2. High Court's Circular Roc.No.2229/OP.Cell-E/2002, Dated 18-7-2002.

\* \* \*

Hitherto, the Subordinate Judiciary, on instructions given by the High Court under the Circular cited, has been concentrating on the disposal of Pre-1995 matters. Now that concentration on disposal of 7 years' old matters is the desire of the Apex Court, the Subordinate judiciary is now called upon to concentrate on the disposal of the 'Pre-1996' matters instead of 'Pre-1995' matters, and to send the monthly statements from January, 2003 onwards to the High Court in the revised Proforma enclosed herewith.

Receipt of this Circular may kindly be acknowledged.

**Sd/-  
REGISTRAR (VIGILANCE)**

To  
All the Unit Heads in the State of A.P.  
(With a request to communicate the same to all the Presiding Officers under their control)

Note : Statements of Pre-1995' matters for the month of December, 2002 should also be sent in the revised proforma.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 162/OP CELL-E/2003

Dated: 16-04-2003.

CIRCULAR

Sub: Courts - Civil & Criminal - Expeditious disposal of 7 years' old matters - Concentration on 'Pre-1996' matters instead of 'Pre-95 matters - Further instructions - Issued.

- Ref: 1. High Court's Circular Roc.No.3398/OP-Cell-E/2001, Dated 9-7-2001.  
2. High Court's Circular Roc.No.2229/OP.Cell-E/2002, Dated 18-7-2002.  
3. High Court's Circular Roc.No.162/OP.Cell-E/2003, Dated 10-01-2003.

\* \* \*

Apropos the disposal of Pre-1996 matters, instructions have already been issued, under the circulars cited, to all the judicial officers in the State to concentrate on their disposal. Particularly, the Unit Heads are requested to guide the officers in their Unit and to see that such old matters are cleared from the Courts' files, giving apt disposals. They are also called upon to submit periodical statements, specifying several columns, in proof of their effective monitoring. The Hon'ble portfolio Judges concerned also have been pleased to pass remarks on the data of Pre-1996 furnished by the Unit Heads, emphasizing the need to pay more concentration.

All the above measures, taken at High Court level, are not yielding the required results. Unfortunately, in some Units, Pre-96 appeals are still pending without any progress in the District Courts. It is regrettable to note that the Unit Heads show little interest in verifying the particulars of statements received by them from Courts in their Units while forwarding the same to the High Court. It is discernible from the data received by the Registry that there is no contributory effort made by the Unit Heads in the matter of disposal of old matters in their Unit. The statements contain no remarks of guidance given by the Unit Head to the Presiding Officers concerned. There is no expected decrease in the pendency of old matters every month. The commendable concept that 'justice delayed is justice denied' is given a go-bye on account of lack of drive by the Unit Heads at their level. They simply chose to receive and transmit the statements, relating to pre-96 matters without putting forth their own efforts facilitating the expeditious disposal of such cases.

This conspicuous omission on the part of the Unit Heads is causing any amount of dissatisfaction and displeasure to the Hon'ble Judges while appreciating the data of the concerned Districts.

Having due regard to the seriousness of the issue of the disposal of old matters, and by way of effectively monitoring the said issue, the High Court hereby sets the following measures to be taken by the Unit Heads:

Ab-initio, the Unit heads shall have a commitment and competitive spirit in causing clearance of old matters in their own Unit.

They shall monitor the progress in the disposal of Pre-96 matters in all quarterly conferences and see that the Officers put forth their maximum efforts in disposing of such matters on merits, while at the same time the drive should start from their own Units.

They shall find out innovative methods permissible under law for disposal of old matters.

It is desirable that, for disposing of Pre-96 matters, they shall draw up an action plan, with time bound schedules, Cadre-wise, Court wise, Year-wise, Category-wise, Case-wise etc., and communicate such action plan, along with monthly progress reports in the prescribed proforma, not only to the officers concerned, but also to the High Court for being placed before the Hon'ble Portfolio judges concerned.

In particular the Unit Heads shall see that each officer gives out detailed explanation (not mere docket entries) for the delay in disposal of each Pre-96 matter.

It is all the more necessary to observe whether long adjournments are given in old matter on unreasonable grounds and if so the instructions given to the officer in such cases shall be depicted in the progress reports submitted to the High Court.

If any officer is lagging behind in the matter of disposal of old cases, he can be called to the Head Quarters ascertain the problems (real) if any faced by him/her and suggest the remedies, paying the way for their expeditious disposal.

It is also the responsibility of the Unit Head to review whether the instructions given by him on the earlier occasion to the officer concerned for the disposal of the old matters are carried out, and, further to pass appropriate remarks over that officer and mention the same in the progress report sent to High Court.

If necessary, the Unit Heads may meet the members of the Bar concerned where there is heavy old pendency, discuss with them and arrive at consensus, facilitating the disposal of old matters.

The Unit Heads are further instructed to inform the High Court immediately if any officer is unnecessarily not showing any interest or efforts in disposal of old matters on merits.

A red coloured slip with caption as "Pre-96 Matter" shall be prominently affixed to every docket of such matter drawing the attention of not only the staff concerned, but also the Presiding Officer concerned for easy identification and for observing its priority at every stage.

In fine, it is emphasized that the statements being submitted to the High Court hereafter should expose the efforts made by the Unit Heads and the remarks, concerning the delay in the disposal of each Pre-96 matter on the file of each Court in their Units. They shall adopt a special drive for their clearance on merits and they should fulfill the highest standards expected of them by the High Court. In any case, let it be our endeavor to see that there is no Pre-96 matter by the end of this year.

Receipt of the Circular may kindly be acknowledged.

Sd/-  
**REGISTRAR (VIGILANCE)**

To  
All the Unit Heads in the State of A.P.

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

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 162-II/OP CELL-E/2003

Dated: 16-07-2003.

CIRCULAR

Sub: Courts-Civil & Criminal-Expeditious disposal of 7 years' old matters - Concentration on 'Pre-1996' matters instead of 'Pre-95' matters - Further - Instructions - Issued.

Read: 1. High Court's Circular Roc. No. 3398/OP-E/2001, Dt: 9-7-2001.

2. High Court's Circular Roc. No. 2229/OP.Cell-E/2002, Dt. 18-7-2002.

3. High Court's Circular Roc. No. 162/OP.Cell-E/2003, Dt. 10-01-2003.

4. High Court's Circular Roc.No. 162/OP.Cell-E/2003, Dt. 16-04-2003.

\* \* \*

Attention of all the Unit Heads is invited to the High Court's Circular instructions read as per which the Unit Heads are apprised of the seriousness of the issue in disposal of old matters and the High Court has given certain guidelines in its circular 4th read to be taken by the Unit Heads, in this regard.

After the issuance of the circular instructions 4th read, the High Court has been receiving monthly progress from the respective Unit Heads, after perusing the said monthly Statements of Pre-1996 matters, the High Court has observed that some of the Officers in the State are disposing the latest Pre-1996 matters on their files when the oldest matters are still available.

Therefore, all the Unit Heads in the State are directed to make a special drive and see that Officers working under their control, shall dispose of the oldest Pre-1996 matters available on their respective files, giving top priority, while disposing of Pre-1996 matters.

Receipt of this Circular may kindly be acknowledged.

Sd/-  
REGISTRAR (VIGILANCE)

To

All the Unit Heads in the State of A.P.

Copy to: Special Officers Section, High Court of A.P., Hyderabad.

(for codification)

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 5642/OP CELL-E/2003

Dated: 05-12-2003.

CIRCULAR

Sub: Courts-Civil & Criminal - The Year commencing from 1st January, 2004 be observed as "Arrears Clearance Year"- Instructions - Reg.

\* \* \*

On an over-all study of statistics and pendencies of all the Sub-ordinate Courts in the State, it is observed that by the best efforts put in by the Unit Heads as well as the Judicial Officers, the pendency of old matters i.e. Pre-1996 Cases has come down substantially, but still there remains a pendency of 15,574 Pre-96 matters as on 30-09-2003.

Further, certain resolutions were arrived at the recently concluded Chief Justices Conference at New Delhi, that the year commencing from 1st January 2004 be observed as "Arrears Clearance year". Hence, all the Unit Heads are hereby requested to motivate and encourage all the Presiding Officers in their respective Units to dispose of all Pre-1996 matters, on priority basis, by adopting all possible measures and see that by the end of December 2004, there should not be any such matter pending in any Court.

It is further reiterated that the Chief Judicial Magistrate / Chief Metropolitan magistrate / Magistrate should regularly visit the jails to find out the under-trial prisoners involved in petty offences and lodged in jail for the period longer than the period of sentence and also to hold courts in their respective areas in which a District Jail falls, on regular basis to take up the cases of those Under Trial prisoners who are involved in petty offences and are keen to confess their guilt.

Receipt of this Circular may kindly be acknowledged.

Sd/-  
REGISTRAR (VIGILANCE)

To  
All the Unit Heads in the State of A.P.  
Copy to: Special Officers Section, High Court of A.P., Hyderabad.  
(for codification).

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 90/OP CELL-E/2004

Dated: 9-1-2004

CIRCULAR

Sub: Courts-Civil & Criminal-Expeditious disposal of 7 years' old matters - Concentration on 'Pre-1997' matters instead of 'Pre-96' matters - Instructions - Issued.

Read: 1. High Court's Circular Roc. No. 3398/OP-Cell-E/2001, Dt: 9-7-2001.

2. High Court's Circular Roc. No. 2229/OP.Cell-E/2002, Dt. 18-7-2002.

3. High Court's Circular Roc. No. 162/OP.Cell-E/2003, Dt. 10-01-2003.

\* \* \*

Hitherto, the Subordinate Judiciary on instructions given by the High Court from time to time under the Circulars cited, has been concentrating on the disposal of Pre-1996 matters. Now that concentration on disposal of 7 years old matters is the desire of the Apex Court, the Subordinate Judiciary is now called upon to concentrate on the disposal of the 'Pre-1997' matters instead of 'Pre-1996' matters, and to send the monthly progress reports of the disposal of such matters from January, 2004 onwards to the High Court in the same Proforma.

Receipt of this Circular may kindly be acknowledged.

Sd/-  
REGISTRAR (VIGILANCE)

To

All the Unit Heads in the State of A.P.

(With a request to communicate the same to all the Presiding Officers under their control)

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 1416/OP.Ceil-E/2004.

Dated: 31-3-2004.

CIRCULAR

Sub: Courts - Civil & Criminal - The Year commencing from 1st January, 2004 be observed as "Arrears Clearance Year", Further Instructions - Reg.

Read: High Courts Circular Roc.No. 5642/OP CELL-E/2003 Dated: 5-12-2003.

\* \* \*

As you are well aware that the year commencing from 1st January 2004 is observed as the "Arrears Clearance Year" and that necessary instructions have already been communicated to the Unit Heads, requesting to adopt all possible and innovative methods permissible under law for clearance of old matters, on priority basis. But, on the other hand, on persual of monthly progress in disposal of old matters, there is no considerable progress made, besides, it is observed that still there are certain old cases in which trial has not yet commenced. If we fail to take effective steps for speedy disposal of old cases the very purpose of declaring the year 2004 as Arrears Clearance Year will be defeated.

Having due regard to the seriousness of the issue of the disposal of old matters, you are once again requested to have such a commitment and competitive spirit in causing clearance of old matters, for that you are required to draw up an action plan, with time bound schedules, cadre-wise, court-wise, year-wise, category-wise and regularly monitor at every stage. For effectively monitoring the said pivotal issue at High Court level, you are requested to communicate such action plan along with the targets fixed and achieved. In any case let it be our endeavor to see that there is no Pre-1996 matter by the end of this year in total compliance of the Resolutions arrived at the Chief Justices' Conference.

Receipt of this Circular may kindly be acknowledged.

Sd/-  
REGISTRAR (VIGILANCE).

To  
1. All the Unit Heads in the State of A.P.  
Copy to: Special Officers Section, High Court of A.P., Hyderabad.  
(for Codification)

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 3609/OP.Cell-E/2004.

Dated: 24-8-2004.

CIRCULAR

Sub: Courts - Civil & Criminal - Expeditious disposal of old matters - Concentration on 'Pre-1999' matters instead of 'Pre-97 Cases - Instructions - Issued.

Read: High Courts Circular Roc.No. 90/OP CELL-E/2004, Dated: 9-1-2004.

\* \* \*

In the circular referred to above, the High Court has issued instructions to all the Presiding Officers, in the State to Concentrate on the disposal of Pre-1997 matters and to send the monthly progress report in the prescribed proforma.

On persual of the monthly progress reports submitted by all the Unit Heads, the High Court has observed that the pendency of Pre-1997 matters has comedown substantially and in some districts the pendency of such cases is very less. Hence, on a consideration of the said development the High Court hereby directs all the Presiding officers to concentrate on the disposal of Pre-1999 matters, where the pendency of Pre-1997 matters are less in number, by treating the same as old matters and to send the monthly statements in the same proforma as is being sent hitherto, with regard to disposal of Pre-1999 matters.

Receipt of this Circular may kindly be acknowledged.

Sd/-  
REGISTRAR (VIGILANCE)

To

1. All the Unit Heads in the State of A.P.

(With a request to communicate the same to all the Presiding Officers under their control)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 64/SO-3/2001.

Dated: 20-7-2002.

**CIRCULAR**

Sub: Deposit of Surety amounts in Courts - Certain instructions to the Presiding Officers in the State - Issued - Reg.

\* \* \*

Instances have come to the notice of the High Court that the Sureties or the accused were depositing fixed deposits receipts drawn on several banks instead of furnishing third party Security, that in some cases after the disposal of the case the amounts are not claimed and the Fixed Deposits Receipts are lying in the Court without being claimed and that the bank is gaining advantage due to lapsed Fixed Deposits Receipts as some lakhs of rupees are deposited as Fixed Deposits Receipts in several Courts.

To over come the above said problem, the High Court after Careful consideration of the matter directs all the Presiding officers to ensure that the amounts be deposited by the accused in the court in case they are not able to furnish third party security and on such deposit the same be kept in Fixed deposits by the courts in Nationalized Banks/Schedule Banks in the name of the Concerned Courts. A separate Register shall be maintained by each court for this purpose.

All the Presiding Officers in the state are requested to strictly adhere to the above instructions.

All the District Judges are requested to communicate copy of this circular to all the courts in their respective units. Receipt of this circular may be acknowledged.

**Sd/-  
REGISTRAR GENERAL.**

To

1. All the District & Sessions Judges.
  2. The Chief Judge. City Civil Court, Hyderabad.
  3. The Chief Judge, City Small Causes Court, Hyderabad.
  4. Metropolitan Sessions Judge, Hyderabad, Vijayawada & Visakhapatnam.
  5. The Director, A.P. Judicial Academy, Secunderabad.
  6. The Section Officer, E-Section, High Court of A.P., Hyderabad.
- Spare.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 229/2003-B3.

Dated: 30-1-2003.

CIRCULAR

Sub: Employees Loan Scheme - House Building Advance through Banks - Certain instructions - Issued.

Ref: G.O.Ms.No. 828, Finance (TFR) Dept., dt. 30-9-2002.

\* \* \*

The Government in the orders cited have introduced an Employee Loan Scheme for House Building purpose through the notified Banks on optional basis. As per the Scheme a Judicial Officer who intends to avail himself of the Scheme is required to exercise his option and to obtain an "Eligibility Certificate" in Form - 'A' annexed to the said orders from the competent authority i.e., the High Court of A.P., Hyderabad.

In order to expeditious disposal of the applications from the Judicial Officers for issue of the Eligibility Certificates by the High Court, under the said Scheme the Forwarding Authorities, i.e., the District Judges are required to see that the following particulars are furnished by the officers in their applications before forwarding them to High Court:

- 1) The name of the Bank with full postal address through which the applicant intends to avail himself of the loan facility.
- 2) Employee code number.
- 3) D.D.O. Code number.
- 4) Nature of the Loan i.e., whether for house construction purpose along with the land/construction of a new house excluding land or to purchase a Ready Built House/Flat.

The Forwarding Authorities are also required to furnish the following particulars in their forwarding letters:-

- i) Whether the officer is eligible for the House Building Advance.
- ii) Pay of the Officer.
- iii) Date of entry into Judicial Service.
- iv) Date of retirement.
- v) Designation of the Drawing & Disbursing Officer.

In so far as the applications from the District Judges are concerned, they are required to send a draft Eligibility Certificate duly filled-up for reference.

Since the Scheme envisages certain code numbers to be allotted for permanent identification of each officer and the D.D.O. either for the purpose of computerization or even for manual work, to have a ready reference of the entire record pertaining to each such officer, the allotment of code number assumes greater importance. In case no such number has been allotted, steps may be taken atleast now, to comply with the requirement and furnish the relevant information while forwarding the applications for the said purpose.

Applications which are bereft of the required particulars are liable for rejection.

For guidance of the Judicial Officers, the Unit Heads are requested to communicate the Circular with its

enclosures to the officers working under their jurisdiction and obtain their acknowledgements.

A format of the 'Eligibility Certificate' i.e., Form - A as prescribed by the Government is enclosed for ready reference.

Receipt of the circular with its enclosure may please be acknowledged.

Sd/-  
**REGISTRAR GENERAL.**

To  
(As per list)

//FORWARDED BY ORDER//

Sd/-  
**SECTION OFFICER**

## Eligibility Certificate

To

All Notified Banks/Institutions

Dear Sir,

1. This is to certify that employee (name) \_\_\_\_\_ Grade \_\_\_\_\_ with Employee Code \_\_\_\_\_ working in department \_\_\_\_\_ with DDO Code \_\_\_\_\_ is eligible for the loan of \_\_\_\_\_ (Purchase of existing house / For construction of new house along with land / for construction of new house excluding land).
2. The Details of the eligibility are as follows:

Maximum Loan eligibility (as per Go AP rules) in Rs.	Period of Loan	Subsidised Government rate of interest entitled (%)

3. The employee should open the salary account in your bank before the loan is sanctioned.
4. This certificate should not be construed as the recommendation for the sanction of loans, as the same should be strictly as per your loan policy.

Regards.

(Competent authority)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 229/2003-B3/B4

Dated: 30-10-2003.

**CIRCULAR**

Sub: Employees Loan Scheme - House Building Advance through Banks - Modified instructions - Issued.

Ref: 1. G.O.Ms.No. 828, Finance (TFR) Dept., dt. 30-9-2002.

2. High Court's Circular Roc. No. 229/2003-B3, dt. 30-1-2003.

\* \* \*

Having regard to the accounting process and the connected follow-up action involved in the scheme, the following modified orders are issued for compliance.

All the Unit Heads are hereby informed that the applications from the Senior Civil Judges and the Junior Civil Judges desirous of availing themselves of the benefit of the Scheme may be attended to by the District Judges concerned without the necessity of transmitting such applications to High Court for issue of a Eligibility Certificates and for the connected follow-up action.

While doing so, due care and caution may be exercised in arriving at the eligibility aspect, nature of the loan applied for etc. and a separate register may be maintained for the purpose of reconciliation at the time of payment of the differential amount as per the said Scheme.

In so far as the District Judges are concerned, the orders issued in the Circular 2nd cited hold good.

The above instructions are to be strictly adhered to without any deviation therefrom.

Receipt of this circular may please be acknowledged.

**Sd/- K.V. GIRIDHARAN  
REGISTRAR (ADMN.)**

To  
(As per list)

//FORWARDED BY ORDER//

**Sd/-  
SECTION OFFICER**

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 7617/2002-B.SPECIAL

Dated: 23-08-2002.

CIRCULAR

Ref: 1. High Court's Circular P. Dis. No. 868/58-B2, dated 23-12-1958.

2. High Court's Circular Roc.No. 2207/80-B2, dated 8-7-1980.

\* \* \*

It is noticed by the High Court, that many of the Judicial Officers are exhausting their casual leave admissible under the Rules long before the expiry of the Calendar Year and coming up later to the High Court with a request for conversion of casual leave already availed of into earned leave, contrary to the Circular instructions issued by the High Court, previously in this regard.

All the Judicial Officers are informed that casual leave is only a concession given to the government servants in special circumstances to be absent from duty for a short period without such absence being treated as leave under regular leave rules and the fact that a maximum has been fixed for the amount of casual leave that may be taken within a year does not entitle the officer to take the full amount of casual leave as a matter of course. The availment of casual leave shall be proportionate to the period worked till then during a particular calendar year, and the practice of availing casual leave disproportionately far in advance of the closure of the calendar year, and the practice of later coming up with requests for conversion of the casual leave already availed into regular leave is highly irregular and such practice is deprecated.

Therefore, all the Judicial Officers are informed that they should avoid the practice of availing casual leave disproportionately and exhaust the same well in advance of the expiry of the calendar year and later come up with requests for conversion of casual leave already granted into regular leave. No such requests will be entertained in future, under any circumstances. They should scrupulously follow the instructions issued by the High Court regarding availment of casual leave and any deviation in this regard will be viewed by the High Court seriously.

The District and Sessions Judges, are informed that they should use their discretion in granting casual leave to their Subordinate Judicial Officers and check the tendency among them to exhaust or to utilize most part of the admissible amount of casual leave long before the closure of the calendar year.

All the Prl. District and Sessions Judges/Unit Heads are requested to communicate the Circular to all the Judicial Officers working in their Unit under proper acknowledgement.

The receipt of this Circular may please be acknowledged.

Sd/-  
REGISTRAR (VIGILANCE)

To

1. All the Prl. District and Sessions Judges in the State of Andhra Pradesh.
2. The Metropolitan Sessions Judge, Hyderabad.
3. The Chief Judge, City Civil Court, Hyderabad.
4. The Chief Judge, City Small Causes Court, Hyderabad.
5. The Chairman / presiding Officers of various Tribunals and Labour Courts.
6. The Director, A.P. Judicial Academy, Secunderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 244/SO/2004

Dated: 24-03-2004.

**CIRCULAR**

Sub: Elections - General Elections to the House of Parliament / AP Legislative Assembly, 2004- Police cases not to be posted during the period from 17-4-2004 to 29-4-2004 and remanding prisoners - Instructions to all the Presiding Officers of the Criminal Courts - Issued.

Ref: Lr. Roc. No. 86/EL/2004, Dt. 10-03-2004 from the Director General of Police, A.P. Hyderabad.

\* \* \*

The Director General of Police, A.P., Hyderabad in his letter cited, has informed that the General Elections to the House of Parliament / A.P. Legislative Assembly, 2004 will be held in the state on 20-04-2004 and 26-04-2004 and the entire police force in the state will be drafted for election bundobust work and only a skeleton staff shall be available in each district to attend important and emergent police work and that it will not be possible for the police officers to attend court and escort the prisoners during the election period without detrimental to the election nandobust work and that the work relating to the production of prisoners in courts has to be suspended.

The Director General of Police, therefore requested the High Court to issue suitable instructions to all the Presiding Officers of criminal courts not to post police cases for hearing during the period from 17-04-2004 to 29-04-2004.

In the above circumstances, the High Court is pleased to issue the following instructions to all the Subordinate Criminal Courts concerned.

1. As far as possible police cases may not be posted for trial or hearing during the period from 17-04-2004 to 29-04-2004 (both days inclusive)
2. Where the period of remand of any undertrial prisoner expires during the aforesaid period i.e., from 17-04-2004 to 29-04-2004, the Presiding Officers may pass orders extending such period without insisting on their production.

The Unit Heads in the state are requested to issue necessary instructions to all the Subordinate Courts under their control.

The receipt of the circular instructions may please be acknowledged.

Sd/-

**REGISTRAR GENERAL**

To  
All the District and Sessions Judges in the State including  
Metropolitan Sessions Judge, Hyderabad, Vijayawada, Visakhapatnam.

Copy to :

1. The Principal Secretary to Government, General Administration (Elections) Department, Government of A.P., Hyderabad.
2. The Director General and Inspector General of Police, Government of A.P., Hyderabad.
3. The Chief Electoral Officer, General Administration (Elections) Department, Government of A.P., Hyderabad.
4. The Secretary to Government, Home (Cts.) Department, A.P. Secretariat, Hyderabad.
5. The Section Officers: B.Spl., vigilance Cell, Criminal section, "B"., "C"., "D"., and "E"., High Court of A.P. Hyderabad.
6. A.P. Judicial Academy, Secunderabad.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 143/2001-RC

Dated: 11-04-2001.

CIRCULAR

Sub: Courts - Setting up of Fast Track Courts in the State of Andhra Pradesh Appointment of supporting staff to the newly constituted Fast Tract Courts - Relaxation of procedure to the appointing authorities in securing the support staff from the open cadre if eligible retired Judicial Ministerial employees are not available - Certain Instructions - Issued.

Ref: 1. High Court's Letter R.O.C. no., 143/2001-RC. Dt. 24-03-2001.

2. High Court's Circular R.O.C. No. 4335/E1/2000, Dt. 30-03-2001.

\* \* \*

1. Instances are brought to the notice of the High Court that some of the Unit Heads are facing difficulty in appointing the supporting staff to the newly established Fast Track Courts especially in the categories of Stenographers, Junior Assistants-cum-Typists and Attenders from among the retired employees of Andhra Pradesh Judicial ministerial Service and requested the High Court to permit them to appoint the supporting staff on contract basis from out side.

2. The High Court, after careful examination of the matter, has decided to relax the procedure for appointment of supporting staff to the newly constituted Fast Track Courts to the extent of permitting the Unit Heads to appoint necessary staff on contract basis from out side, in the event of non availability of retired employees of A.P. Judicial Ministerial Service subject to same terms and conditions as laid down previously.

3. The High Court, therefore, directs that all the Unit Heads in the State to follow the procedure enunciated in para 2 of the circular while making appointment of supporting staff to the newly constituted Fast Track Courts.

Receipt of this Circular may please be acknowledged.

Sd/-  
REGISTRAR (VIGILANCE)

To

1. All the District and Sessions Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Metropolitan Sessions Judge, Hyderabad.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 4335/E1/2000

Dated: 26-11-2002.

**CIRCULAR**

Sub: Fast Track Courts - Monitoring the disposal of cases by Fast Track Courts as per the directions of the Hon'ble Supreme Court of India in Tr. Case No. 22 of 2001, Dt. 6-5-2002 - Certain instructions - Issued.

Read: 1. High Court's Circular Roc. No. 4335/E1/2000. dt. 30-3-2001, 28-5-2001 and 8-8-2001.  
2. High Court's Circular Roc. No. 658/WRC/2002 dt. 27-6-2002.

\* \* \*

Attention of all the retired Judicial Officers who are Presiding over the Fast Track Courts functioning in the state is invited to the deed of the agreement attached to the High Court's Circular 1st read above dt. 30-3-2001, as per which one of the conditions is that the retired Judicial Officers, who have been appointed as Addl. District and Sessions Judges/ Senior Civil Judges-cum-Assistant Sessions Judges as per the orders issued in G.O. Rt. No. 412, Law (L.A. & J.S.C.F.) Dept., Dt. 27-3-2001 and G.O. Rt. No. 411 Law (L.A. & Cts. C.) Dept., Dt. 27-3-2001 to preside over the Fast Track Courts, shall render unblemished service and are expected to dispose of 14 cases a month.

Likewise, those Judicial Officers who are promoted and posted as presiding officers of the Fast Track Courts, are directed to dispose of 10 Units of work per month, as per the High Court's Circular 2nd read above.

The High Court has reviewed the work turned out by the Presiding Officers of the Fast Track Courts, both by the Retired Judicial Officers and Regular Judicial Officers, for the months of July, August and September, 2002, and observed that some of the Presiding Officers of the Fast Track Courts have not reached the target fixed by the High Court.

Hence, all the Presiding Officers of the Fast Track Courts are cautioned that if their performance in the matter of disposal of cases is not in conformity with the norms fixed, the High Court will consider reverting the regular Judicial Officers to their lower posts and termination of contract of service in respect of retired officers presiding over the Fast Track Courts.

The receipt of this Circular may please be acknowledged.

Sd/-  
**REGISTRAR (VIGILANCE)**

To

1. All the Presiding Officers of Fast Track Courts in the State.
2. The District and Sessions Judges in which districts Fast Track Courts are functioning (for information).
3. The Section Officer, B. Spl. Section, High Court of A.P., Hyderabad.
4. The Section Officer, Spl. Officers' Section, High Court of A.P., Hyderabad (for codification)
5. Ten spare copies to file.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 434/SO-3/98

Dated: 26-07-2002.

CIRCULAR

Sub: FAKE SURETIES - Furnishing Fake Sureties for the release of accused on Bail - Instructions to curb Fake Sureties - Reg.

Ref: 1. High Court's Circular Roc. No. 2400/SO/91, dated 04-10-1991.

2. High Court's Circular Roc. No. 1476/SO/91-1, dated 22-01-1992.

\* \* \*

Instances of furnishing of Fake Sureties for the release of the Accused in various Criminal Courts have come to the notice of the High Court. The High Court feels that unless effective steps are taken to curb the menace of fake sureties the cases of the Accused persons jumping bails will increase and it is likely to lead to increase in the pendency of cases for want of accused.

The High Court of Andhra Pradesh while re-iterating the circulars cited, issues the following instructions regarding the acceptance of solvency certificates and sureties for the release of the accused on bail.

1. Every solvency certificate should contain the signature of the issuing authority with name and designation stamp and date of issue.

2. The issuing authority should obtain the signature or clear Thumb Impression of the surety on the solvency certificate and attest the same.

3. The Employees who stand, as sureties shall be directed to produce a certificate of Identity and Salary from their Employer. It should contain the signature of the Employee duly attested by the Employer.

4. At the time of accepting the surety the signature / Thumb Impression of the surety be obtained on the solvency certificate or salary certificate to satisfy that the solvency or salary certificate relates to the surety present in the court.

5. Each surety shall furnish his full name, father's name, age, occupation, and complete postal address to the court.

6. The sureties shall produce Bank Pass Books or Ration Cards or some other form of identity cards to establish their identity with reference to the particulars of the solvency certificate.

7. In case of cash security the court shall satisfy that the accused has a permanent address and fixed abode and his presence can be easily secured.

8. The court should keep a watch on such persons who repeatedly come to stand as sureties.

9. Every criminal court should maintain a Register of Sureties by noting down the crime number, name of the P.S., name of the accused, the name and full particulars of the sureties.

10. The Presiding Officers of respective Courts should periodically checked the Register of Sureties to ensure proper maintenance.

11. The Prl. District Judge cheif Judicial Magistrates shall inspect the Register of Sureties at the time of annual inspection and note their remarks by issuing suitable instructions in case of any deviation.

The Unit Heads are requested to communicate these Orders to all the Judicial Officers working under their control instructing them to communicate this Circular to the respective Bar Associations and to display the said Circular in the Court notice Boards for the information of all the Advocates and Litigant Public.

**Sd/-**  
**REGISTRAR GENERAL**

To

1. All the District and Sessions Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judge, Hyderabad/Vijayawada/Visakhapatnam.
5. The Director, A.P. Judicial Academy, Secunderabad.

Spare....

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 5996/E1/2001

Dated: 20-12-2001.

CIRCULAR

Sub: Holidays - Declaration of General Holiday/Local Holiday for all the Sub-ordinate Courts in which Bye-Elections to the Legislative Assembly Constituencies / Parliamentary Constituencies - Certain Instructions - Issued.

\* \* \*

Attention of all Unit Heads is invited to the orders of the Government issued from time to time, declaring either a General Holiday or authorising the concerned District Collectors to declare a Local Holiday, in connection with the Bye-Elections to the Legislative Assembly Constituencies or to the Parliamentary Constituencies, for all the Government offices and Educational Institutions where Bye-Elections are going to be held.

In pursuance of the said Government Orders, the High Court is also declaring a General Holiday/Local Holiday for all the Subordinate Courts situated in those constituencies where Bye-Elections are going to be held, as far as possible.

The High Court has examined the said issue and decided that the District Judge concerned shall take a decision in the matter of declaration of Local Holiday to the Subordinate Courts in connection with the Bye-Elections to the Legislative Assembly and to the Parliament, after intimation to the High Court.

Sd/-  
REGISTRAR (VIGILANCE)

To

1. All the District Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judge, Hyderabad.
5. The Section Officer, Spl. Officer's Section, High Court of A.P. Hyd.

(Two copies for codification)

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

Roc.No. 4451/E1/1996

Dated: 06-07-2001.

CIRCULAR

Sub: Notes of Inspection of Subordinate Courts - Certain common omission discernible in the Notes of Inspection received from various Units - Instructions - Regarding.

Ref: 1. Roc.No. 4451/E1/96, Dt. 5-10-1996.

2. Roc.No. 827/E6/1999, Dt. 23-2-1999.

\* \* \*

A close scrutiny of Notes of Inspections received from the various Units in the State, discloses certain common omissions committed by the Courts being inspected, and also reveals certain lapses on the part of the Unit Heads too, warranting the necessity of issuing the following instructions to be **adhered to strictly**.

1. The abnormal delays (ranging from 2 to 5 years) in taking up the inspection of courts, which fell due, are to be avoided, and the Subordinate Courts, including the Courts of Special Judicial Magistrate of I Class and Judicial II Class Magistrates, have got to be inspected regularly as per rules, and Comprehensive report, regarding the inspections made during the previous years, with dates, are to be promptly submitted by 15th of January of succeeding year by the Unit Heads to the High Court in the prescribed Proforma, as indicated in the circular 2nd cited.

2. It shall be seen that compliance of the omissions pointed out in the Notes of inspections be made by the courts inspected within one month from the date of inspection and the notes of inspection submitted to the High Court shall necessarily be accompanied by compliance report, duly scrutinized by the Unit Heads, avoiding unnecessary correspondence by the Registry.

3. Though certain questions (to name a few) on the following aspects are shown in the formats prescribed on 'Civil side' and 'Criminal side' respectively, the inspecting team is expected to give detailed answer to each question as specified in clauses 2, 3 and 5 of the "Instructions to the Inspecting team in the format".

- Q. No. 50 (Hearing books)  
68 (Cash book)  
71 (Library Gazette periodicals)  
72 (H.C. Receipt Book)  
78 (C.L. Register)  
79 (Appointments)  
80 (Pay Rolls)  
81 (Stationery)  
82 (Cash Balance register)  
83 (Service Registers)  
86 (Furniture)  
87 (Seals, Belts)  
88 (Iron Safe Wall Coffe)  
89 to 92 (Court Buildings)  
93 (Un-disbursed Pay Registers).
- Q.No. 25 (Diary)  
36 (Cause List) and

37 (Steno) etc.

The above mentioned law is to be strictly followed in the disposal of inspection. The proper and thorough method of inspection adopted. It is to be noted that the inspection of the records should have an important bearing on the Notes of Inspection whether they are submitted as "C.I. filed" or "on file" etc.

4. Demand why the Inspecting Judge gave the performance report. The Presiding Officer, Head Clerk, Deputy Head and Presiding Officer at each court, who worked during the relevant period, have to be written in the Notes of Inspection by the Inspecting Judge personally under his signature.

It will be more helpful if each report with a speaking/self explanatory reflecting the objective assessment of their performance.

5. Mere 'directions' to comply with certain instructions may not be enough at times (for example: Instructions to get the furniture repaired, reconciliation work, issuance of refund vouchers etc.,). If the Presiding Officer is a fresh entrant, he should be apprised of the procedure by the Inspecting Judge / Unit Head. The compliance with such directions shall be continuously monitored.

6. The lists of property items, Non-Bailable Warrants, and pendencies etc. need not be enclosed to the Notes of Inspection being submitted to the High Court. It is enough if the Inspecting Judges, scrutinises them and issues appropriate instructions.

7. The Unit Heads may instruct the Presiding Officers under their control inter alia on the following aspects:

i) the delays in registering the cases, in complying with the copy applications, in transmitting the records to other courts, in making entries in the respective registers before and after the disposal of Cases/ Petitions and in the disposal of case property etc., shall be avoided.

ii) Registers in each branch must be checked periodically by the Chief Ministerial Officers/Presiding Officers:

iii) In criminal courts, process registers shall be got verified by the C.I. concerned regularly as per Rules:

iv) Prompt steps are to be taken for non-execution of Non-Bailable Warrants.

Adherence to the above instructions is to be ensured by the Unit Heads and any deviation in this regard will be viewed seriously by the High Court.

The receipt of the Circular may pleased be acknowledged.

Sd/-  
REGISTRAR (VIGILANCE)

To

1. All the Unit Heads in the State.

(with a request to issue necessary instructions, to all the Officers working under their control for future guidance and follow up action in this regard.)

2. The Special Officer's Section, High Court of A.P. Hyderabad. (two copies for codification)

3. The Secretary to Government, Law (L.A. & J.Cts.A) Department, Government of A.P. Hyderabad.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 1846/E1/2003

Dated: 15-04-2003.

CIRCULAR

Sub: Annual inspection of subordinate Courts - Certain Instructions - Issued.

Ref: High Court's Lr. Roc. No. 827/E6/99 Dt. 23-2-1999.

\* \* \*

The High Court under the letter cited above, instructed all the Unit heads to send a comprehensive report in the prescribed proforma, every year by 15th January, about the Courts that are due for inspection and the reasons for not inspecting the Courts in time. It is quite essential to note that annual inspection of Subordinate Courts is *sine qua non* to tone up the administration of Subordinate Courts.

While so, it is found that the said instructions are observed more in their breach than in compliance. Several Unit Heads omitted to send the Compliance Reports, as prescribed. The reports sent by some Unit Heads reveal that there are Courts, which remain un-inspected even from the year 1996. Even for sending the Notes of Inspection along with the compliance reports to High Court, it is noted that the Unit Heads are taking months together, that too, after lot of correspondence from High Court. With the result, the Registry is unable to place the latest stage of inspections in each unit before the Hon'ble Judges. The High Court is unable to understand whether some of the Unit Heads are ignorant of these circular instructions or they totally ignored them. In any case, it reflects the administrative capabilities of the Unit heads.

The High Court is unhappy for this sorrow state of affairs and expresses its displeasure over the lackadaisical attitude of the Unit Heads in complying with the circular instructions issued. The High Court directs the Unit Heads to draw up an 'Action Plan' under intimation to the High Court, immediately by fixing up schedules, in co-ordination with the Addl. District Judges in their units, for completing the inspections of Courts in their units within the shortest possible time and for forwarding the notes of inspection along with the compliance reports, promptly. The ensuing summer vacation can be better utilised for this exercise.

Receipt of this Circular may please be acknowledged:

Sd/-  
REGISTRAR (VIGILANCE)

To

1. All the Unit Heads in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judge, Hyderabad, Visakhapatnam and Vijayawada.
5. The Section Officer, Spl. Officer's Section, High Court of A.P. Hyderabad (for consideration)

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 6278/E1/2000

Dated: 20-02-2002.

CIRCULAR

Sub: Funds - 2001 - 2002 - A.P. Judicial Academy, Secunderabad - Major Head 2014 Admn. of Justice; Minor Head 800 other Expenditure, Sub Head:05 A.P. Judicial Academy - Allotment of Funds under 050 Office Expenses and 056 other office expenses - A Sum of Rs. 1000/- per month initially for a period of three months to each Unit Head in the State - Certain Instructions - Issued.

Ref: 1. High Court's Circular ROC No. 3298/E1 I/95, Dt. 23-12-95.

2. High Court's Circular ROC No. 6278/E1/2000. Dt. 29-1-2001.

3. Proceedings of the Director A.P. Judicial Academy, Secunderabad in order ROC No. 781/2001/APJA/Secunderabad, Dt. 22-6-2001.

4. Lr. ROC No. 119/2002/APJA/Sec-bad, Dt. 24-1-2002 from the Director, A.P. Judl. Academy, Secunderabad.

\* \* \*

While forwarding herewith proceedings of Director, A.P. Judicial Academy, Secunderabad, fourth read, you are instructed to hold Judicial Officer's Conferences once in three months in your Unit as envisaged therein for Academic discussion and presentation of research papers on various legal topics by the Judicial Officers'.

You are also requested to cover the topics specified under the Circular 1st and 2nd cited in such Conferences, so that the valuable time of Judicial Officers is put to maximum utilisation.

Sd/-

REGISTRAR (VIGILANCE)

To

All the District and Sessions Judges in the State.

The Chief Judge, City Civil Court, Hyderabad.

The Chief Judge, City Small Causes Court, Hyderabad.

The Metropolitan Sessions Judge, Hyderabad.

The Director, A.P. Judicial Academy, Secunderabad.

The Section Officer, Spl. Officer's Section, High Court of A.P. Hyderabad (Two copies for codification)

ANDHRA PRADESH JUDICIAL ACADEMY

S.P. ROAD, SECUNDERABAD - 500 012

PHONE: 7701457, 7701594, 7701595 - Ext. 100

Director No. 7701595 FAX: 040-7800430

e-mail: apjshyd@apjshyd.nic.in

M. VENKATESWARA REDDY  
DIRECTOR

REF: NO. 118/2002/APJA/Secy-Had Dtd: 22-1-2002

To

The Registrar General  
High Court of A.P.  
Hyderabad.

Sir,

Sub: Allotment of Funds by the A.P. Judicial Academy to Unit Heads at the rate of Rs. 3,000/- per quarter to enable them to hold one Judicial Officers conference - Reg

Ref: Board of Governors Meeting dt. 22-1-2002.

\* \* \*

I am happy to inform that the Hon'ble President and Hon'ble Members of the Board of Governors of the Academy have been pleased to resolve at the Board meeting dated 22nd January, 2002 that each Unit head be allotted at the rate of Rs. 3000/- per quarter to enable the Unit Heads to hold one Judicial Officers Conference in their respective Units once in every quarter for academic discussions and presentation of research papers by the Judicial Officers on various legal topics.

I am to state that as shown in the Annexure No. 1 some of the Districts have not utilized the amount or partly spent it. After the expenditure statements are received from the respective Districts, an amount of Rs. 3000/- is now allotted, which includes the balance unspent amount for the months from July to September 2001.

I am herewith submitting copy of the proceedings dt. 22-1-2002 for onward transmission to the respective Unit Heads with necessary instructions to be given by the Hon'ble High Court to hold Judicial Officers Conference in their Units for academic discussions and presentation of research papers on various legal topics by the Judicial Officers.

Yours faithfully,

Sd/-  
DIRECTOR

Copy to:  
The Registrar (Vigilance)  
High Court of A.P., Hyderabad.

PROCEEDINGS OF THE DIRECTOR, A.P. JUDICIAL ACADEMY SECUNDERABAD

Sub: Funds - 2001 - 2002 - A.P. Judicial Academy, Secunderabad - Major Head 2014 Admn. of Justice; Minor Head 800 other Expenditure, Sub Head:05 A.P. Judicial Academy - Allotment of Funds under 050 Office Expenses and 056 other office expenses - A Sum of Rs. 3000/- including the unspent amount from the months of July to September 2001 allotted to each Unit Head in the State - Ordered.

Ref: 1. G.O.Ms. No. 61, Finance and Planning (FWBG) Dept., Dt. 31-3-2001.

2. Our Proceedings Order Roc No..781/2001/APJA/Sec-bad dt. 22-6-2001.

\* \* \*

ORDER ROC. NO. 781/2002/APJA-SEC'BAD, Dt. 25-01-2002.

Whereas Hon'ble the Patron-in-Chief and the Hon'ble Board of Governors of the Academy have been pleased to resolve in the meeting of Board of Governors dated 22-1-2002, that each Unit Head be allotted Rs. 3000/- per quarter to enable the Unit Heads to hold one Judicial Officers Conference of their respective Units once in every quarter commencing from this Calendar year for Academic discussions and presentation of research papers by the Judicial Officers.

Having regard to the appropriation made available by the Government in the G.O. cited in the reference, the following allotment (including the unspent amount for the months from July to September 2001) is hereby made by the Director under the following Head of Account during the current financial year to each of the under mentioned unit head for the quarter ending with 31st March 2002. The Units of the Chief Judges, City Civil Court and City Small Causes Courts are treated as one Unit for this purpose.

M.H. 2014 - Admn. of Justice

M.H. 800 - Other Expenditure

S.H. 05 - A.P. Judicial Academy,

050 - Office expenses

056 - Other Office Expenses

050 - Office Expenses

056 - Other Office Expenses

3,000

Total Rs.

3,000 (Rupees three thousand only)

Sl. No.	Unit Head	Amount allotted for the 1st Quarter ending with 31st March 2002	Unspent amount allotted for the months from July to Sep. 2001 Rs.	Now Allotted amount Rs.
1.	Adilabad	3,000	2,000	1,000
2.	Anantapur	3,000	NIL	3,000
3.	Chittoor	3,000	NIL	3,000
4.	Cuddapah	3,000	3,000	NIL
5.	East Godavari	3,000	3,000	NIL
6.	Guntur	3,000	2,000	1,000
7.	Karimnagar	3,000	2,000	1,000
8.	Khammam	3,000	3,000	NIL
9.	Krishna Dist.	3,000	2,000	1,000
10.	Kurnool	3,000	3,000	NIL
11.	Mahabubnagar	3,000	3,000	NIL
12.	Medak	3,000	2,000	1,000
13.	Nalgonda	3,000	1,538	1,400
14.	Nellore	3,000	2,179	800
15.	Nizamabad	3,000	2,008	900
16.	Prakasam	3,000	2,000	1,000
17.	Ranga Reddy	3,000	2,158	800
18.	Srikakulam	3,000	1,189	1,800
19.	Visakhapatnam	3,000	1,000	2,000
20.	Vizianagaram	3,000	3,000	NIL
21.	Warangal	3,000	2,000	1,000
22.	West Godavari	3,000	3,000	NIL
23.	* Chief Judge, City Civil Court & Chief Judge, City Small Causes Court, Hyderabad and Secunderabad	5,000	4,000	1,000
24.	Metropolitan Sessions Judge, Hyderabad.	3,000	2,000	1,000

\*As per the resolution of the Hon'ble Board of Governors dt. 22-1-2002 the Units of City Civil Court and City Small Causes Court in the city are treated as one Unit for this purpose.

The Details of expenditure shall be sent to the Director every quarter by the respective Unit Heads for the purpose of reconciliation.

Sd/-  
**DIRECTOR**

To

1. The Registrar General, High Court of A.P. Hyderabad.
2. The District treasury Officers, Adilabad, Anantapur, Chittoor, Cuddapah, East Godavari at Rajahmundry Guntur, Karimnagar, Khammam, Krishna at Machilipatnam, Kurnool, Mahabubnagar, Medak Nalgonda, Nellore, Nizamabad, Prakasam at Ongole, Srikakulam, Visakhapatnam, Vizianagaram, Warangal, West Godavari at Eluru.
3. The Pay & Accounts Officer, Pay and Accounts Office, Hyderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 6278/E1/2000

Dated: 28-06-2002.

**CIRCULAR**

Sub: Funds - 2001 - 2002 - A.P. Judicial Academy, Secunderabad - Major Head 2014 Admn. of Justice; Minor Head 800 other Expenditure, Sub Head:05 A.P. Judicial Academy - Allotment of Funds under 050 Office Expenses and 056 other office expenses - A Sum of Rs. 3000/- for the months of April, May & June; 2002 allotted to each Unit Head in the State - Certain Instructions - Issued.

Ref: 1. High Court's Circular ROC No. 3298/E1 I/95, Dt. 23-12-95.

2. High Court's Circular ROC No. 6278/E1/2000. Dt. 29-1-2001.

3. Proceedings of the Director A.P. Judicial Academy, Secunderabad in order ROC No. 781/2001/APJA/Secunderabad, Dt. 22-6-2001.

4. Lr. ROC No. 119/2002/APJA/Sec-bad, Dt. 24-1-2002 from the Director, A.P. Judl. Academy, Secunderabad.

5. Lr. ROC No. 442/2002/APJA/Sec-bad, Dt. 6-6-2002 from the Director, A.P. Judl. Academy, Secunderabad.

\* \* \*

While forwarding herewith proceedings of Director, A.P. Judicial Academy, Secunderabad, fifth read, you are instructed to hold Judicial Officer's Conferences once in three months in your Unit as envisaged therein for Academic discussion and presentation of research papers on various legal topics by the Judicial Officers'.

You are also requested to cover the topics specified under the Circular 1st and 2nd cited in such Conferences, so that the valuable time of Judicial Officers is put to maximum utilisation.

Sd/-

**REGISTRAR (VIGILANCE)**

To

All the District and Sessions Judges in the State.

The Chief Judge, City Civil Court, Hyderabad.

The Chief Judge, City Small Causes Court, Hyderabad.

The Metropolitan Sessions Judge, Hyderabad.

The Director, A.P. Judicial Academy, Secunderabad.

The Section Officer, Spl. Officer's Section, High Court of A.P. Hyderabad (Two copies for codification)

**ANDHRA PRADESH JUDICIAL ACADEMY  
S.P. ROAD, SECUNDERABAD - 500 003.**

**Tel : 7801457 (D) 7803495 Fax : 040-7803495**

**e-mail : apjahyd@ap.nic.in**

**P.LAKSHMANAREDDY  
DIRECTOR**

ROC.No. 442/2002/APJA/Sec-bad Dt: 6-6-2002.

To  
The Registrar General,  
High Court of A.P.  
Hyderabad.

Sir,

Sub: Allotment of Funds by the A.P. Judicial Academy to Unit Heads at the rate of Rs. 3,000/- per quarter to enable them to hold one Judicial Officers conference - Reg.

Ref: Board of Governors Meeting dt. 22-1-2002.

\* \* \*

I am happy to inform that the Hon'ble President and Hon'ble Members of the Board of Governors of the Academy have been pleased to resolve at the Board meeting dated 22nd January, 2002 that each Unit head be allotted at the rate of Rs. 3000/- per quarter to enable the Unit Heads to hold one Judicial Officers Conference in their respective Units once in every quarter commencing from the financial year 2002 for academic discussions and presentation of research papers by the Judicial Officers on various legal topics.

I am herewith submitting copy of the proceedings dt. 6-6-2002 for onward transmission to the respective Unit Heads with necessary instructions to be given by the Hon'ble High Court to hold Judicial Officers Conference in their Units for academic discussions and presentation of research papers on various legal topics by the Judicial Officers.

Yours faithfully,

**Sd/-  
DIRECTOR**

Copy to:  
The Registrar (Vigilance)  
High Court of A.P., Hyderabad.

**PROCEEDINGS OF THE DIRECTOR, A.P. JUDICIAL ACADEMY SECUNDERABAD**

Sub: Funds - 2001 - 2002 - A.P. Judicial Academy, Secunderabad - Major Head 2014 Admn. of Justice; Minor Head 800 other Expenditure, Sub Head:05 A.P. Judicial Academy - Allotment of Funds under 050 Office Expenses and 056 other office expenses - A Sum of Rs. 3000/- for the months of April, May & June 2002 allotted to each Unit Head in the State - Ordered.

Ref: 1. G.O.Ms. No. 61, Finance and Planning (FW BG) Dept., Dt. 31-3-2001.

2. Board Resolution dt. 22-1-2002

ORDER ROC. No. 442 / 2002/APJA-SEC'BAD Dt. 6-6-2002

\* \* \*

Whereas Hon'ble the Patron-in-Chief and the Hon'ble Board of Governors of the Academy have been pleased to resolve in the meeting of Board of Governors dated 22-1-2002, that each Unit Head be allotted Rs. 3000/- per quarter to enable the Unit Heads to hold one Judicial Officers Conference of their respective Units once in every quarter commencing from the financial year 2002 (i.e. April, May & June) for Academic discussions and presentation of research papers by the Judicial Officers.

Having regard to the appropriation made available by the Government in the G.O. cited in the reference, the following allotment is hereby made by the Director under the following Head of Account during the current financial year to each of the under mentioned unit heads for the quarter ending with June 2002. The Units of the Chief Judges, City Civil Court and City Small Causes Courts are treated as one Unit for this purpose.

M.H. 2014 - Admn. of Justice

M.H. 800 - Other Expenditure

S.H. 05 - A.P. Judicial Academy

130 - Office expenses

132 - Other Office Expenses

130 - Office Expenses

132 - Other Office Expenses

3,000

Total Rs. 3,000 (Rupees three thousand only)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 488/SO-1-2000

Dated: 17-10-2002.

**CIRCULAR**

Sub: Land Acquisition O.Ps - Instructions for passing orders in LAOPs arising out of a single award by the same Officer - Reg.

Ref: 1. High Court's Circular ROC No. 833/SO/76, Dt. 4-10-1976.

\* \* \*

Instances have come to the notice of the High Court that the Land Acquisition O.Ps arising out of a single award are being tried by different courts, on the basis of the pecuniary jurisdiction.

The Orders passed in Land Acquisition O.Ps arising out of a single award by various courts are leading to inconsistent awards with so much variation in fixing the compensation, indicating that there is no uniformity in the application of principles and the precedents. It is essential that the Orders in all the Land Acquisition O.Ps arising out of a single award are passed by the same officer, either through a common order or different orders to bring uniformity in the appreciation of evidence and application of principles while fixing the compensation.

At the time of receiving the references from the Land Acquisition officers or at subsequent stages, the concerned courts are not verifying whether there are any connected L.A.O.Ps in any other court, arising out of a single award. The District Judges and the Senior Civil Judges are therefore directed that at the time of filling of Land Acquisition O.Ps in their respective courts, they should insist that the Land Acquisition Officer should file a memo furnishing the particulars of the references made to various courts, which are arising out of a single award and ensure that all the matters covered by the same award are kept in one court which is competent to try any one of such matters of highest pecuniary value. The Officers are further directed that they should ascertain at the time of trial from the Land Acquisition Officers also that no case arising out of the same award is pending in any other court.

The Presiding Officers are further directed that in case of transfer of one or more O.Ps from the court of Senior Civil Judge to the District Court, the Presiding Officer of the District Courts shall ascertain as to whether any other claims under the same award are pending in any other court, before taking up such matter or matters for disposal.

The District Judges and the Senior Civil Judges are further directed that all the Land Acquisition O.Ps arising out of a single award be disposed of by the same officer either through a common order or different orders to bring uniformity in the appreciation of evidence and application of principles while fixing the compensation.

The High Court directs all the District Judges and Senior Civil Judges in the State to follow the above instructions scrupulously without any deviation.

The Unit Heads in the State are directed to communicate the same to all the Additional District Judges, Senior Civil Judges in their respective units.

**Sd/-**  
**REGISTRAR GENERAL**

To

1. All the District and Sessions Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judge Hyderabad, Vijayawada & Visakhapatnam.
5. The Director, A.P. Judicial Academy, Secunderabad.

Copy to:

The Section Officer,  
E - Section.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 19/SO/1993

Dated: 21-01-1993.

**CIRCULAR**

Sub: APPEALS under Section 173 of the Motor Vehicles Act, 1988 - Procedure for depositing award amounts at the time of filing appeals to the High Court - Reg.

\* \* \*

While passing orders on the office note dt. 30-12-1992 in C.M.A.No. 1433/92 his Lordship Radhakrishna Rao, J. on 31-12-1992 has made certain observations (copy enclosed) with regard to procedure for depositing award amounts at the time of filing Appeals to the High Court under first proviso to Sub-Section (1) of Section 173 of the Motor Vehicles Act, 1988.

In view of the above said observations, all the Presiding Officers of the Accident Claims Tribunals in the State are hereby directed to entertain and receive deposit amounts as laid down under the first proviso to sub-section (1) of Section 173 of Motor Vehicles Act, which has passed the original award and to issue a certificate to that effect which can be produced before the High Court at the time of filing of the appeal.

All the Presiding Officers of the Motor Accidents Claims Tribunals are requested to follow the above instructions scrupulously.

The receipt of the circular may please be acknowledged.

**Sd/-  
REGISTRAR (ADMN.)**

To  
All the District and Sessions Judges in the State.  
(Chairmans of the Tribunals under Motor Vehicles Act)  
(With a request to communicate the same to the Addl. District & Sessions Judges under their control for information and necessary action)  
The Chief Judge, City Civil Court, Hyderabad.

Copy to:

1. The Accounts Officer, High Court of A.P., Hyderabad.
2. The Section Officer, Scrutiny Officers Section High Court of A.P., Hyderabad.

(Copy of enclosure on the backside of this Circulars)

**HON' BLE SRI JUSTICE RADHAKRISHNA RAO**

C.M.A. No. 1433 OF 1992

(For orders of Court)

\* \* \*

The first proviso to sub-section (1) of Section 173 of the Motor Vehicles Act, 1988 read as follows:-

Sec. 173(i) "Subject to the provisions of Sub-section (2), any person aggrieved by an award of a Claims Tribunal may, within ninety days from the date of the award, prefer an appeal to the High Court.

..... Provided that no appeal by the person, who is required to pay any amount interms of such award, shall be entertained by the High court unless he has deposited with it rupees twenty-five thousand or fifty per cent of the amount so awarded, whichever is less, in the manner directed by the High Court".

So, it is clear that the above provison contemplates deposit of the amount in the manner directed by the High Court. If the deposit has been made in the High Court, it will be difficult to re-transmit the same to the lower tribunal and it will be difficult for the High Court to identify the parties and it will also cause much inconvenience to the party to withdraw the amount. As the abovesaid proviso itself gives the power to the High Court to indicate the manner,-I feel that the deposit of the amount has be made in the lower tribunal itself which has passed the original award and a certificate to that effect can be obtained and produced before the High Court at the time of filing of the appeal. Office is directed to follow the above said procedure.

ILD - GPR

Date : 31-12-1992

HIGH COURT OF ANDHRA PRADESH : HYDRABAD

ROC.No. 211/SO/2001

Dated: 24-04-2001.

CIRCULAR

Sub: Compensation amounts under Motor Vehicles Act 1998 - To Keep the amounts in interest yielding fixed deposits in Banks - Certain instructions - Issued.

Ref: 1. High Court's Circular ROC No. 3227/91-B. Spl. Dt. 26-02-1999.

2. High Court's Circular ROC No. 515/SO/2001. Dt. 20-07-2001.

\* \* \*

In partial modification of the High Court's Circular 2nd cited, the compensation amount awarded by the Motor Accident Claims Tribunals is permitted to be deposited in Nationalised Banks or Scheduled Banks. However, the matter is allowed to be dealt with by the respective District Judges. as to whether they intend to deposit the amount in the Nationalised Banks or other Scheduled Banks.

Sd/-  
REGISTRAR GENERAL

To

1. All the District and Sessions Judges in the State.  
(Chairman of the Tribunals under Motor Vehicles Act)  
(with a request to communicate the same to the Addl. District & Sessions Judges under their control for information and necessary action).
2. The Chief Judge, City Civil Court, Hyderabad.

Copy to:

1. The Accounts Officer, High Court of A.P., Hyderabad.
2. The Section Officer, Scrutiny Officer's Section, High Court of A.P., Hyderabad.
3. The Deputy General Manager, Vysya Bank Limited, Hyderabad.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 658/WRC/2001

Dated: 05-02-2001.

CIRCULAR

Sub: Method of Assessment of work of the Judicial Officers - Revised Circular instructions - Issued.

\* \* \*

In supercession of the previous circulars issued on this subject, the High Court is pleased to issue the following instructions:

These instructions will come into force with effect from I period of 2001.

I. PERIOD OF REVIEW & GROUPING :

The Qualitative and Quantitative out turn of work of the Judicial Officer shall be assessed twice in a year i.e., once in Six Months.

II. QUANTITATIVE ASSESSMENT :

A) Units prescribed

- |   |             |
|---|-------------|
| 1) Principal District Judges  | 8 Units     |
| Addl. District Judges and Chairman of Tribunals   | 9 Units     |
| 2) Senior Civil Judges  | 9 Units     |
| 3) Junior Civil Judges / JFCMs including Rent<br>Controllers and Railway Magistrates.   | 15 Units    |
| 4) Spl. Mobile Magistrates dealing with the cases under<br>PCR ACT & IPC Cases, Municipal Courts and Special<br>Munsif Magistrates sanctioned Under G.O.Ms.No. 406,<br>dt. 27-6-90. | 15 Units(*) |

in a month of 22 working days.

(\*to maintain equilibrium, the Unit Heads are empowered to transfer cases from regular courts.)

(The table showing the Units fixed for contested matters is shown as Annexure - II).

B) THE OFFICERS DEALING WITH CIVIL AND CRIMINAL MATTERS SHALL ENDEAVOUR TO DISPOSE OF CIVIL AND CRIMINAL MATTERS PROPORTIONATE TO THE PENDENCY OF CASES OF THE RESPECTIVE BRANCHES.

C) If the period is less than one month, the out turn of work of the officer will not be assessed.

D) Remarks for the out turn of work:

The ranks for the out turn of the work of Officer are as follows:

- |              |  |
|--------------|--|
| 1. VERY GOOD | Where the out turn is above twice the norms fixed.                       |
| 2. GOOD      | Where the out turn is above one and half and upto twice the norms fixed. |

- |                 |   |
|-----------------|---|
| 3. SATISFACTORY | Where the out-turn is between the norms fixed and one and half times of the norms.  |
| 4. AVERAGE      | Where the out turn of work is less than the norms fixed but not less than the half. |
| 5. POOR         | Where the out turn is less than half of the prescribed norms.                       |

**E) Disposal of old Matters:**

**1) IDENTIFICATION OF 100 CASES** : Each Judicial officer has to identify the first 100 oldest main cases available for disposal (i.e. all matters ready for trial, irrespective of the pendency of any I.A., or M.P., therein, but excluding stayed matters, and those at the appearance stage) on his/her file in proportion to the pendency in different categories in his/her court. (As illustrated in Annexure - III) and communicate the same to the Unit Head and also to the High Court in the prescribed Proforma (as indicated in Annexure-IV) at the beginning of the period, at the same time keeping such list in the notice board every month duly deducting the disposed of identified cases.

**2) TRANSFER IN THE MIDDLE OF THE PERIOD AND MAKING UP IDENTIFIED CASES:**  
If the Officer, who takes charge in the middle of the period, found that the Identified cases have been disposed of partly or fully by his/her predecessor, he/she has to necessarily identify again the oldest matters including the pending identified cases available by then, in proportion to the balance of days in that particular period, and then, endeavour to dispose them of.

If an officer happens to work at more than one place in a period, his/her out-turn of work at both the places will be reviewed separately according to the actual number of working days and disposal in respect of identified old matters (proportionately) and other regular cases, and weightage also be given accordingly. If an officer, on transfer, is unable to turn out the required units of work by the time he received the transfer proceedings, he/she may give a detailed explanatory note for short fall of units, and hand it over to the Chief Ministerial Officer concerned, to be transmitted along with the Work Review Statements at the end of the period. Assessment of Quantitative performance will be made considering such explanation.

**HOWEVER, CASES DIRECTED BY THE HIGH COURT TO BE DISPOSED OF URGENTLY SHALL BE GIVEN PREFERENCE SHOWING THEM AS IDENTIFIED CASES.**

**3) Percentage of weightage for disposals:**

Out of these hundred oldest matters, if the Officer disposes of in a period:

- |                   |  |
|-------------------|--|
| a) 60 and above : | A weightage of 100 % in Units prescribed for such Category of Identified old cases will be give.   |
| b) 50 and above:  | A weightage of 75% in Units prescribed for such category of Identified Old cases will be given.  |
| c) 40 and above:  | A weightage of 50 % in Units prescribed for such category of Identified Old Cases will be given.   |
| d) 30 and above:  | A weightage of 25% in Units prescribed for such category of Identified old cases will be given.  |
| e) Below 30:      | A proportionate deduction of ¼th unit for short fall of each such matter shall be made from the Units otherwise reached; and the officer |

w i l l b e

CAUTIONED.

f) Below 25: A proportionate deduction of ½ unit for short fall of each such matter shall be made from the Units otherwise reached; and the Officer will be

g) Below 20: The out turn of work of the Officer will be assessed TOTALLY UNSATISFACTORY irrespective of the number of units otherwise reached, and an adverse entry will be made in his/her personal record, unless there are some exceptional reasons beyond the control of the Officer.

NOTE: FOR CLAIMING WEIGHTAGE, THE OFFICER MUST NECESSARILY TURN OUT THE MINIMUM NUMBER OF UNITS REQUIRED FOR THE PERIOD HE/SHE WORKED.

**4.) Consequence of poor performance :**

If an officer's Quantitative performance is found to be POOR consecutively for three times, he/she may be subjected to appropriate action on an overall assessment of his/her performance by the High Court.

**5.) Preference for disposal of cases of U.T. Prisoners and cases U/Sec.125 Cr. P.C. not included as Identified Cases.**

Apart from disposing of 100 oldest identified main cases, preference should be given to the Under Trial Prisoners' cases and Matters Under Sec. 125 Cr. P.C. pending for more than one year while disposing of the other Criminal matters.

**Weightage for disposal :**

For disposal of such contested matters of U.T. Prisoners and maintenance cases, a Weightage of 25% in Units prescribed for such category of cases will be given. The Officers are to give priority for the oldest cases and not to the latest from the list of above two categories to secure weightage.

**6.) Units for Lok Adalat Cases**

One fifth (1/5) Unit will be provided for each main case referred to and settled in Lok Adalat.

**7.) Units for Batch Cases :**

If cases of any category are disposed of in a batch, for the first case in the batch, the rating will be given at its full rate and for the rest of the cases in the batch, 50% of the rating fixed for that category of cases, subject to a maximum of two and half times of the rating given to that category.

**8.) Units for hostile cases :**

If the material witnesses in Sessions cases / C.Cs/S.T.Cs., turn hostile, half of the rating will be given.

**9.) Quantitative Assessment of Officers Working in Courts having less pendency :**

The Presiding Officers of the Courts / Tribunals, irrespective of their cadre, having pendency of cases less than the Units required to be secured for the particular period, shall at least dispose of the cases commensurate with the institutions, during the six months period. In such instances, if the disposals are twice the Institutions, the out turn will be recorded as VERY GOOD. If they are above one and half and upto twice the institutions, it will be recorded as GOOD; if they are between the number of cases instituted and upto one and half times of the said number, that will be recorded as SATISFACTORY; if the disposals are less than institutions, it will be recorded as UNSATISFACTORY.

With regard to the Work Review Files of the Officers, who do not come under any of the above norms, and which require an accurate assessment, the Registry may put up a leading note before the Hon'ble Portfolio Judges

suggesting remarks as 'RECORDED'. The work of such officers shall be assessed with reference to the quality of the judgment, if any.

**10.) R.T.C. Mobile Courts :**

No standard units are prescribed for R.T.C. Mobile Courts. However, disposals in those courts shall at least keep pace with the Institutions. Otherwise, the output of work of the Officer, will be treated as UNSATISFACTORY.

**II. QUALITATIVE ASSESSMENT :**

**a) Submission of two Judgments of choice :** For assessing Qualitative performance of the District Judges, they are instructed to send, at the time of submitting the work review statements itself, two selected contested judgments, of their own choice, from two categories of main cases disposed of out of which, at least one judgment shall relate to the oldest 100 identified and disposed of cases.

**b) Selection of two judgments by Unit Heads:** The Unit Heads shall identify two contested judgments of Senior Civil Judges and Junior Civil Judges / J.F.C.Ms. from two categories of main cases disposed of, out of which at least one judgment should relate to the oldest 100 matters identified and disposed of in each period, and initially scrutinize such judgments, either by themselves or with the assistance of Additional District Judges working at the respective places and forward them to the High Court, duly filling up the opinion form prescribed in Annexure - V.

**c) Sending only clear and legible copies of judgments :** The Copies of the Judgements should be clear and easily readable.

The copy must be true replica of the original judgment, duly correcting all the mistakes, if any, made in the original judgment; and

The copy must either be a Xerox Copy of a Typed One. It should be made on a White paper or Judgment paper but not on manifold paper.

**d) Guidelines for Qualitative Assessment :**

1. Marshalling of facts
2. Appreciation of evidence.
3. Appreciation of law.
4. Power of expression
5. Reasons for decision etc.,

**e) Qualitative Assessment - Gradation :**

On Qualitative performance, there shall be GRADATION as follows:

- i) Very Good.
- ii) Good.
- iii) Satisfactory.
- iv) Average.
- v) Poor.

The Reviewing Authority shall express as specific opinion on each and every clause in the Opinion Form (Annexure - V).

### III. OTHER INSTRUCTIONS:

a) **Time for sending review Statement of District Judges to High Court :** The Review Statements of the work of District Judges in duplicate should reach High Court within 10 days after completion of the period.

b) **Time for sending review Statement of officers to District Judges :** The review Statements of Senior Civil Judges and Junior Civil Judges/J.F.C.Ms., should reach their Unit Heads, in triplicate, within a week of completion of period, and initial scrutiny of Quantitative and Qualitative assessment by Unit Heads is to be completed in two weeks.

c) **Time for sending review Statement of other officers to High Court :** Review Statements of Senior Civil Judges and Junior Civil Judges/J.F.C.Ms., should reach the High Court in duplicate within 30 days of the completion of the period through District Court on completion of all requisites i.e., the initial scrutiny of the Unit Head/Addl. District Judges, with their opinion forms.

d) **Check list of Statements :** While forwarding the Review Statements to the High Court, all the Officers, must necessarily answer the Check List covered by Annexure - VI to make sure that all the statements are appended.

The receipt of this circular may be acknowledged.

Sd/-  
**REGISTRAR (VIGILANCE).**

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 2833/WRC/2001

Dated: 15-06-2001.

CIRCULAR

Sub: Work Review - Out-turn of work of Additional District Judges holding Full Additional Charge of the District Consumer forum - Providing Units for cases decided in Consumer Fora - Instructions - Issued.

Ref: Work Review Circular in ROC.No. 658/WRC/2001, dt. 5-2-2001 of the High Court of Andhra Pradesh, Hyderabad.

\* \* \*

It is noticed that the cases relating to District Consumer Fora presided over by the Additional District Judges are not covered by the Circular cited and consequently, there is no assessment of work done by the said Officers holding Full Additional Charge of the said Fora. On a consideration of this aspect, the High Court is pleased to issue the following instructions:

a) The Additional District Judges holding Full Additional Charge of the District Consumer Fora shall dispose of minimum number of 9 cases per month.

b) Each such case disposed of on merits arising under Consumer Protection Act is provided with one-third (1/3) Unit.

c) It is made clear that the Units earned in those cases shall be in addition to the Units of work to be turned out as per Circular cited in the reference;

d) These instructions will come into force with immediate effect.

The Statement of work turned out by the said Officers presiding over the District Consumer Fora for each month shall be submitted separately to the High Court, by 10th of every succeeding month without any further correspondence.

The receipt of this Circular may please be acknowledged.

Sd/-  
G. V. SEETHAPATHY,  
REGISTRAR (VIGILANCE).

DEPUTY REGISTRAR

To

All the District and Sessions Judges in the State.

The Chief Judge, City Civil Court, Hyderabad.

The Chief Judge, City Small Causes Court, Hyderabad.

The Metropolitan Sessions Judges at Hyderabad, Vijayawada and Visakhapatnam.

The Presiding Officers of Labour Courts at Guntur, Anantapur, Warangal, Godavarikhani, Visakhapatnam, Hyderabad-I, II and III.

The Chairman, Industrial Tribunals I and II, Hyderabad.

The Chairman, Addl. Industrial Tribunal-cum-Addl. Labour Court, Hyderabad.

The Chairman, Tribunal for Disciplinary Proceedings, Hyderabad.  
The II & III Member, Tribunal for Disciplinary Proceedings, Hyderabad.  
The Chairman, Sales Tax Appellate Tribunal, Hyderabad.  
The Presiding Officer, State Transport Appellate Tribunal, Hyderabad.  
The Spl. Judge for trial of CBI Cases, Hyderabad & Visakhapatnam.  
The Spl. Judge for trial of cases under Economic Offences, Hyderabad.  
The Chairman, Land Reforms Appellate Tribunal, East Godavari at Kakinada,  
West Godavari at Eluru, Warangal, Karimnagar, Nalgonda, & Rangareddy at Hyderabad.  
The Chairman, Cooperative Tribunal, Hyderabad and Vijayawada.  
The Spl. Judge for trial of cases under SCs & STs (POA) Act, Guntur, Chittoor and Hyderabad.  
The Presiding Officers for trial of Cooperative Ases, Hyderabad and Vijayawada.  
The Chairman, State Consumer Forum, Khairatabad, Hyderabad.  
(The above Unit Heads are requested to communicate the copies of this circular to all the Addl. District Judges working under their control, forthwith.)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 3211/2001/OP.CELL-E

Dated: 25-06-2001.

**CIRCULAR**

Sub: Judicial conduct - Punctuality of Judicial Officer - Norms - Regarding.

Ref: 1. Roc. NO. 3108/58-B1 dated. 17.06.1958.

2. Notification No. 221/86/C3 dated 16.07.1986

3. D.O.Lr.No. 4007/92/D. Spl. dated 17.7.1992.

4. Roc. No. 5653/99/OP.CELL-E dated 18.12.1999.

5. Roc. No. 214/E1/2001 dated. 9-01-2001.

\* \* \*

Punctuality and promptness are the hallmarks of judicial functioning. It is needless to point out that lack of punctuality not only affects the disposal of cases but also adversely reflects on the judicial discipline. In spite of many Circulars issued on this subject previously impressing upon the judicial Officers, the need to maintain punctuality and promptness in the Judicial functioning, it has come to the notice of the High Court that several Officers are not complying with the instructions and are indulging in late attendance, leaving for residence during Lunch time, leaving the Court premises before the working hours and the like. The High Court strongly disapproves such mis-conduct on the part of the Judicial Officers. The recalcitrant officers are hereby called upon to mend their ways and make every endeavour to uphold the image of judiciary by maintaining high standards.

All the Unit heads are requested to keep a close watch on the observance of punctuality by the Judicial Officers in their respective Units in relation to their official functioning and report to the High Court instances of any breach there of.

Receipt of the circular may please be acknowledged.

(By order)

Sd/-

**REGISTRAR (VIGILANCE).**

To

All the Unit heads in the State with a request to communicate the Circular to all the Judicial Officer working in their respective Units.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 658/W.R.C./2001

Dated: 09-01-2002.

**CIRCULAR**

Sub: Work Review of all the Judicial Officer - Amendment to the clause II (E) (6) of the Work Review Circular dated: 05-02-2001 - Instructions - Issued - Reg.

Ref: Circular in Roc. No. 658/W.R.C./2001 dtL 5-2-2001 of the High Court of Andhra Pradesh Hyderabad.

\*\*\*\*\*

The attention of all the Unit Heads in the State is invited to Clause II (E) (6) of the Revised Work Review Circular referred to above, wherein, it is mentioned that one-fifth (1/5) Unit will be provided for each main case referred to and settled in Lok Adalat.

Now, consequent on a decision taken recently by the High Court, all the Judicial Officers in the State are called upon to secure not less than 3 units per month for Lok Adalat Cases by endeavouring to refer sufficient number of cases for settlement before Lok Adalat.

This circular will come into force with immediate effect.

Receipt of the Circular may please be acknowledge.

Sd/-

**REGISTRAR (VIGILANCE).**

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 658/WRC/2002

Dated: 27-06-2002.

CIRCULAR

Sub: Method of Assessment of work of the Judicial Officers-Revised Circular Instruction - Issued

Ref: 1. High Court's Circular Roc. No. 658/WRC/2001, dt. 5-2-2001.

2. High Court's Circular Roc. No. 4335/E1/2000, dt. 8-8-2001

\*\*\*\*\*

In pursuance of the decision taken by the High Court having due regard to the scheme of Fast Track Courts and the spirit of the recent decision of the Apex Court, it has been specified now that the regular Additional District and Sessions Judges, presiding over the Fast Track Courts, shall dispose of minimum 10 units of work per month in terms of the circular referred to above.

So far as retired Judicial Officers, who are appointed as Presiding Officers of Fast Track Courts are concerned, the Circular instructions 2nd cited, where under they are required to dispose of 14 cases in a month, holds good.

For qualitative assessment of their performance, the Presiding Officers of all Fast Track Courts, shall submit copies of two judgments, in all, rendered in to different categories of cases along with their work review statements.

It is made clear that the following clause II (C) mentioned in the circular 1st cited is not applicable to the Presiding Officers of the Fast Track Courts and their work will be assessed proportionately.

“If the period is less than one month, the out-turn of work of the officer will not be assessed”

All the Presiding Officers of the Fast Track Courts, shall henceforth send, through their respective Unit Heads, the Statements of out-turn of work together with the copies of the judgments every month before 10th of succeeding month promptly for being placed before the concerned committee of Hon'ble Judges for assessment and review.

These instructions will come into force with immediate effect.

Receipt of this circular may kindly be acknowledged.

Sd/-

REGISTRAR (VIGILANCE).

To.

1. All the Unit Heads in the State of A.P.
2. All the Presiding Officer's in Fast Track Courts in the State of A.P.
3. Special Officer's Section (for condification purpose).
4. Spare copy.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 658/WRC/2002

Dated: 02-07-2002.

**CIRCULAR**

Sub: Method of Assessment of work of the Judicial Officers on Computers - Certain points to be observed by the Unit Heads while sending the data - Instructions - Reg.

Ref: High Court's Circular Roc. NO. 658/WRC/2001. dt. 5-2-2001.

\*\*\*\*\*

The High Court has contemplated to computerize the field of work review of Judicial Officers with regard to their Quantitative performance and the necessary programming work is also completed.

For fulfilling the above object, it is necessary that the Unit Heads shall observe the following points while getting the statements of out turn of work of Judicial Officers in their respective Units, prepared and submitted to the High Court.

1. Computer Code numbers for each category of cases which are specified by way of a list enclosed here with have got to be noted against each category of case besides mentioning the provision of law and Units claimed for such cases.
2. All types of leaves availed by the Judicial Officers have to be specified with start and end dates of the period for all categories for leaves viz., CL., OH, OD, EL, CML, HPL, etc.,
3. Regarding disposal of batch cases, appropriate computer code for each category of cases along with the case numbers in each batch for all Identified Cases, Non-identified Cases and mix of Identified and Non-Identified cases, be furnished;

For example, if a batch of 4 cases is settled under the category "CMA", then the same shall be noted as

Computer Code for

Nature of case i.e, CMA. No./Year

010703	-	216/1999
	-	517/2000
	-	908/2000
	-	540/2001 ..."

but not as C.M.A. 216/1999 and batch.

All the Unit Heads are requested to see that the above instructions are followed scrupulously by the concerned, staff members in their respective Units while submitting the statements in order to ensure accuracy and correctness in the matter of Work Review.

Sd/-

**REGISTRAR (VIGILANCE).**

To,  
All the Unit Heads in the State.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 658/WRC/2001.

Dated: 17-09-2003.

**CIRCULAR**

Sub: Method of Assessment of work of the Judicial Officers - Revised Units for E.Ps. - Circular Instructions - Issued.

Ref: Work Review Circular in ROC. No. 658/WRC/2001, dt. 5-2-2001 of the High Court of A.P. Hyderabad.

\*\*\*\*\*

In partial modification of Circular in ROC.No. 658/WRC/2001, dt. 5-2-2001 of the High Court of Andhra Pradesh. Hyderabad is pleased to reconsider the Units fixed for disposal of E.Ps., on contest i.e., 1/4 Unit and decided to revise the Units prescribed for disposal of all E.Ps., on contest, when orders are pronounced.

E.Ps: All E.Ps., on contest when orders are pronounced.	Existing Units 1/4 Units	Revised Units 1/2 Units
--	--------------------------------	-------------------------------

This circular will come into force with immediate effect.

Receipt of the circular may please be acknowledged.

Sd/-

**REGISTRAR (VIGILANCE).**

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 658/WRC/2002.

Dated: 20-09-2002.

**CIRCULAR**

Sub: Method of Assessment of work of the Presiding Officers of Fast Track Courts - Instrudctions  
- Reg.

Ref: 1. High Court's Circular ROC.No. 658/W.R.C/2001, dt. 5-2-2001.

2. High Court's Circular ROC.No. 4335/E1/2000, dt. 5-8-2001.

3. High Court's Circular ROC.No. 658/WRC/2002, dt. 27-6-2002.

\*\*\*\*\*

The High Court under the circular last cited, by specifying certain norms for the disposal of cases by the Presiding Officers of Fast Track Courts, has called upon the said officers to furnish the statements of their out-turn of work to the High Court every month for being placed before the concerned Committee of the Hon'ble Judges for assessment/Review.

While so, it is seen that the Presiding Officers of Fast Track Courts are furnishing the statements in their own way, without showing the requered particulars for the Registry to process their work Review files.

Therefore, the said Officers are hereby required to furnish the particulars relating to their out-turn of work **only in the proformae** enclosed herewith enabling the Registry to prepare the Review files relating to such Officers and to place the same before the concerned committee of the Hon'ble Judges for assessment and review.

These instructios come into force with immediate effect.

Receipt of this Circular may kindly be acknowledged.

Sd/-

**REGISTRAR (VIGILANCE).**

To.

1. All the Unit Heads in the State of A.P.
2. All the Presiding Officers of Fast Track Courts, in the State of A.P.
3. Two spare copies.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 658/WRC/2003.

Dated: 24-12-2003.

**CIRCULAR**

Sub: Method of Assessment of work of the Judicial Officers -Units provided for Lok Adalat Cases - Certain Instructions Issued - Reg.

Ref: 1. Circular in R.O.C. No. 658/W.R.C/2001, dt. 5-2-2001 of the High Court of A.P., Hyderabad.

2. Circular in R.O.C.No. 658/WRC/2001, dt. 9-1-2002 of the High Court of A.P., Hyderabad.

\*\*\*\*\*

Attention of all the Unit Heads is invited to the High Court Circulars read, wherein under Clause II (E)(6) of the circular 1st read, it has been informed that 1/5th unit will be provided for each main case referred to and settled in Lok Adalat and in the circular 2nd read, it is further informed that all the Judicial officers in the State are directed to secure not less than 3 units per month for Lok Adalat Cases by endeavoring to refer sufficient number of cases for settlement before Lok Adalat.

The High Court has observed that some of the Judicial Officers, though they are not disposing of a minimum number of units, for the period they have worked, but by clubbing the units secured through the matters referred to and settled in Lok Adalat are getting a better remark. In the light of the above, the High Court once again examined the issue and decided to the effect that Unless the Judicial Officers have secured a minimum number of units for the period they have worked, the units secured through the matters referred to and settled before Lok Adalat will not be clubbed for assessment of their Quantitative performance.

It is further informed that these instructions will come into force with immediate effect.

Receipt of the Circular may please be acknowledged.

Sd/-

**REGISTRAR (VIGILANCE).**

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 658/WRC/2003

Dated: 24-12-2003.

**CIRCULAR**

Sub: Method of Assessment of work of the Presiding Officers of the Fast Track Courts in the cadre of Addl. District & Sessions Judges appointed by direct recruitment on adhoc basis in th State of A.P. - Revised Circular instruction - issued - Reg.

Ref: 1. High Court's Circular Roc. No. 658/WRC/2001, dt. 5-2-2001.

2. High Court's Circular Roc. No. 658/WRC/2002, dt. 27-6-2001

\*\*\*\*\*

Attention of all the Unit Head is invited to the High Court's circulars read, wherein in the circular 2nd read, it has been informed that the regular officers presiding over the Fast Track Courts, shall dispose of minimum of 10 units of work per month and where as the retired officers presiding over the Fast Track Courts are directed to dispose of 14 cases in a month.

So far as Officers appointed by direct recruitment on adhoc basis, presiding over the Fast Track Courts are concerned, they are required to dispoe of 14 cases in a month.

All the presiding officer so the Fast Track Courts appointed on adhoc basis, shall here with send, though their respective Unit Heads, the statements of out turn of work (in the prescribed proformae enclosed herewith) together with the copies of judgments every month before 10th of succeeding month promptly for being placed before the converned Committee of Hon'ble Judges for assessment and review.

These instructions will come into force with immediate effect.

Receipt of the circular may please be acknowledged.

Sd/-

**REGISTRAR (VIGILANCE).**

To.  
All the Unit Heads in the State of A.P.,  
All the Presiding Officers of Fast Track Courts appointed by direct recruitment on adhoc basis in the State of A.P.,  
The Section Officer, Spl. Officer's Section, high Court of A.P. Hyd.  
(for condification)  
SPARE.

DRAFT CIRCULAR

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 3398/OP.Cell.E/2001.

Dated: 9-7-2001.

CIRCULAR

Sub: Court - Civil and Criminal - Information regarding.

- I) No. of sittings held in jails by the magistrates and Disposal of petty offences involving UT Prisoners.
- II) Cases of Sr. Citizens above 65years
- III) No. of NBWs pending
- IV) Pre-94 cases - Called for Regarding.

Ref: 1. High Court's Circular Roc. No. 6496/OP CELL-E/2002, dt. 22-1-2001.

2. High Court's Circular Roc. No. 4790/OP CELL-E/1999, dt. 2-11-1999.

3. High Court's Circular Roc. No. 3213/OP CELL-E/1912, dt. 12-10-1998.

4. High Court's Fax Roc. No. 3262/OP CELL-E/2001, dt. 27-6-2001.

\*\*\*\*\*

I am to inform you that, under the Circulars 1 & 2 cited, instructions were given to hold court in jails by the Magistrates and to give priority to cases of Senior Citizens above 65 years. For the purpose of monitoring the said issues at High Court Level, information has been called for, from all Unit Heads, under the Circular 4th cited, prescribing certain proformaes too as to the pendency of such cases as on 30-6-2001. The Unit Heads who have not complied with it, are hereby requested to furnish the said data forthwith.

All the Unit Heads shall make it a point to send the said data for the next six months ending by 31-12-2001 alongwith half yearly statements regularly for every six months hereafter.

Then, with regard to the pendency of NEW cases instructions were already issued under Circular 3rd cited to pursue the progress of their clearance constantly and furnish the data to the High Court while submitting periodical statements, while so, instead of furnishing figures, Courtwise, and specifying the progress made, several Unit Heads chose to send bulky material with explanation for non-executing NBWs for each case with regard to each Court. Hence, the Unit Heads are requested to send the said data hereafter for every six months alongwith the half yearly statement in the following Proforma.

PROFORMA

Sl.No.	Name of the Court	No. of NBWs pending as on 30th June/31st Dec.	Remarks (steps taken, in brief, for progress)
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The above said statement with regard to the period ending with 30-6-2001 shall immediately be sent alongwith the Half yearly statements without fail.

With regard to Pre-94 cases, time and again instructions were issued to the Unit Heads, in all the Conferences/Deliberations held, to see that they are disposed of expeditiously. But, there does not seem to be any

concentration paid by the Presiding Officers on this pivotal point, as the data received by the Registry reveals. Consequently, it is felt imminent to study and monitor the issues at High Court Level every month. For this purpose, the Unit Heads are requested to call for required information and send the same to High Court by way of a Comprehensive report in the Preforms prescribed below of every succeeding month without fail and without creating any necessity for further correspondence.

CONSOLIDATED STATEMENT OF PRE-94 MATTERS, COURT-WISE, AS ON -----  
 -(LAST DAY OF THE MONTH)

Sl.No.	name of th Court	Pendency at		disposal		Pendency at		Remarks
		beginning of	the month	during the	month	the end of	month	
		Civil	CrI.	Civil	CrI.	Civil	CrI.	

The above statement concerning the month of June-2001 shall be sent to the High Court by 10-7-2001 without fail by all Unit Heads.

In view of importance of all the above four issues, the Unit Heads are requested to bestow their best attention and cause compliance in time, at the same time endeavouring hard to minimise their pendency.

Receipt of the Circular may kindly be acknowledged.

**Sd/-**  
**REGISTRAR (VIGILANCE).**

- To.  
 All the Unit Heads in the State of A.P.  
 (with a request to communicate the same to all the courts under their control.)  
 2. Copy to: Section Officer, Spl. Officer's Section, High Court of A.P. Hyderabad.

**Sd/-**  
**REGISTRAR (VIGILANCE)**

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 1240/2001/VIGILANCE CELL.

Dated : 21-12-2001.

CIRCULAR

It has come to the notice of the High Court that some Judicial Officers in the State while disposing of certain Election matters of Judicial side are addressing letter/issuing official Memos on Administrative side requiring the Election Officers to furnish certain information without authority or jurisdiction which is highly irregular.

All the Judicial Officers who are dealing with election matters are hereby instructed not to indulge in such practices and to avoid any complaints in this regard.

Sd/-

**REGISTRAR (VIGILANCE).**

To.

- 1) All the Dist. Judges in the State
- 2) All the Presiding Officers of City Courts

They are requested to communicate a copy of this Circular to the Judicial Officer under their control.

- 3) The Section Officers, B.Spl. Section, B& E Sections, High Court of A.P. Hyderabad.
- 4) The Section Officer, Spl. Officer's Section, High Court of A.P. Hyderabad.

(To include in the compendium of Circulars)

Spare & Stock...

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 339/SO-1/2002

Dated: 19-4-2002.

**CIRCULAR**

Sub : Dress Rules relating to the Advocates in the Subordinate Courts - Clarification issued by the Bar Council of India, New Delhi - Reg.

Ref : Letter Dt. 17-04-2002 from the Secretary, Bar Council of the State of the A.P., Hyderabad.

20-4-02

The Bar Council of India, New Delhi has issued the following clarification with regard to the Dress Rules to be followed by the Advocates in the Subordinate Courts :

“In the change brought about in the Dress Rules, there appears to be some confusion in so far as the Sub Courts are concerned. For removal of any doubt it is clarified that so far as the courts other than Supreme Court and High Courts are concerned during summer while wearing black coat is not mandatory, the advocates may appear in white shirt with black or striped or grey pant with black tie or band and collar”.

The Bar Council of the State of Andhra Pradesh, Hyderabad in the reference cited, while forwarding the above decision requested the High Court to issue necessary instructions to the Subordinate Courts for its implementation.

The High Court having considered the matter hereby directs all the Judicial Officer's in the State not to insist the Advocates to wear black coat when appearing in their respective Courts during summer.

The Unit heads are requested to communicate the circular instructions to all the officers working under their control.

Receipt of the circular may please be acknowledged.

Sd/-

**REGISTRAR GENERAL**

To

1. All the District Judges in the state.
2. The Chief Judge, City Civil Court & City Small Causes Court, Hyderabad.
3. Metropolitan Sessions Judge, Hyderabad, Vijayawada & Visakhapatnam.
4. All the Presiding Officers in the Tribunals and Special Courts.
5. Director, A.P. Judicial Academy, Secunderabad.
6. The Secretary, Bar Council of A.P., Hyderabad.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 2716/OP CELL-E/2003

Dated: 10-06-2003

CIRCULAR

Sub : COPYIST ESTABLISHMENT - Complaints about the delays in complying with copy applications in Subordinate Courts - Measures to be taken by the Unit Heads - Institutions-Regarding.

CR-5 CR

Attention of all the Unit Heads in the State Judiciary is invited to the inordinate delays allegedly caused in complying with the copy applications, making room for complaints of corruption in Copyist Establishments in certain parts of the State, despite the fact that all the Central Copyists Establishments in the State Judiciary are provided with Xerox machines while orders are being placed for purchase and supply of such machines to all the Courts where Copyists Establishments are attached. The High Court is very much disturbed on such complaints. In order to eradicate this evil, the Unit Heads and other Judicial Officers are instructed to find out the roots for such complaints, adopt remedial measures and preserve the image of the Judiciary. They shall initiate a special drive in eliminating the delays in complying with the copy applications and take all possible measures, including the following :

**DISTRICT HEAD QUARTERS :**

The Unit Head is required to get the Copyist Establishment checked up for every fortnight, by a Senior Civil Judge in the Headquarters, or by any other competent Judicial Officer of his choice. The Officer so deputed shall verify :

- \* Whether the copy applications are complied with in the order of preference, subject to out of orders, if any ;
- \* How many Copy Applications are pending as on the date of commencement of the Verification ? Whether there are any justifiable reasons for the delay.
- \* Have cases of serious delay occurred -
  - i) in furnishing originals ?
  - ii) in the preparation of copies after receipt of Originals ?
  - iii) in comparing copies ?
  - iv) in delivering copies made ready ?
  - v) in exhibiting in the notice board C.C.s made ready.
- \* Whether the receipt & disposal of Stamps tally with entries in the A-Register (C.R. 25) ?
- \* Whether the daily balance of copy Stamps remaining with the Establishment are being properly shown in C.R. 25 ?
- \* Whether the balance of copy stamps is being placed before the Presiding Officer atleast once in a Month ?

The Officer entrusted with the task of inspecting this branch shall submit a report to the District Judge immediately after his execution, and the Unit Head shall scrutinize the same personally, and cause necessary follow up action to be taken up.

The Unit Heads are directed to have strict vigilance over the Copyists Establishment and bring to the notice of the High Court about any serious lapses.

The Unit Heads are further requested that whenever they visit mofussil stations, they shall have interaction with the members of the Bar, and find out whether the copy applications filed by them are being complied within the reasonable time or not and issue appropriate instructions to the Presiding Officer concerned.

**OTHER THAN DISTRICT HEAD QUARTES :**

- i) The Judicial Officers in charge of the Copyists 'Establishment shall personally check the branch, on the aspects stated above.
- ii) The Head of the Copyists Establishment shall send a list of copy applications, which are pending, fore complying with the originals to the Judicial Officers concerned, by name covers, personally delivered, on every Saturday or on the last working day in the week. Thereupon, the Judicial Officer concerned shall see that the originals are supplied immediately to the Copyist Establishment.
- iii) If there is any difficulty in drafting the Decrees or in making the originals available, he shall take steps to get the problems solved immediately.
- iv) All the Officers in charge of the Copyists Establishment shall send a report about the working of the branch every fortnight, and such reports shall be reviewed by the Unit Head Personally and necessary instructions are to be issued or follow up action to be taken up, to set right the lapses, if any.
- v) If the number of copy applications pending are on higher side, and if the copyists are not able to cope up with the work, the Unit Heads may take necessary steps either to transfer the copy applications to the nearby station (where there is less pendency, or where there are Xerox Machines available) or get them to the District Court for preparation of copies.
- vi) Similarly, if the workload in the Copyist Establishment in a particular station is unwiedly, the Unit Heads shall make proposals to High Court for supply of Xerox machines.

Whenever there is an 'out of order' application, for grant of certified copy, they shall not be granted mechanically. Before allowing such applications, the Judicial Officers must get themselves satisfied about the 'urgency' aspect, as, otherwise, there is every danger of all the copy applications becoming 'out of order', and the parties having real urgency will be put to lot of inconvenience, and the purpose of 'out of order' will be defeated.

As the Copyist Establishment is virtually the point wherefrom the fruits of a decree/order are delivered to the litigant public, there is every need and necessity for the Presiding Officers concerned to check this area frequently, making no room for any complaint.

Receipt of this Circular may kindly be acknowledged.

Sd/-  
**REGISTRAR (VIGILANCE)**

To  
All the unit heads in the state of A.P.  
Copy to :  
Special Officers Section,  
High Court of A.P., Hyderabad (for condification)  
To The Director A.P. Judicial Academy, Secunderabad.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC No. 1872/OP CELL-E/2003

Dated: 16-4-2003

CIRCULAR

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

Ref : 1. High Court's D.O.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.

02-502

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.

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.

SD/  
REGISTRAR (VIGILANCE)

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**

ROC.No. 3515/OP CELL-E/2003

Dated: 30-07-2003.

**CIRCULAR**

Sub : Courts - Criminal - Period of detention of the accused in Jail during the pendency of the case/appeal to be mentioned by the Courts concerned in their judgments - Certain Instructions - Issued.

Ref : High Courts Order, Dt. : 1-4-2003 in Crl. RC.No. 1152/2000.

•&•

Recently, the High Court of A.P. while disposing of a case in Crl. RC.No. 1152/2000 has noted that neither the trial court nor the appellate court have mentioned the period spent by the accused in jail in their judgements and there by much inconvenience is caused to the Revisional court to ascertain the period undergone by the accused in jail.

As the Revisioinal court is expected to know the actual period undergone by the accused by the time of disposal of Revisional case for the purpose of deciding the quantum of sentence the accused is to suffer in relation to the offence, having regard to the other facts and the circumstances of the case, there is any amount of necessity for the trial court and the lower appellate court to mention clearly in their judgements the exact period of detention by the date of rendering judgements in such cases on their files.

Hence, all the Presiding of the Criminal courts shall make it a point to mention in their judgements the period of detention already undergone by the accused by the date of disposal of such cases.

**The above instructions shall be followed scrupulously.**

Receipt of this Circular may kindly be acknowledged.

**SD/  
REGISTRAR (VIGILANCE)**

To

**ALL THE UNIT HEADS IN THE STATE OF A.P.**

Copy to :

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

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 301/1999-B2

Dated: 11-09-2003

**CIRCULAR**

Sub : Public Services - General Provident Fund - A.P. State Higher Judicial Service A.P.  
State Judicial Service - Applications for sanction of refundable advance part-final  
withdrawals on medical grounds - Certain guidelines - Issued.

Ref : High Court's Circular Roc.No. 301 1999-B2, dated 8-3-1999.

•&•

There is a provision in the A.P. General Provident Fund Rules, 1935 for obtaining a refundable advance as well as non-refundable part-final withdrawal on medical grounds when the pecuniary circumstances of the applicant justify the same :

It has been noticed from the Medical Certificates being enclosed to such applications that the said applications are issued by different authorities right from the cadre of a Registered Medical Practitioner to that of a Specialist in the respective branch. In order to systematize the procedure, the following guidelines are issued for reference and for compliance.

**I**

The officers belonging to the A.P. State Higher Judicial Service are required to produce a Medical Certificate from a Civil Surgeon with clear details such as :

- (i) Nature of the complaint.
- (ii) The position of the patient.
- (iii) The estimate for the treatment.
- (iv) The duration of treatment etc.

The officers belonging to the A.P. State Judicial Service are requested to produce a Medical Certificate either from a Civil Assistant Surgeon or from a Registered Medical Practitioner with clear details such as :

- (i) Nature of the complaint.
- (ii) The position of the patient.
- (iii) The estimate for the treatment.
- (iv) The duration of treatment etc.

In case the treatments is taken from a local doctor, the Medical Certificate issued by the said doctor is required to be got counter-signed by a Civil Assistant Surgeon, near-by available so as to enable the High Court to assess the immediate requirement and to consider such applications.

**SD/  
K.V. GIRIDHARAN,  
REGISTRAR (ADMN.)**

To  
(As per list)

// FORWARDED BY ORDER //

**SECTION OFFICER.**

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 6278/E1/2000

Dated: 25-10-2002

**CIRCULAR**

Sub : Funds - 2002 - A.P. Judicial Academy, Secunderabad - Major Head 2014 Admn. of Justice; Minor Head 800 other Expenditure, Sub Head : 05 A.P. Judicial Academy - Allotment of Funds under 130 Office Expenses and 132 other office Expenses - A sum of Rs. 3000/- allotted to each Unit Head in the State - Ordered - Instructions - Issued.

- Read : 1) High Court's Circular ROC No. 3298/EII/95, Dt. 23.12.95.  
2) High Court's Circular ROC No. 6278/E1/2000, Dt. 29-1-2001.  
3) Proceedings of the Director A.P. Judicial Academy, Secunderabad in order ROC No. 781/2001/APJA/Secunderabad, Dated 22.6.2001.  
4) Lr.ROC No. 119/2002/APJA/Sec-bad, Dt. 24.1.2002 from the Director, A.P. Judl. Academy, Secunderabad.  
5) ROC No. 442/2002/APJA/Sec-bad, Dated 6.6.2002 from the Director, A.P. Judicial Academy, Secunderabad.  
6) Roc No. 442/2002/APJA/Sec-bad, Dt. 10-10-2002.

•&•

While forwarding herewith proceedings of Director, A.P. Judicial Academy, Secunderabad, sixth read, you are instructed to hold Judicial Officers' Conferences once in three months in your Unit as envisaged therein for Academic discussion and presentation of research papers on various legal topics by the Judicial Officers'.

You are also requested to cover the topics specified under the Circulars 1st and 2nd cited in such Conferences, so that the valuable time of Judicial Officers is put to maximum utilisation.

**SD/  
REGISTRAR (VIGILANCE)**

To  
All the District and Sessions Judges in the State.  
The Chief Judge, City Court, Hyderabad.  
The Chief Judge, City Small Causes Court, Hyderabad.  
The Metropolitan Sessions Judge, Hyderabad.  
The Director, A.P. Judicial Academy, Secunderbad.  
The Section Officer, Special Officers' Section, High Court of A.P., Hyderabad.  
(Two copies for codification)

ANDHRA PRADESH JUDICIAL ACADEMY  
S.P. ROAD, SECUNDERABAD - 500 003.  
TEL : (O) 7801457 (D) 7803495 FAX : 040-7803495  
e-mail : apjahyd@ap.nic.in  
Roc.No. 442/2002/APJA/Sec-bad Dt. 10.10.2002

P. LAKSHMANAREDDY  
DIRECTOR

To  
The Registrar (Vigilance),  
High Court of A.P.  
Hyderabad.

Sir,

Sub : Allotment of Funds by the A.P. Judicial Academy to Unit Heads at the rate of Rs. 3,000/- for the second quarter to enable them to hold one Judicial Officers conference - Reg.

Ref : Board of Governors Meeting dt. 22-1-2002.

•&•

I am happy to inform that the Hon'ble President and Hon'ble Members of the Board of Governors of the Academy have been pleased to resolve at the Board meeting dated 22nd January, 2002 that each Unit Head be allotted at the rate of Rs. 3000/- per quarter to enable the Unit Heads to hold one Judicial Officers Conference in their respective Units once in every quarter commencing from the financial year 2002 for academic discussions and presentation of research papers by the Judicial Officers on various legal topics.

An Amount of Rs. 3,000/- per each unit has been allotted as per Proceedings in Order Roc. No. 442/2002/APJA - Sec'bad, dt. 6-6-2002. Further an amount of Rs. 3,000/- is now allotted to each Unit for the said purpose for the second quarter.

I am herewith submitting copy of the proceedings dt. 10.10.2002 for onward transmission to the respective Unit Heads with necessary instructions to be given by the Hon'ble High Court to hold Judicial Officers Conference in their Units for academic discussions and presentation of research papers on various legal topics by the Judicial Officers.

Yours faithfully,

Sd/-  
DIRECTOR  
A.P. JUDICIAL ACADEMY  
SECUNDERABAD.

## PROCEEDINGS OF THE DIRECTOR, A.P. JUDICIAL ACADEMY SECUNDERABAD

Sub : Funds - 2002 -2003 A.P. Judicial Academy, Secunderabad - Major Head 2014 Admn. of Justice; Minor Head 800 other Expenditure, Sub Head : 05 A.P. Judicial Academy -Allotment of Funds under 130 Office Expenses and 132 other office Expenses -A sum of Rs. 3000/- allotted to each Unit Head in the State - Ordered.

Read : G.O.Ms. No. 430 Finance & Planning (FW BG) Dept. Dt. 31.3.2002.

\*\*\*

ORDER ROC. No. 442/2002/APAJ-SEC'BAD Dt. 10-10-2002

Whereas Hon'ble the Patron-in-Chief and the Hon'ble Board of Governors of the Academy have been pleased to resolve in the meeting of Board of Governors dated 22-1-2002, that each Unit Head be allotted Rs. 3000/- per quarter to enable the Unit Heads to hold one Judicial Officers Conference of their respective Units once in every quarter commencing from the financial year 2002 for Academic discussions and presentation of research papers by the Judicial Officers. For 1st quarter, an amount of Rs. 3,000/- has already been allotted to each Unit as per Proceedings in Order Roc. No. 442/2002/APJA-Sec'bad dt. 6-6-2002.

Having regard to the appropriation made available by the Government in the G.O. cited in the reference, for second quarter the following allotment is hereby made by the Director under the following Head of Account during the current financial year to each of the under mentioned unit heads. The Units of the Chief Judge, City Civil Court and City Small Causes Courts are treated as one Unit for this purpose.

M.H. 2014 - Admn. of Justice	
M.H. 800 - Other Expenditure	
M.H. 05 - A.P. Judicial Academy	
130 - Office Expenses	
132 - Other Office Expenses	
130 - Office Expenses	
132- Other Office Expenses	3,000
Total Rs.	<u>3,000</u>

(Rupees three thousand only)

1. The Prl. District & Sessions Judge, Adilabad
2. The Prl. District & Sessions Judge, Ananthapur
3. The Prl. District & Sessions Judge, Chittoor
4. The Prl. District & Sessions Judge, Cuddapah
5. The Prl. District & Sessions Judge, E.G. District at Rajahmundry
6. The Prl. District & Sessions Judge, Guntur
7. The Prl. District & Sessions Judge, Karimnagar
8. The Prl. District & Sessions Judge, Khammam
9. The Prl. District & Sessions Judge, Krishna Dist. at Machilipatnam
10. The Prl. District & Sessions Judge, Kurnool
11. The Prl. District & Sessions Judge, Mahabubnagar
12. The Prl. District & Sessions Judge, Medak
13. The Prl. District & Sessions Judge, Nalgonda

14. The Prl. District & Sessions Judge, Nellore
15. The Prl. District & Sessions Judge, Nizamabad
16. The Prl. District & Sessions Judge, Prakasam Dist. at Ongole
17. The Prl. District & Sessions Judge, Rangareddy Dist., Hyderabad
18. The Prl. District & Sessions Judge, Srikakulam
19. The Prl. District & Sessions Judge, Visakhapatnam
20. The Prl. District & Sessions Judge, Vizianagaram
21. The Prl. District & Sessions Judge, Warangal
22. The Prl. District & Sessions Judge, West Godavari Dist. at Eluru
23. \* The Chief Judge, City Civil Court, Hyderabad
24. The Metropolitan sessions Judge, Hyderabad
25. \* The Chief Judge, City Small Causes Court, Hyderabad

As per the resolution of the Hon'ble Board of Governors dt. 22-1-2002 the units of city civil court and city small causes court in the city are treated as one unit for this purpose.

**SD/  
DIRECTOR  
A.P. JUDICIAL ACADEMY  
SECUNDERABAD.**

The Details of expenditure shall be sent to the Director every quarter by the respective unit Heads for the purpose of reconciliation.

Copy to :

1. The District Treasury Officers, Adilabad, Anantapur, Chittoor, Cuddapah, East godavari at Rajahmundry, Guntur, Karimnagar, Khammam, Krishna at Machilipatnam, Kurnool, Mahabubnagar, Medak, Nalgonda, Nellore, Nizamabad, Prakasam at Ongole, Srikakulam, Visakhapatnam, Vizianagaram, Warangal, West Godavari at Eluru.
2. The Pay & Accounts Officer, Pay and Accounts Office, Hyderabad.
3. The District Treasury Officer, D. T.O., Rangareddy District.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 1481/2003/Vigilance Cell

Dated: 22-10-2003

**CIRCULAR**

Instances have come to the notice of the High Court that in criminal cases prompt steps are not being taken for return of the seized goods after disposal of the cases and even after appeal time is over. Complaint petitions are being received in the High Court in this regard very frequently.

The High Court, therefore, feels it imperative to take immediate steps in the matter and accordingly hereby directs all the judicial officers in the state to take immediate and prompt steps in returning the seized goods after disposal of cases and after appeal time is over.

The Instructions issued above shall be followed scrupulously and deviation, if any, will be viewed seriously.

**SD/  
REGISTRAR (VIGILANCE)**

To

1. All the District and Sessions Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Special Judge for Economic Offences, Hyderabad.
4. The Chief Judge, City Small Cases Court, Hyderabad.
5. The Metropolitan Sessions Judge, Hyderabad.
6. The Presiding Officers, Labour Courts
7. The Presiding Officers, Industrial Tribunals

(With a request to communicate a copy of this Circular to all the Judicial Officers working under their control.)

Copy to : The Section Officer, Special Officer's Section,  
High Court of A.P., Hyderabad (for incorporating  
in the compendium of Circulars)

Spare ...

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 1872/OP CELL-E/2003

Dated: 16-04-2003.

**CIRCULAR**

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

Ref: 1. High Court's D.O.Lr. 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.

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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.

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.

**SD/  
REGISTRAR (VIGILANCE)**

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**

ROC.No. 5523/WRC

Dated: 25-11-2003

**CIRCULAR**

Sub: Courts - Civil & Criminal - Holding of full Additional Charge Certain Instructions Issued.

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You are well aware that to avoid inconvenience to the litigant public and to the Police Officials, the High Court has been placing some of the Judicial Officials, the High Court has been placing some of the Judicial Officers of some of the Courts as Full Additional Charge of certain Courts of near by places.

It has been observed by the High Court that those Officers who have been placed as Full Additional Charge of the nearby Courts are attending the work relating to that Court namely viz Balls, Remand Orders, Dying declarations and also urgent Orders like issuing of Cheques to parties in Civil matters etc., by sitting at their original station itself, instead of sitting at the place of the Full Additional Charge station, which is causing much inconvenience to the litigant public as well as to the police Officials.

The High Court, after observing the above said difficulty, here by direct that all those Officers who have been Full Additional Charge of nearby Court, to hold Court at those places itself atleast once in a week invariably to avoid inconceniene to the litigant public as well as to the police officials.

The Unit Heads are hereby requested to issue necessary instructions to the subordinate Officers working under their control to follow the above said instructions scrupulously and any deviation in this regard will be viewed seriously by the High Court.

Receipt of the above circular may please be acknowledged.

**SD/  
REGISTRAR (VIGILANCE)**

To

1. All the District and Sessions Judges in the State.
2. To The Chief Judge, City Civil Court, Hyderabad.
3. The Metropolitan Sessions Judge, Hyderabad,  
Vijayawada, Visakhapatnam.
4. The Chief Judge, City Small Cases Court, Hyderabad.
5. The Section Officer, Special Officers Section,  
High Court of A.P., Hyderabad. (Two copies  
for Codification)
6. One Spare Copy.

(With a request to communicate the same to all the Officers Working under their control, for strict observance.)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 5924/OP CELL-E/2003

Dated: 29-12-2003

**CIRCULAR**

Sub: Courts - Civil - Evidence of expert at forensic science Laboratory in civil matters to be recorded by Commissioner appointed by the Court - Instructions - Certain amendment - Issued.

Ref: 1. Lr.No. APPSL/CM/L/2003/572, dated: 15-12-2003, from the Director, A.P. Forensic Science Laboratory, Hyderabad.

2. High Court's Circular Roc No. 5924/OP. Cell-E/2003, Dt. 22-12-2003.

\* \* \*

The High Court, under the circular 2nd read, had given certain instructions to the Sub-ordinate judiciary with regard to the issuance of commissions for recording the evidence of Scientific Experts in civil cases, specifying the enabling provisions too. While mentioning the provision of Law, it is mentioned in the Circular as "Order XXVI Rule 4-A under Act 22 of 2002, instead of mentioning Order XXVI Rule 4-A under Act 46 of 1999". Now, the Subordinate Judiciary is called upon to note the above correction and follow the instructions contained therein scrupulously.

Receipt of this Circular may kindly be acknowledged.

**SD/  
REGISTRAR (VIGILANCE)**

To  
ALL THE UNIT HEADS IN THE STATE OF A.P.,

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

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 496/2003-C.1 (3)

Dated: 30-12-2003

**CIRCULAR**

Sub: Social Welfare Department - Public Services - State and subordinate services - Rule of Reservation in promotion in favour of scheduled Castes and Scheduled Tribes - under Article 16(4A) of the constitution of India - Implementation of Government Orders - Regarding.

Ref: 1. G.O.Ms.No. 5 Social Welfare (SW.ROR. 1) Department, dt. 14-2-2003.

2. G.O.Ms.No. 21, Social Welfare (ROR-1) Department, dt. 18-3-2003.

3. G.O.Ms.No. 123, General Administration (Ser. D) Department, dt. 19-4-2003.

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While enclosing herewith the G.Os. 1st 2nd and 3rd cited, I am directed to inform that in view of the amendment brought to Article 16 of Constitution of India inserting clause (4A) by the Constitution (Eighty fifth Amendment) Act 2001 which enables the State to make provisions for reservations in matters of promotion with consequential seniority to any class or classes of posts in the services under the state in favour of SCs/STs the Government of Andhra Pradesh have issued G.O.Ms.No. 5 Social Welfare (S.W. ROR 1) Department dt. 14-2-2003 giving effect to the above constitutional provision. since G.O.Ms.No. 5 dt. 14-2-2003 issued by the Government of A.P. is in tune with the constitutional provisions.

All the Unit Heads are therefore, directed to strictly implement forthwith the G.Os. communicated to them and report compliance.

Receipt of this Circular may please be acknowledged.

**SD/  
REGISTRAR (ADMN.)**

To

1. All the District Judges.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judge, Hyderabad.
5. The Special Judge for Economic Offence, Hyderabad.
6. The Special Judge for Essential Commodities Act, Hyderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 3557/2003-D1 (4)

Dated: 07-04-2004

**CIRCULAR**

Sub: Purchase of Furniture and other items required for District Courts and Subordinate Courts - Purchases in anticipation of ratification of the High Court - Certain instructions - Issued.

Ref: 1. G.O.Ms.No. 148, Finance & Planning (FW Admn. 1 TFR), Department, dt. 21-10-2002.

2. High Court' Circular Roc.No. 4578/76-D1 (1), Dt 19-12.2002.

3. High Court's Circular Roc.No. 958/2003-D1 (4), dt. 18-3-2003.

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It is observed by the High Court that some Unit Heads are forwarding their proposals for ratification of High Court for the purchase of Furniture, Stationery and other items, made by them even it case where sufficient time to seek permission of the High Court is available. Some times Unit Heads are making such purchases merely to spend the available budget, though the items purchased are not absolutely and urgently required.

All the District Judges are informed that only items that are absolutely and urgently required shall be purchased without prior permission of the high Court and in anticipation of ratification of the High Court.

They are further informed that no proposals for allotment of funds at the fag end of the financial year will be entertained.

The above instructions may be followed scrupulously.

**SD/  
REGISTRAR (GENERAL)**

To

1. All the District & Sessions Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Special Judge for Economic Offences, Hyderabad.
4. The Chief Judge, City Small Causes Court,, Hyderabad.
5. The Metropolitan Sessions Judge, Hyderabad.
6. The III Addl. M.S.J-cum-Spl. Judge for trial of cases under E.C. Act, Hyderabad.
7. The Special Judge for SPE. & ACD Cases, Nellore & Vijayawada.
8. The Special Judge for CBI Cases, Hyderabad & Visakhapatnam.
9. The Judge, Family Court: Hyderabad, Secundrabad, Warangal, Visakhapatnam, Tirupathi, Kurnool & Vijayawada.
10. Special Judge at Hyderabad for speedy trial & disposal of cases on fraudulent drawls & mis apporpriation of Scholarship amounts in Social Welfare Dept., etc.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 1046/2004-DII (B)

Dated: 03-08-2004

**CIRCULAR**

Sub: FUNCTIONS - Official functions relating to laying foundation stones and inauguration of new courts, court buildings and residential quarters of the judicial Officers in the State - Involvent of only the Hon'ble Judges of High Court - Instructions - Issued.

Ref: 1. Roc.No. 4654/91-B. Spl., Dated : 8-10-1991.

2. Roc.No. 1909/98-B. Spl., Dated : 2-3-1998.

3. Roc.No. 1909/98-B. Spl., Dated : 23-12-1998.

4. Roc.No. 1085/2002-DII(B), Dated : 19-08-2002.

\* \* \*

All the District and Session Judges are instructed to follow the guidelines given below with regard to the Official functions:

1. That when the Hon'ble Judges of the High Court are invited to Official Functions, such as laying foundation stones, inauguration of new Courts, Court buildings and residential quarters of the Judicial Officers in the State etc. persons not connected directly with the Judiciary shall not be invited to the dais as dignitaries;

2. That the Hon'ble Portfolio Judges of the District concerned in variably have to be invited to preside over the function.

3. That the Cistrict and Sessions Judges and the Advocates' Associations beforehand shall contract and get approval from the Hon'ble Portfolio Judges arrangements for such functions including format of the invitation card, format of the plaque etc. and then contact the Hon'ble Chief Justice.

4. Earlier instructions of Protocol issued by the High Court Vide Circular Roc.No. 374/Protocol/2003 dt, 24-07-2003 , shall be strictly followed.

The above instructions shall be strictly followed.

**SD/**

**REGISTRAR (ADMINISTRATION)**

To,

1. All the Prl. Dstrict and Sessions Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Metropolitan Sessions Judge, Hyderabad.
4. The Special Officer, High Court of A.P.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 3258/OP.Cell.E/2001.

Dated: 05-11-2001.

**CIRCULAR**

Sub: Courts - Civil and Criminal - Preparation of casuse list and exhibiting them in the notice Board of the Court concerned - Instructions - Regarding.

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Several Instances have come to the notice of High Court, where daily cause lists of cases are not being prepared and exhibited in the notice boards by the subordinate courts, keeping the advocates and the litigant public in dilemma about their cases. Consequently, they are compelled to wait in the corridors from morning to evening not knowing as to when their cases will be called and heard.

The attention of the Presiding Officers of all subordinate Courts in the State is drawn to Rules 67 and 68 of Civil Rules of practice and Rule 153 of the Criminal Rules of practice which clearly mandate the preparation and exhibition of cause lists daily in the notice boards, enabling the advocates, the litigant public, as also the prosecutors, to know as to when their cases reach on the Bench. Apart from the above rule position, time and again, the necessity of preparing and exhibiting cause list has been emphasized to al the Unit Heads in all the conferences held. It is relevant to note that transparency in Judicial Administation instils confidence in the parties and members of legal profession and eliminates every element of inconvenience to them.

The above said instructions shall be strictly adhered to.

Receipt of the circular my kindly be acknowledged.

SD/

**REGISTRAR (VIGILANCE)**

To

1. All the Unit Heads in the State.

(with a request to communiocate the same to all the Judicial Officers in your Unit)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 349/2000/RC

Dated: 24-12-2001.

**CIRCULAR**

Sub: PUBLIC SERVICES - Recruitment to the posts under APJMS and APLGS in all the Units in the State - Maintenance of Roster Registers for appointment to be made under APJMS and APLGS - Compliance of Orders issued by the Government, Guidelines and circular instructions issued by the High Court - Certain instructions - Issued.

- Ref: 1. Brochure on Special Provisions in favour of SCs, STs and BCs in services, published by the Government of A.p., G.A. Department, Hyderabad.
2. Andhra Pradesh Judicial Ministerial Service Rules 1964.
  3. G.O.Ms.No. 84, G.A. (Ser.-A) Dept., Dated : 17-2-1982.
  4. G.O.Ms.No. 110, G.A. (Ser.-A) Dept., Dated : 22-2-1984.
  5. A.P. State and Subordinate Service Rules 1996.
  6. High Court's Circular Roc. No. 2318/96-CI (1), Dated : 1-7-96.
  7. G.O.Ms.No. 65, G.A. (Ser.-D) Department, Dated : 15-2-97.
  8. G.O.Ms.No. 72, Women's Development and child Welfare (W.H. Desk) Department, Dated : 5-8-97.
  9. G.O.Ms.No. 476, G.A. (Ser.-D) Department, dated : 15-11-97.
  10. High Courts Circular Roc.No. 355/98-RC, dated : 25-9-98.
  11. Govts./ Memo.No. 5786/G.A.(Ser.-A) 97-14, dated: 2-11-1999.
  - 12 G.O.Ms.No. 47, Social Welfare (CV.1), dated : 31-5-2000.

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The High court, of late, noticed certain irregularities that are being committed by the Unit Heads in the maintenance of Roster Registers viz.,

1. As per G.O.Ms.No. 65, G.A. (Ser.-D) Department, Dated: 15-2-97 the candidates belonging to SCs, STs, BCs women and the Physically Handicapped persons or the Ex-Servicemen as the case may be, can also compete for the OC vacancies by virtue of their merit. Contrary to that, as and when the candidates belonging to other communities are selected against OC vacancies their names are shown against group vacancies for which they belong, instead of showing their names against OC vacancies.

2. In case of compassionate appointments, as per Government Memo. No. 5786 G.A.(Ser.-A)/97-14, dated: 2-11-99, if there is an OC vacancy available, it can be utilized by appointing the SC/ST/BC candidates instead of waiting for the vacancy for which the dependent candidate belongs, whereas the Unit heads are appointing the candidates in the reserved vacancies for which they belong though immediate OC vacancies are available.

3. While approving the names of candidates during the recruitment year 1996 it was noticed in the registers maintained by some of the Units, that some Roster Points were left blank between the points other than the points reserved for backlog vacancies of SCs and STs.

The High Court after careful examination of the matter, decided to instruct that the roster shall be strictly followed relating to appointments to the posts covered under A.P. Judicial Ministerial Service and A.P. Last Grade Service by all the Unit Heads.

While inviting attention of all the Unit heads to the A.P. State and Subordinate Service Rules 1996, A.P. Judicial Ministerial Service Rules 1964, A.P. Last Grade Service Rules 1992, orders and circular instructions issued by the Government from time to time on reservations, maintenance of Roster Registers and also guidelines issued by the High Court, they are requested to follow strictly the aforesaid rules, orders and instructions issued by the Government from time to time regarding the rule of reservation while maintaining the roster registers in all future appointments.

Receipt of this Circular may pleased be acknowledged.

**SD/**

**REGISTRAR GENERAL**

To

All the Prl. District Judges in the State.

1. The Chief Judge, City Civil Court, Hyderabad.
  2. The Chief Judge, City Small Causes Court, Hyderabad.
  3. The Metropolitan Sessions Judge, Hyderabad.
  4. The Special Judge for Trial of Cases under Essential Commodities Act, Hyderabad.
  5. The Special Judge for Trial of Cases under Economic Offence, Hyderabad.
- Spare.....

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 87/2001/RC

Dated: 10-1-2002.

**CIRCULAR**

Sub: PUBLIC SERVICES - Assessment of vacancies existing and anticipated during the next succeeding year - Intimation of vacancies for the High Court before notification - Instructions to the Unit Heads to proceed with issue of notification 2 weeks after intimation of vacancy position to the High Court without waiting for reply - Issued.

Ref: 1.High Court's Circular Roc. No. 2318/96/CI(1), dated 1-7-1996.

2. High Court's Circular Roc.No: 355/98-RC, dated 25-9-98.

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Several instances have come to the notice of the High Court that the Unit Heads are requesting for permission for notifying the vacancies for the posts under Andhra Pradesh Judicial Ministerial Service and Andhra Pradesh Last Grade Service after intimating the assessment of vacancies and waiting even after the lapse of two weeks from the date of addressing the High Court though there is no provision in the guidelines issued from time to time which causes unnecessary delay in notifying the vacancies.

The High Court in its Circular 1st cited has issued certain norms and guidelines regulating the appointments to the posts under Andhra Pradesh Judicial Ministerial Service and Andhra Pradesh Last Grade Service in the Subordinate Courts in the State. Though the circular under reference 2nd cited issued by the High Court introducing the procedure prevailing prior to the year 1995 as regards selection and approval of the panels of the directly recruited staff of the Subordinate Courts, the procedure formulated in the High Courts Circular 1st cited except selection and approval of the candidates remain unchanged. The High Court therefore reiterates the guideline 2 (e) of the guidelines issued in the High Court's circular 1st cited which reads as follows:

“The District Judges shall take further steps viz., by way of notifying the vacancies after waiting for two weeks from the date of addressing the High Court”.

All the Unit Heads in the State, are therefore requested to follow the procedure stated above strictly in all future appointments.

Receipt of the circular may please be acknowledged.

SD/

**REGISTRAR GENERAL**

To  
All the Prl. District Judges in the State.  
The Chief Judge, City Civil Court, Hyderabad.  
The Chief Judge, City Small Causes Court, Hyderabad.  
The Metropolitan Sessions Judge, Hyderabad.  
The Special Judge for Essential Commodities Act Cases, Hyderabad.  
The Special Judge for Economic Offences, Hyderabad.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 283/2003-RC

Dated: 11-7-2003.

CIRCULAR

Sub: PUBLIC SERVICES - Guidelines for ensuring strict compliance of Rule of Reservation and maintenance of Roster Registers in the appointments to be made under A.P. Judicial Ministerial Service and A.P. Last Grade service in all the Subordinate Courts in the State - Issued.

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It is brought to the notice of the High Court that Rule of Reservation as contemplated in A.P. Judicial Ministerial Service Rules r/w A.P. State and Subordinate Service Rules are not being followed by most of the Unit Heads inspite of the guidelines and circular instructions issued by the Court from time to time in this regard.

It is the primary responsibility of the Unit Heads, as they being appointing authorities, to follow the Rules in force while appointing the candidates and the Orders of the Government issued from time to time and the circular instructions issued by the High Court, having power of control and superintendence over all the Subordinate Courts throughout the State under Article 235 r/w Article 227 of the Constitution of India.

The Rule of Reservation contemplated in Rule 12 of A.P. Judicial Ministerial Service Rules 1964 r/w Rule 22 in Part II of the A.P. State and Subordinate Service Rules 1996 shall apply to the Scheduled Castes, Scheduled Tribes, Backward Classes and Ex-Servicemen by direct recruitment only. It will not apply to the promotees, members transferred from other Units, and the candidates appointed by transfer.

The High Court prepared the guidelines which are annexed to this Circular, for ensuring strict compliance of Rule of Reservation and maintenance of Roster Registers in appontments to be made in all the Subordinate Courts in the State.

The Unit Heads are therefore directed to follow the guidelines strictly.

Receipt of this circular may please be acknowledged.

SD/

REGISTRAR GENERAL

To

All the Dstrict Judges in the State.

The Chief Judge, City Civil Court, Hyderabad.

The Chief Judge, City Small Causes Court, Hyderabad.

The Metropolitan Sessions Judge, Hyderabad.

The Special Judge for Economic Offences, Hyderabad.

The Special Judge for Essential Commodities Act, Hyderabad.

**GUIDELINES FOR ENSURING STRICT COMPLIANCE OF  
RULE OF RESERVATION IN THE APPOINTMENTS TO BE  
MADE IN ALL THE SUBORDINATE COURT IN  
THE STATE AND MAINTENANCE OF ROSTER REGISTERS.**

1. Separate Roster Register should be maintained afresh in the form enclosed for each category of posts to be filled in by direct recruitment duly carrying forward the unfilled backlog vacancies and left over Roster Points of the previous recruitments at the first instance and to start with the next Roster Point from where it was ended in the previous Roster Register.
2. Immediately after the selection has been approved by the High Court and appointment consequently made by the Unit Head, the particulars of the persons so appointed should be entered in the Register in the appropriate columns and such entry should invariably be signed by the appointing authority.
3. No gap should be left in completing the Roster.
4. The Roster should be maintained in the form of a running account, year by year for instance if recruitment in a year stops at point 6 of a cycle, Recruitment in the following year should begin at point number 7 of the same cycle. It should be noted that unless the Unit of appointment of 100 vacancies as defined under the amended Rule 22 and 22 A of A.P. State and Subordinate Service Rules 1996, issued in G.O.Ms.No. 65, G.A. (Ser.-D) Department, Dated: 15-2-1997 is completed, the next cycle of rotation should not be commenced.
5. The candidates belonging to the reserved category selected against open competition vacancy by virtue of their merit their names should be recorded against open competition for which they have been selected.
6. The name of the candidate selected against a particular group of reserved vacancy shall not be shown in the Roster against a reserved Roster Point of another group and the same is contrary to the Rules.
7. The candidate selected against the open competition shall not be shown against reserved Roster Point.
8. As against the reserved Roster Points if suitable candidates are not available in the selection, a mention has to be made in the remarks column of the Roster Register as to the dates and number of limited recruitments notified earlier, since the said vacancies have to be kept vacant till the candidates are available as per G.O.Ms.No. 65, G.A.(Ser.D) Department, Dated: 15-2-1997, read with G.O.Ms.No. 47, Social Welfare (CV.I) Department, Dated: 31-5-2000.
9. Where a person to whom an order of appointment by direct recruitment is issued, fails for any reason to join in that post, the appointment to that post is not complete and the Roster Point is not utilized and therefore another person, a direct recruit must be appointed after notifying the said vacancy in the next recruitment year. On the other hand, where a direct recruit joins the post and leaves it shortly afterwards, the Roster Point shall be treated as utilized and the vacancy caused thereby should be treated as vacancy occurring in usual manner and should be filled by direct recruitment in the next Roster Point where it ended earlier.
10. In the case of compassionate appointments, as per Government Memo.No. 5786, G.A. (Ser.-A)/97-14, dated: 2-11-1999, if there is an OC vacancy available, it can be utilized by appointing the SC/ST/BC candidate instead of waiting for the vacancy for which the dependent candidate belongs, whereas the Unit Heads are appointing the candidates in the reserved vacancies to which they belong though immediate OC vacancies are available.
11. If the candidate to be appointed on compassionate grounds belongs to OC category and if there is no immediate OC vacancy available in the Roster, but are available in the Roster after certain reserved category vacancies, such OC vacancy can be utilized bypassing the immediate SC/ST/BC vacancies to accommodate and appoint the OC candidate under the scheme of compassionate appointments and there is no need to create any supernumerary post.

12. The Unit Heads are requested to keep the Roster Points that are notified to the A.P. Public Service Commission, blank till the candidates are allotted by the A.P. Public Service Commission. (the list of vacancies that were notified to the A.P. Public Service Commission by the Unit Heads is appended).

13. The District Judges/Unit Heads as well as the Administrative Officers of their respective Units are fully responsible in following strict implementation of Rule of Reservation and guidelines and if there are any deviations of the guidelines and Rule of Reservation including maintenance of Roster Registers, they will be held personally responsible for all the consequences.

14. The Administrative Officers shall whenever the occasion warrants either to keep the Roster Point vacant, or compassionate appointment made as indicated in guidelines 5, 6, 8, 10 and 11 or limited recruitment is to be made, or to treat a particular Roster Point as utilized or requires to be notified or any other contingencies arises, obtain the necessary orders of the Unit Heads on the office notes prepared therefor and a reference there of shall be made in the remarks column of the Roster Register.

15. Common Roster Registers have to be maintained for the posts of Examiners/Readers and Process Servers/ Attenders to have uniformity in all the Districts.

SD/

**REGISTRAR GENERAL**

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 300/2003/RC

Dated : 24-7-2003.

**CIRCULAR**

Sub: PUBLIC SERVICES - Implementation of Presidential Order issued under Article 371 D of the Constitution of India - Further instructions for implementation of the said orders strictly in the appointments under A.P. Judicial Ministerial Service and A.P. Last Grade Service in all the Districts - Issued.

Ref: 1. G.O.P. No. 729. G.A. (SPF-A) Department, Dt: 1-11-1975.

2. High Court's Circular Roc. No. 2318/96/CI(1), dated 1-7-1996.

3. High Court's Circular Roc.No: 355/98-RC, dated 25-9-98.

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Several complaints are received in the High Court stating that the District Judges/Unit Heads are not implementing the orders issued in G.O.P.No. 729, G.A. (SPF-A) Department, Dated: 1-11-1975 providing for equitable opportunities and facilities for the candidates belonging to the different parts of the state in the matter of public employment.

The High Court has also issued circular instructions, Dated: 1-7-96 and 25-9-98 specifying the implementation of Presidential Order issued in G.O.P. No. 729, Dated: 1-11-1975 to the extent it applies and subject to the Rule of Reservation to all the District Judges/Unit Heads in the appointments to be made under A.P. Judicial Ministerial Service and A.P. Last Grade Service.

The Government in the said G.O. defined the local area and the percentage of Reservation prescribed in favour of local candidates for filling posts by direct recruitment.

The District Judges/Unit Heads are therefore directed to follow strictly the Presidential Order issued under Article 371 D of the Constitution of India, issued by the Government in G.O.P.No. 729. Dated: 1-11-1975 defining the local area and prescribing the percentage of Reservation for local candidates while making appointments for the posts under A.P. Judicial Ministerial Service and A.P. Last Grade Service for which they are appointing authorities.

The District Judges/Unit Heads are further directed that forwarding the Final Merit Lists of selected candidates for approval by the High Court in case of local candidate they shall also mention as to how the candidate selected, is considered as a local candidate and shall enclose the material showing the same.

Receipt of this circular may please be acknowledged.

SD/

**REGISTRAR GENERAL**

To

1. All the District Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judge, Hyderabad.

5. The Special Judge for Essential Commodities Act Cases, Hyderabad.
6. The Special Judge for Economic Offences, Hyderabad.
7. The Special Judge at Hyderabad for the Speedy Trial and Disposal of Cases on Fraudulent drawals and Misappropriation of Scholarship Amounts in Social Welfare, Tribal Welfare and Backward Classes Departments, Hyderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 2708/2003-D1(5)

Dated: 06-01-2002.

**CIRCULAR**

Sub: Part Time and Full Time Masalchies - Recruitment as Attenders or regular basis - Certain instructions to all the Unit Heads - Issued.

Ref: High Court's Circular Roc.No. 2708/2003 - D1(5), Dt: 28-08-2003.

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The attention of all the Unit Heads is invited to the High Court's Circular cited, and they are directed to consider the cases of all the qualified (other than age) Full Time and Part Time Masalchies who have put in more than 15/10/5 years of service in their respective units for recruitment to the posts of attenders, subject to availability of Roster Points by giving preference to the senior most amongst taking into consideration the length of their service.

The Unit Heads are further informed that with regard to exemption of age, recommendations have to be made to the High Court for relaxation of age for those who are otherwise qualified, and the High Court in turn would make a general recommendation to the Government for relaxation of age.

The instructions issued in the High Court's Circular Roc.No. 2708/2003-D1(5), dated 28-08-2003, not to fill up the vacancies of all class IV until further directions of the High Court, are hereby lifted.

**SD/**

**REGISTRAR GENERAL**

To

1. All the Prl. District Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Metropolitan Sessions Judge, Hyderabad.
4. The Chief Judge, City Small Causes Court, Hyderabad.
5. The Special Judge for Essential Commodities Act Cases, Hyderabad.
6. The Special Judge for Economic Offences, Hyderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 2708/2003-D1(5)

Dated: 26-07-2002.

**CIRCULAR**

Sub: Part Time and Full Time Masalchies - Recruitment as attenders on regular basis - Circular issued to all the unit heads - Seeking instructions on certain points by some of the District Judges - Further instructions - Issued.

Ref: High Court's Circular Roc.No. 2708/2003 - D1(5), Dt: 06-01-2004.

\*\*\*\*\*

The attention of all the unit heads is invited to the High Court's circular cited. The following instructions are issued with regard to certain clarifications sought for by some of the District Judges to consider the cases of all the qualified (other than age) Full time and Part Time Masalchies for recruitment to the posts of attenders:-

1) In view of the prohibition imposed under A.P. Act No.2 of 1994, no fresh appointments of contingent staff can be made; but, in order to keep the premises clean, the District Judges can engage sweepers occasionally and pay wages for the days they are engaged, by meeting the expenditure from the office expenses. In case where the entire work can be given on contract basis at reasonable rate, for each court complex that also can be explored.

2) The qualified part time and full time Masalchies, who are in service can be directly appointed to the post of Attender, subject to availability of Roster points without issuing any notification for selection for those posts.

The appointment of Full Time and Part Time Masalchies in regular vacancies as per the High Court's Circular Roc.No. 2708/03-D1(5) dated 06-01-2004 **is only one time arrangement and would be applicable only to the existing incumbents as on the date of circular.**

3) If vacancies are available for all the qualified Masalchies as per the instructions issued by the High Court all of them can be appointed. While appointments are made, the senior most among the persons that have put in required service, have to be given first preference and so on.

4) There is no possibility of converting the full time Masalchies as Attenders.

5) To the extent of availability of vacancies in particular Roster Point, fully qualified Masalchies have to be appointed. In case of requirement of relaxation of age, they have to address the High Court, to address the Government for relaxation.

6) If the qualified Masalchies are found to be suitable, they can be considered for appointment against the open vacancies, in case no vacancy is in their Roster points.

7) The District Judges have to satisfy themselves with regard to the qualifications of the candidates and the genuineness of the certificates submitted by them, as it is not possible for the High Court to decide the same.

8) The educational qualifications cannot be relaxed.

All the Unit Heads are requestd to send a report to the High Court as to the action if any taken in the matter of appointment of Full Time and Part Time Masalchies to the posts of attenders in their units pursuant to the instructions issued in this regard.

SD/

**REGISTRAR GENERAL**

To

1. All the Prl. Dstrict Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Metropolitan Sessions Judge, Hyderabad.
4. The Chief Judge, City Small Causes Court, Hyderabad.
5. The Special Judge for Essential Commodities Act Cases, Hyderabad.
6. The Special Judge for Economic Offences, Hyderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 756/2004-RC

Dated: 09-08-2004.

**CIRCULAR**

Sub: PUBLIC SERVICES - Procedure to be adopted whiel making compassionate appointments of a reserved group cdandidate against open category vacancy - Certain instructions - Issued.

Ref: High Court's Circular Roc.No. 349/2000-RC, Dt: 24-12-2001.

High Court's Circular Roc.No. 283/2003-RC, Dt: 11-07-2003.

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In supersession of the High Court Circular instructions 1st and 2nd cited, in so far as compassionate appointments are concerned, the following instructions are issued for strict compliance:

In case where a vacancy of open category is filled up for want of vacancy in a particular category, while making compassionate appointment, the vacancy of open category has to be compensated with a vacancy of that particular category as and when vacancy arises in taht category.

Receipt of that the circular may please be acknowledged.

**SD/**

**REGISTRAR GENERAL**

To

1. All the Dstrict Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judge, Hyderabad.
5. The Special Judge for Essential Commodities Act Cases, Hyderabad.
6. The Special Judge for Economic Offences, Hyderabad.
7. The Special Judge under Prevention of Corruption Act for Speedy Trial of Cases of Embazzlement of Scholarship Amounts in Social Welfare Department, etc., Hyderabad.
8. Spare.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 73/50-3/2001

Dated: 20-01-2001.

**CIRCULAR**

Sub: Courts - Criminal - Special Judicial magistrates of Second Class/Special Metropolitan Magistrates - Filling up of the posts of Special Judicial Magistrates of Second Class/Special Metropolitan Magistrates - Instructions - Issued.

Ref: High Court's Circular Roc.No. 85/SO/97, Dt: 02-04-1997.

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Attention of all the District & Sessions Judges/Metropolitan Sessions Judges in the State is invited to the High Court's Circular cited. Despite the clear instructions some of the District & Sessions Judges are not taking prompt steps for filling up of the vacant posts of Special Judicial Magistrates of Second Class well in advance before the expiry of the term of the Special Judicial Magistrates of Second Class/Special Metropolitan Magistrates. Some of the District & Sessions Judges are also recommending the continuance of the present incumbents whose term is going to expire shortly without renotifying the vacancy. In the result many of the posts of Special Judicial Magistrates of Second Class/Special Metropolitan Magistrates posts are vacant in the State.

Therefore, the High Court directs all the District & Sessions Judges/Metropolitan Sessions Judges in the State to take immediate steps duly notifying the vacant posts of Special Judicial Magistrates of Second Class/Special Metropolitan Magistrates in their respective Units. They are also requested to follow the above said Circular instructions scrupulously in future and see that no post shall be left vacant as far as possible.

- Any deviation of the above instructions will be viewed seriously.

**SD/**

**REGISTRAR GENERAL**

To

1. All the District & Sessions Judges in the State.
2. The Metropolitan Sessions Judge,  
Hyderabad, Vijayawada and Visakhapatnam.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 775/SO-3/2000

Dated: 18-04-2002.

**CIRCULAR**

Sub: Courts - Criminal - Special Judicial magistrates of Second Class/Special Metropolitan Magistrates - Abolition of the courts and upgradation of the courts to that of 1st Class Courts - Not to notify the vacancies - Instructions - Issued.

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The High Court has taken a decision to abolish the system of Special Judicial Magistrate of Second Class/Special Metropolitan Magistrates and for upgradation of the existing courts and converting them as regular courts of judicial First Class Magistrates/Metropolitan Magistrates.

In view of the above decision the High Court hereby direct/all the unit heads not to notify the vacancies of the Special judicial Magistrate of Second Class/Special Metropolitan Magistrates in their respective units as and when they fall vacant.

The unit heads are also requested that whenever any post of Special Judicial magistrate of Second Class falls vacant after the expiry of the term of the incumbent the neighbouring Judicial Magistrate First Class may be placed in full additional charge of the post till these posts are abolished by the Government.

The above instructions should be strictly followed.

SD/

**REGISTRAR GENERAL**

To

1. All the District & Sessions Judges in the State.
2. The Metropolitan Sessions Judge,  
Hyderabad, Vijayawada and Visakhapatnam.

**K. C. BHAN**  
**REGISTRAR GENERAL**

Hyderabad  
Dated: 23-01-2002.

**ROC.NO. 12/SO-1/2002**

To

1. The Chief Judge, City Civil Court, Hyderabad.
2. The Chief Judge, City Small Causes Court, Hyderabad.
3. The Metropolitan Sessions Judge, Hyderabad.

Sir,

Sub: Shortage of Court Fee Stamps - Receipt of money in lieu of Court Fee Stamps - Certain Instructions issued - Reg.

Ref: 1) High Courts Notice Dated 27-12-2001

2) Representation Dated 4-1-2002 from the President, Bar Association Secunderabad.

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I am to inform that due to the shortage of Court Fee Stamps in twin cities of Hyderabad and Secunderabad, the High Court issued a notice in the reference cited informing the Advocates and litigant Public to pay money in lieu of Court Fee Stamps in the cases that are to be filed in the High Court.

The Bar Association, Secunderabad in their representation requested the High Court to extend the said notification to the lower courts also.

The High Court on consideration of the above request of the Bar Association decided to extend the same to all the courts situated in twin cities of Hyderabad and Secunderabad.

While enclosing a copy of the said notice of the High Court, I am to request you to adopt the same in your respective units till the Court Fee Stamps are available. For this purpose the concerned Officers of the respective courts in your unit may be permitted to receive cash that may be paid by the Advocates/Parties in the respective cases or may require the party to deposit the amount in Bank and file the counterfoil in proof thereof. The Officers so permitted are also required to maintain separate Account and separate Registers for this purpose.

Suitable instructions may please be issued to all the concerned at your end under intimation to the High Court.

Yours faithfully,

SD/

**REGISTRAR GENERAL**

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 12/SO-1/2002

Dated: 28-02-2002.

**CIRCULAR**

Sub: Shortage of Court Fee Stamps - Receipt of money in lieu of Court Fee Stamps - Certain instructions - Issued - Reg.

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The District Judge, Chittoor, has informed that due to the Shortage of Court Fee and Non-Judicial Stamps in the entire District much hardship is caused to the litigant public and members of the Bar leading to dislocation of functioning of the Courts. The High Court feels that the problem of shortage of Court fee Stamps and Non-Judicial Stamps may also be prevailed in other Districts of the State.

To over come the above said crisis the High Court hereby permits the District Courts and the respective Courts in the District to accept the Court Fee by way of cash if it is less than Rs. 100/- which is payable on the plaints, process etc., from the Advocates/Parties or may require the party to deposit the amount in Bank if the amount exceeds Rs. 100/- in the account to be opened by the Presiding Officer and file the Counterfoil as proof thereof, where the Court Fee Stamps are not available. The Officers so permitted are also required to maintain separate Account and separate Registers for this purpose.

The advocates and litigant public who pay cash or deposite the amount in the Bank for the value of the stamps to be filed along with cases, have to furnish stamps to the Court and after the stamps are placed in the record, take back the amount paid by them.

This Circular Order will be in force till the Court Fee Stamps are sufficiently available.

The Unit Heads are requested to communicate this Order to the respective Courts under their Control.

Receipt of the Circular may please be acknowledged.

**SD/**

**REGISTRAR GENERAL**

To

1. All the Dstrict Judges in the State.

ROC.NO. 12/SO-1/2002

Sir,

Sub: COURT FEE STAMPS - Non-availability of Court fee stamps - Instructions Issued to deposit in Bank in lieu of Court fee Stamps - Information called for - Reg.

Ref: 1) High Court's Circular Roc.No.12/SO-1/2002 Dated 28-2-2002.

2) High Court's Circular Roc.No. 12/SO-1/2002 Dated 24-3-2002.

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When the High Court noticed about the shortage of Court fee stamps throughout the State, it issued a Circular vide reference 1st cited, directing the Presiding Officers of the concerned Court to open an account in a Bank and ask the concerned parties/advocates to deposit such amounts if it exceeds Rs. 100/- in the said account and produce counterfoil in proof, and also further directed to receive the amount if the same is less than Rs. 100/- and maintain a separate register for the said purpose.

In the reference 2nd cited, another Circular was issued directing the Presiding Officers of the concerned Courts to remit such deposited amounts to the account of the Registration department and forward a list of cases in which amounts were deposited to the District Register of the concerned District, and also further directed to remit the interest portion accrued on such deposits to the Chief Justice Relief fund.

In response to the Circular Second cited, some of the District Judges have reported that except in one or two courts no amounts in lieu of Court fee stamps were deposited in their units. In some Districts it appears the Officers are not aware of the Circular first cited, and are adopting their own procedure of depositing the amounts in Civil Court deposits.

In view there of all the unit heads are requested to inform the High Court on following aspects.

1) Whether all the Courts in your unit have opened a separate account in the Bank in the name of the Presiding Officer at their respective station for this purpose.

2) Whether cash is being received by the respective Courts if the amount is less than Rs. 100/- and a separate register for the purpose is maintained.

3) Whether the amount so far deposited in the bank in lieu of Court fee in each of the Courts in the District is remitted to the account of accounts registration department, and the said fact is intimated to the District Registrar along with the list of cases in which the amounts were deposited.

4) Whether the amounts collected by way of cash where the same is less than Rs. 100/- are also remitted to the District Registrar concerned.

5) If not such amounts are received in lieu of Court fee stamps either by cash or by way of deposit in the bank the reason for the same. (Whether it is because court fee was deposited by way of only Court fee Stamps in all the cases filed).

6) The Court fee that has been received in all the cases instituted in each court during the period from 1-1-2002 to 30-4-2003 month wise may be furnished, showing the Court fee received in the shape of Stamps and Cash separately.

A detailed report concerning all the Courts in your Unit may please be sent immediately to the High Court.

Yours faithfully,

SD/

**REGISTRAR GENERAL**

To

All the District Judges in the State.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 12/SO/2002.

Dated: 29-6-2004.

**CIRCULAR NO.1/SO/2004**

Sub: Court Fee Stamps - Non-availability of stamps - Stamps worth above Rs. 100/- denomination shall not be accepted and in lieu of the same accept the challan issued by the Bank in token of depositing the amount - Orders Issued - Reg.

- Ref: 1. High Court's Circular Roc. No. 12/SO-1/2002, dated 28-2-2002.  
2. High Court's Circular Roc. No. 12/SO-1/2002, dated 24-3-2003.  
3. High Court's Circular Roc. No. 977/SO-1/2003, dated 20-1-2004  
4. High Court's Circular Roc. No. 977/SO-1/2003, dated 8-3-2004.  
5. Circular Memo No. GSO. 2/24694/2002 as 21-4-2004 issued by the Commissioner and Inspector General of Registration and Stamps, A.P., Hyderabad.

\*\*\*\*\*

In view of circular Memo issued by the Registration and Stamps Department vide reference 5th cited informing that the judicial stamps above Rs. 100/- will be taken out of circulation, the High court hereby directs all the subordinate courts in the state here after **shall not accept the court fee stamps/ judicial stamps above Rs. 100/- with immediate effect** and to instruct the parties/advocates to deposit the amount in the Nationalized Banks to the account already opened in the name of the Presiding Officer.

The pleadings shall contain the following as one of the paras:-

"Court fee of Rs.----- in lieu of Court fee Stamps has been paid in cash vide challan No.----- Dt: ----- in the bank of .....

The procedure for depositing of the said amount prescribed vide circulars 1 to 4 cited shall be followed. In addition to the above instructions, the circulars issued vide reference 1 to 4 cited are applicable in all other aspects.

The Judicial Officers are further directed to supply a copy of this circular and earlier circulars referred to above, to the concerned Presidents of Bar Association for information and compliance.

The unit heads are requested to communicate this circular to all the subordinate courts under their control.

Receipt of this circular may kindly be acknowledged.

SD/

**REGISTRAR GENERAL**

To

All the P.S's to the Hon'ble Judges for  
placing before the Hon'ble Judges.  
All the unit heads in the State judiciary.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 12/SO/2002.

Dated: 5-8-2004.

**CIRCULAR NO.3/SO/2004**

Sub: Court Fee Stamps - Non-availability of Stamps - Stamps worth above Rs. 100/- denomination shall not be accepted and in lieu of the same accept the challan issued by the Bank in token of depositing the amount - Reconciliation of deposits made - Orders issued.

- Ref: 1. High Court's Circular Roc. No. 12/SO-1/2002, dated 28-2-2002.  
2. High Court's Circular Roc. No. 12/SO-1/2002, dated 24-3-2003.  
3. High Court's Circular Roc. No. 977/SO-1/2003, dated 20-1-2004  
4. High Court's Circular Roc. No. 977/SO-1/2003, dated 8-3-2004.  
5. High Court's Circular Roc. No. 12/SO/2002, dated 29-6-2004.

\*\*\*\*\*

An instance has come to the notice of the Hon'ble the Chief Justice wherein fake receipts were used in proof of payment of court fee. The preliminary enquiry revealed that there are more such instances.

As per Circulars dated: 8-3-2004 and 29-6-2004, not only the Subordinate Courts, but also the High Court i.e., the sections dealing with the deposit of court fee, have to verify and reconcile the deposits everyday in case of Subordinate Courts and once in a week in the case of the High Court. It is not known whether the same is being followed regularly. If the procedure is followed, there would not be possibility of any fake receipts being filed into the Courts and if any such receipts are filed, they can be detected without any delay.

Therefore, all the Presiding Officers are directed to follow the instructions with regard to reconciliation and inform the High Court about the same. Concerned Sections in the High Court are also directed to inform whether the instructions with regard to the same are being followed.

Unit Heads are requested to circulate this to all the Presiding Officers under their control.

Please acknowledge this circular.

**SD/**

**REGISTRAR GENERAL**

To

1. All the Registrars
2. All the Officers
3. All the Unit Heads in the State.
4. All the Section Officers in the Judicial Sections,  
High Court of A.P., Hyderabad.
5. The Section Officers, Accounts, D-I and E-Section  
High Court of A.P., Hyderabad.

ROC.NO. 12/SO-1/2002

To  
All the Unit Heads.

Sir.

Sub: Court Fee Stamps - Non- availability of stamps - Stamps worth above Rs. 100/- denomination shall not be accepted and in lieu of the same accept by the bank in token of depositing the amount - Orders issued - Reg.

Ref: 1) High Court's Circular Roc.No.12/SO-1/2002 Dated 23-01-2002.

2) High Court's Circular Roc.No. 12/SO-1/2002 Dated 28-02-2002.

3) High Court's Circular Roc.No.12/SO-1/2002 Dated 24-03-2003.

4) High Court's Letter Roc.No. 12/SO-1/2002 Dated 19-06-2003.

5) High Court's Circular Roc.No.12/SO-1/2002 Dated 20-01-2004.

6) High Court's Circular Roc.No. 12/SO-1/2002 Dated 08-03-2004.

7) High Court's Circular Roc.No.12/SO-1/2002 Dated 29-06-2004.

8) High Court's Circular Roc.No. 12/SO-1/2002 Dated 05-08-2004.

\*\*\*\*\*

The High Court has issued a circular vide reference first and second cited, instructing all the Presiding Officers of the Subordinate courts to accept the court fee by way of cash if it is less than Rs. 100/- which is payable on plaints etc., or may require the Advocate/party to deposit the amount in the bank, if the amount exceeds Rs. 100/- in the account to be opened by the Presiding Officer and file the counterfoil as proof thereof. The concerned Presiding Officers are required to maintain a separate account and a register for this purpose.

Vide reference 3rd cited, it is also instructed to remit the amount collected/deposited from the Advocate/parties, in lieu of court fee to the Head of account of the Registration Department and the interest accrued on the principle amount to the Chief Justice Relief Fund.

In the letter 1st cited, certain information, whether all the courts have opened a separate bank account in the name of the Presiding Officer etc., has been called for.

Vide reference 2nd cited, instructions were issued to the Presiding Officers of the subordinate courts to draft the Succession Certificate etc., on Judgment paper and to incorporate a paragraph to the effect that the advocate/party has deposited the amount in the Bank vide challan No. ----- etc., in lieu of court fee/ stamp duty and also further directed to verify the statement issued by the bank with the ledger maintained for this purpose every day.

Recently, the Registration department has issued a circular memo informing that the judicial Stamps above Rs. 100/- will be taken out of circulation. Basing on the above circular the High Court has issued the circular seventh cited, instructing all the Presiding Officers of the subordinate courts hereinafter not to accept the court fee stamps/judicial stamps above Rs. 100/- and to instruct the parties/advocates to deposit the amount in the Bank to

the credit of the account already opened in the name of the Presiding Officer of the concerned court for this purpose and follow the earlier circulars issued in this regard. In another circular vide reference eighth cited, it was further instructed to verify and reconcile the deposits and inform the High Court about the same.

But it is noticed that Presiding Officers of certain subordinate courts are not following the guidelines issued vide circulars 1 to 8 cited and has not opened accounts in Banks.

Therefore, I am to request all the unit heads in the state to report on the following immediately and see that the concerned Presiding Officers shall open an account in the bank and the circular instructions are followed scrupulously.

1. Whether all the Presiding Officers have opened accounts in their name in Banks if so furnish the Account numbers and name of the Banks.

2. Whether the amounts are being deposited by the advocates/parties in the said account, and furnish the details monthwise.

3. Whether the amount to the Heads of account of the Registration Department and interest part to the Chief Justice Relief Fund are being remitted periodically.

4. Whether separate account and Register is being maintained for this purpose.

5. Whether the Presiding Officers are obtaining the statement regularly from the banks and attending to reconciliation work.

6. Whether any presiding Officers in the unit has not opened account in the bank? If so, report as to why they are not following the circular instructions issued from time to time in this regard.

SD/

REGISTRAR GENERAL

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 381/SO-1/2003

Dated: 21-6-2003

**CIRCULAR**

Sub: A.P. Advocates Welfare Fund - Enhancement of Welfare Fund stamp value from Rs. 12/- to Rs. 20/- Reg.

Ref: 1. High Court's Circular Roc. No. 508/SO/98, dated 30-6-1998.

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The Government of A.P. enhanced the A.P. Advocates Welfare Fund and A.P. Advocates Clerks welfare fund stamp value from Rs. 12/- to Rs. 20/- by act 4 of 2003 amending the section 12-A of the A.P. Advocate Welfare Fund Act, 1987 and the A.P. Advocates Clerks Welfare Fund Act, 1992.

In view of the above Amendment brought to the A.P. Advocates welfare fund Act, 1987 and the A.P. Advocates Clerks Welfare fund Act, 1992, the High Court in modification of the earlier Circular hereby directs the Registry of the High Court and all the Presiding Officers of the Subordinate Courts in the state to ensure forthwith that the new stamp value of Rs. 20/- superscribed as "NYAYAVADULA MARIYU VARI GUMASTHALA SAMKSHEM NIDHI" is affixed to every vakalat and memo of appearance. No vakalat should be accepted or treated as valid if above such stamp is not affixed thereto. No amount shall be collected in lieu of the Welfare Fund Stamps. The Advocates/Parties shall affix only the Welfare Fund stamps on Vakalats and Memo of appearance etc., The person or authority receiving a Vakalat with such stamp shall, forthwith, effect cancellation of that Stamp by punching out the same.

The Unit heads are requested to circulate this circular to all the Courts under their control.

Receipt of the circular may please be acknowledged.

**SD/**

**REGISTRAR GENERAL**

To

1. All the District & Sessions Judges in the State,
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The metropolitan Sessions Judge, Hyderabad, Vijayawada & Visakhapatnam.
5. All the Presiding Officers of the Tribunals in the State.
6. All the Officers of the High Court, High Court Buildings, Hyderabad.
7. The Section Officers, Scrutiny Officer's Section/Library Section.
8. The Section Officers, Criminal Section / 'C' Section / 'D' Section & "E" Section.

Copy to:

1. The Secretary to Government, Legal Affairs, Law Department, A.P. Secretariat, Hyderabad.
2. The President A.P. High Court's Advocate's Association, High Court Buildings, Hyderabad.
3. The Secretary, Bar Council of Andhra Pradesh, Hyderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 381/SO-1/2003

Dated: 8-7-2003

**CIRCULAR**

Sub: A.P. Advocates Welfare Fund Stamps - Non-availability of welfare stamps - Permission to receive the cash in lieu of stamps - Permission accorded - Reg.

Ref: 1. High Court's Circular Roc. No. 381/SO-1/2003, dated 21-6-2003.

\*\*\*\*\*

In partial modification of the High Court's circular read above, the Registry of the High Court and all the Presiding Officers of the Subordinate Courts are hereby directed to receive cash in lieu of Advocate Welfare fund stamps superscribed as "NYAYAVADULA MARIYU VARI GUMASTHALA SAMKSHEM NIDHI" wherever there is a shortage of such welfare fund stamps. The Presiding Officers of the Subordinate Courts shall open a separate account in a Nationalised Bank in their name and deposit such amount in the bank by maintaining a separate Register for this purpose and to remit such amount every month to the following head of account under intimation to the Bar Council of A.P. and High Court of A.P., Hyderabad.

Major Head	- 0030 -	Stamps & Registration
Sub-Major Head	- 01 -	Stamp Judicial
Minor Head	- 102 -	Sale of Stamps
Sub-Head	- 02 -	Sale of A.P.N.M.V.G.S.N.S.

The Registry of High Court of A.P. shall also follow the above procedure.

The Unit Heads are directed to communicate this circular to all the Judicial Officer under their control.

Please acknowledge the receipt of the circular.,

**SD/  
REGISTRAR GENERAL**

To

1. All the District Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. Metropolitan Sessions Judges, Hyderabad, Vijayawada & Visakhapatnam.
5. All Presiding Officers of Tribunals in the state.
6. The Accounts Officer, High Court of A.P., Hyderabad.
7. All the Officers on Judicial Side of the High Court.
8. The Section Officers on Judicial Side, High Court of A.P. Hyderabad.
9. The P.S. to the Hon'ble Judges (to place the circular before their Lordship for kind persual)
10. P.S. to all the Registrars of High Court of A.P.  
(to place the circular before the Registrars for Kind persual)

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 381/SO-1/2003

Dated: 9-7-2003

CIRCULAR

Sub: A.P. Advocates Welfare Fund Stamps - Non-availability of welfare stamps - Permission to receive the cash in lieu of stamps - Permission accorded - Reg.

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ERRATA

The reference mentioned in the High Court's Circular dt. 8-7-2003, may be read as Roc. No. 381/SO-1/2003, dt. 21-6-2003 instead of Roc.No. 381/SO-1/2003, dt. 30-6-1998.

SD/  
REGISTRAR GENERAL

To

1. All the District Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. Metropolitan Sessions Judges, Hyderabad, Vijayawada & Visakhapatnam.
5. All Presiding Officers of Tribunals in the state.
6. The Accounts Officer, High Court of A.P., Hyderabad.
7. All the Officers on Judicial Side of the High Court.
8. The Section Officers on Judicial Side, High Court of A.P. Hyderabad.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 381/SO/2003

Dated: 12-11-2003

CIRCULAR

Sub: A.P. Advocates Welfare Fund Stamps - Enhancement of Welfare Fund stamp value from Rs. 12/- to Rs. 20/- permission to receive cash in lieu of stamps Forwarding the statements to the High Court - Reg.

Ref: 1. High Court's Circular Roc. No. 381/SO-1/2003, dated 21-6-2003

2. High Court's Circular Roc. No. 381/SO-1/2003, dated 8-7-2003.

\*\*\*\*\*

You are aware that the high Court has issued a circular, referred to above to be followed by the Presiding Officers of Subordinate Courts, relating to receiving of cash in lieu of Advocate Welfare Fund Stamps whenever there is a shortage of such stamps, by opening a separate account in a Nationalized Bank in their name and deposit the same in the said account by maintaining a separate Register for that purpose by remitting such amount every month to the head of account of Registration Department under intimation to the High Court as well as to the Bar Council of A.P.

Basing on the said circular all the Presiding Officers of the Subordinate Courts are sending monthly information directly to the High Court. Such individual intimation by each court in the State is causing much inconvenience for the Registry to keep the information of each and every court and it has also become difficult to consolidate the particulars districtwise.

Therefore, all the District Judges are directed to issue instruction to the Presiding Officers in their units to send the said information of their courts only to the district courts, and the district courts, in turn, have to consolidate the said information relating to the preceding month pertaining to their unit and forward the same to High Court as well as to the Bar Council of A.P., in the first week of every month.

All the unit heads are requested to communicate the same to the courts working under their control.

SD/

REGISTRAR GENERAL

To

1. All the District & Sessions Judges in the State,
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The metropolitan Sessions Judge, Hyderabad, Vijayawada & Visakhapatnam.
5. All the Presiding Officers of the Tribunals in the State.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 977/SO-1/2003

Dated: 20-01-2004

**CIRCULAR**

Sub: Court Fee Stamps - Collection of court fee in the matter of succession Certificate and poundage in regard to sale of immovable property - Instructions - Issued.

Ref: 1. Circular of High Court in Roc. No. 12/SO-1/2002, dated 23-1-2002.

2. Circular of High Court in Roc. No. 12/SO-1/2002, dated 28-2-2002.

3. Circular of High Court in Roc. No. 12/SO-1/2002, dated 24-3-2003.

\*\*\*\*\*

It has been brought to the notice of High Court that the Sub-Treasury Offices in the districts are expressing their inability to supply court fee stamps for drafting Succession Certificates and poundage on sales of immovable property due to shortage of court fee stamps, causing much inconvenience to the courts.

As a matter of fact, under the circulars referred to above, the High Court has already instructed all the Subordinate Courts in the State to accept the court fee by way of cash in lieu of court fee stamps, and that the Presiding Officers concerned shall, open an account in a Nationalized Bank, etc.

Now, even with regard to the payment of court fee for drafting and issuing Succession Certificate, final Decree and any other Certificate by court the same instructions hold good, and they shall be applied **mutatis mutandis**.

If the stamp papers are not available, the court shall see that the Succession Certificate, final decree and any other certificate are engrafted on a Judgment paper with an endorsement to the following effect duly affixing the court seal and stamp with the signature of the Presiding Officer concerned.

“Court fee of Rs. \_\_\_\_\_ in lieu of court fee stamps has been paid in cash  
vide Challan No. \_\_\_\_\_ Dt. \_\_\_\_\_ in the bank of \_\_\_\_\_.”

To ensure that the amounts are deposited into the bank properly, the following steps have to be taken.

i) The Advocate concerned has to certify about the amount being deposited in the bank under the challan produced.

ii) By the end of every day, this amount has to be reconciled with the bank with reference to each payment.

iii) All instruments like Succession Certificate, Final Decree and other Certificates from the Court have to be issued only after it is verified from the bank that the cash in lieu of Court fee stamps is deposited; but, not merely on the basis of the challan produced.

iv) A Separate Ledger shall be maintained with regard to these payments and the Presiding Officer shall scrutinize the entries made therein periodically and satisfy himself about the accuracy thereof.

v) This Circular will be in force until further orders.

The unit Heads are requested to communicate this circular order to the respective courts under their control.

Receipt of the circular may please be acknowledged.

**SD/  
REGISTRAR GENERAL**

To

All the Unit Heads in the State.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 977/SO-1/2003

Dated : 8-3-2004

CIRCULAR

Sub: Court Fee Stamps - Collection of court fee in the matter of succession Certificate and poundage in regard to sale of immovable property - Revised Instructions - Issued.

Ref: 1. Circular of High Court in Roc. No. 12/SO-1/2002, dated 23-1-2002.

2. Circular of High Court in Roc. No. 12/SO-1/2002, dated 28-2-2002.

3. Circular of High Court in Roc. No. 12/SO-1/2002, dated 24-3-2003.

4. Circular of High Court in Roc. No. 977/SO-1/2003, dated 20-1-2004.

\*\*\*\*\*

In partial modification of the High Court Circular issued in the reference 4th cited, the following revised instructions are issued.

If the required stamp papers are not available, the court shall see that the Succession Certificate, final decree and any other certificate are engrafted on a judgment paper with an endorsement to the following effect duly affixing the court seal and stamp with the signature of the Presiding Officer concerned.

“Court fee/stamp Duty of Rs. \_\_\_\_\_ in lieu of court fee stamps/Stamp Duty has been paid in cash vide Challan No. \_\_\_\_\_ Dt. \_\_\_\_\_ in the bank of \_\_\_\_\_.”

To ensure that the amounts are deposited into the bank properly, the following steps have to be taken.

i) The Advocate concerned has to certify about the amount being deposited in the bank under the challan produced.

ii) By the end of every day, this amount has to be reconciled with the bank with reference to each payment.

iii) All instruments like Succession Certificate, Final Decree and other Certificates from the Court have to be issued only after it is verified from the bank that the cash in lieu of Court fee stamps/Stamp duty is deposited; but, not merely on the basis of the challan produced.

iv) A Separate Ledger shall be maintained with regard to these payments and the Presiding Officer shall scrutinize the entries made therein periodically and satisfy himself about the accuracy thereof.

v) This Circular will be in force until further orders.

The unit Heads are requested to communicate this circular order to the respective courts under their control.

Receipt of the circular may please be acknowledged.

**SD/  
REGISTRAR GENERAL**

To

All the Unit Heads in the State.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 4370/E1/2001

Dated: 20-12-2001

**CIRCULAR**

Sub: Cases - Observation made by the High Court in W.P. No. 17415/2001 in transfer of cases by the Unit Heads, on the representations made by the parties - Certain instructions to the Unit Heads - Issued.

Ref: Order Dated 17-10-2001 in W.P. No. 17415/2001 on the file of the High Court of Andhra Pradesh.

\*\*\*\*\*

Certain instance have come to the notice of the High Court that some of the Unit Heads are entertaining representations from the parties for transfer of cases or Petitions from one Court to another, and further proceeding to order such transfers without giving opportunity to the other party/parties to the said proceedings, to putforth their objections, if any.

While disposing of a Writ Petition in W.P. No. 17415/2001 on 17-10-2001 where in the above said aspect has come up for consideration, the High Court has been pleased to observe as follows:

“The order dated 7-8-2001 impugned herein, does not appear as if it was passed *suo motu* in exercise of Administrative powers. The memo of the 2nd respondent dated 31-7-2001 has been referred to in the impugned order. In the circumstances, no prejudice would have been caused if the plaintiffs-petitioners have been given an opportunity to put forth their objections, if any. In future, it is desirable that such orders if passed pursuant to applications made by any of the parties to the proceedings, are passed only after affording opportunity of the other side”

All the Unit Heads are, therefore, requested to follow the above instructions in future, while entertaining the representations from the parties for transfer of cases from one Court to another Court.

**SD/  
REGISTRAR GENERAL**

To

1. All the District & Sessions Judges in the State,
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judge, Hyderabad.
5. The Metropolitan Sessions Judge, Visakhapatnam.
6. The Metropolitan Sessions Judge, Vijayawada.
7. The Director, A.P. Judicial Academy, Secunderabad. (for information)
8. the Section Officer, Spl. Officers Section, High Court of A.P., Hyd. (Two copies for codification).

## HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 3233/E1/2004

Dated: 23-07-2004

### CIRCULAR

Sub: Cases - Criminal - Transfer of Criminal cases from the regular Courts of Judicial Magistrate of First Class at the District Head Quarters to the Courts of Special Judicial Magistrate of First Class for trial of cases under PCR Act (Mobile Court) and to the Courts of Special Judicial Magistrate of First Class for Excise cases at the District Head Quarters - Certain Instrutions - Issued.

Ref: 1. High Court's Circular No. 5003/E1/1999, Dated 1-2-2000.

2. G.O.Ms.No. 119, Revenue (Service-II) Dept., dated 29-2-2000.

\*\*\*\*\*

The High Court, in the year 2000, after persuing less number of cases on the files of the special Judicial Magistrate of First Class for trial of cases under IPC & PCR Act, 1955 (Special Mobile Court), issued instructions to all the District and Sessions Judges in the State, vide Circular 1st cited, to transfer certain number of Criminal Cases from the files of the Courts of Judicial Magistrate of First Class at the District Head Quarters, from time to time, to the Courts of Special Judicial Magistrate of First Class for trial of cases filed under IPC & PCR Act, 1955 (Mobile Court) at the District Head Quarters. Even after the said instructions, the High Court find that in most of the said Mobile Courts the pendency is very less.

In Excise Courts at the District Head Quarters also, the High Court finds that after transfer of Excise cases to the respective regular Judicial Magistrate of First Class functioning away from the District Head Quarters, the pendency of cases on the files of the said Courts has become reduced considerably and in some Districts the pendency of cases on the files of the Excise Courts is less than the pendency of cases on the files of the regular Judicial Magistrate of First Class at the District Head Quarters and there is every need for transfer of Criminal Cases from the files of Regular Judicial Magistrate of First Class at the District Head Quarters to the Excise Courts.

Therefore, all the District and Sessions Judges and the Metropolitan Sessions Judges of Hyderabad, Visakhapatnam and Vijayawada are once again hereby directed to take steps for transfer of certain number of Criminal Cases from the files of regular Courts of Judicial Magistrate of First Class functioning at the District Head Quarters to the files of the Special Judicial Magistrate of First Class for trial of cases under IPC & PCR Act, 1955 (Mobile Court) and also to the Special Judicial Magistrate of First Class for trial of Excise cases functioning at the District Head Quarters, depending upon the pendency of cases in the regular Courts and also in the above said two Special Courts.

However, the Unit Heads are requested to instruct the Presiding Officers of the said Special Courts, to give priority in disposal to the cases, for which the above said special Courts are constituted.

While acknowledging this Circular, the Unit Heads are requested to send a report as to the action taken by them in this regard.

**SD/  
REGISTRAR GENERAL**

To

1. All the District & Sessions Judges in the State,
2. The Metropolitan Sessions Judge, Hyderabad, Vijayawada & Visakhapatnam.
3. The Section Officer, Spl. Officers Section, High Court of A.P., Hyderabad.  
(for codification purpose)
4. The Personnel Secretaries to all the Hon'ble Judges (with a request to place the same before their Lordships for Kind persual.)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 4514/OP CELL-E/2001

Dated: 4-2-2001

**CIRCULAR**

Sub: Courts - Criminal - Statements containing number of Under Trial Prisoners involved in cases month-wise-Calling for - Reg.

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With reference to the subject cited, with regard to the number of Under Trail Prisoners languishing in jails, hitherto, data is being called for from each Unit in a particular proforma (Statement No. VI). prescribed long ago by the Departments concerned, obviously for statistical purpose.

In the said statement, it is not depicted as to how many Under Trail Prisoners are detained in jails by a particular date, and in a particular Unit, and it is also not forthcoming from the said statements as to what is the increase and decrease in their strength, month-wise, with reasons for pendency, enabling the High Court to check the same and issue appropriate instructions.

The present drive and concern of our High Court, and even of the Apex Court too, is to pave the way for an expeditious disposal of cases of under Trail prisoners and to improve the Criminal Justice system. This paramount object can be achieved only by specifying the date regarding Under Trail Prisoners, month-wise, and court wise from each Unit, in addition to statement No. VI, and studying the increase and decrease in such data and issuing appropriate instructions.

For the above said purpose, the following statement is introduced and the same may be submitted by 10th of every succeeding month, by each Unit Head in a consolidated form for scrutiny and instructions.

**PROFORMA FOR THE STATEMENT OF UNDER TRIAL PRISONERS DETAINED  
IN JAILS IN RESPECT OF CASES PENDING IN EACH COURT IN THE UNIT BY THE  
END OF \_\_\_\_\_ MONTH.**

Sl. No.	Name of the Court	No. of U.T. Prisoners involved in Criminal Cases		Remarks
		At the beginning of month	At the end of the month	
1.	2.	3.	4.	5.

The Unit Heads are requested to cause transmission of the above statement promptly by the due dates without fail.

Receipt of the Circular may kindly be acknowledged.

**SD/  
REGISTRAR GENERAL**

To

The all Unit Heads in the State of A.P.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 4939/OP CELL-E/2001

Dated: 16-11-2001

**CIRCULAR**

Sub: Courts - Criminal - Under trial Prisoners - Position discernible through the reports of the district Co-ordination Committee Meetings - Not encouraging - Remedial measure - Implementation of the norms specified in the Judgment in Mir Mohammed Ali Vs. Government of Andhra Pradesh [2000 (4) ALT 541 (D.B)] - Instructions - Reg.

Ref: High Court's Circular ROC No. 1329/OP CELL-E/2001, Dated 23-2-2001.

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Apropos the object sought to be achieved through the Co-ordination Committee Meetings being held at all the District Head Quarters concerning the issues relating to the Criminal Justice System for finding out remedies for expeditious disposal of Criminal cases, particularly cases relating to Under Trial Prisoners, a detailed study of the reports of such Meetings by the Registry reveals that in some Units they are not encouraging for various reasons.

In this connection, in order to achieve better results and to reduce the pendency of cases of Under trial Prisoners, with in the four walls of the Criminal Justice System, the attention of all the Presiding Officers of Criminal Courts in the State in invited to the norms specified in the decision in MIR MOHAMMED ALI Vs. GOVERNMENT OF ANDHRA PRADESH [2000(4) ALT 541 (D.B)] and they are instructed to comply with the directions contained therein.

**SD/  
REGISTRAR GENERAL**

To

1. All the Unit Heads in the State of A.P.  
(With a request to communicate the same to all the Presiding Officers under their control)

Encl: Copy of decision in MIR Mohammed ALI Vs. Government of A.P. 2000 (4) ALT 541 (D.B.).

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 2262/OP CELL-E/2002

Dated: 27-6-2002

CIRCULAR

Sub: Courts - Criminal - Statements containing number of Under Trial Prisoners involved in cases Quarterly - Called for - Reg.

Ref: High Court's Circular ROC No. 4514/OP CELL-E/2001, Dated 4-9-2001.

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In pursuance of the above said circular, hitherto, the Unit Heads have been submitting Monthly statements pertaining to Number of Under Trial Prisoners involved, in a given progorma. For better monitoring of the subject, the High Court desires to have more details of the cases of Under Trial Prisoners. Hence, all the Unit Heads are required to send the above information in a revised programme (enclosed herewith) every Quarter instead of every Month.

The Unit Heads are requested to cause transmission of the above consolidated Quarterly Statements, before 15th of the succeeding month and the statement for the quarter ending with 30th June 2002, shall be sent before 15th of July, 2002.

Receipt of this Circular may kindly be acknowledged.

SD/  
**REGISTRAR GENERAL**

To

1. All the Unit Heads in the State.  
(With a request to communicate the same to all the Presiding Officers under their control)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

Roc. No. 1408/OP Cell-E/2002, Dt. 6-4-2002

ROC.No. 20/SO-1/2001

Dated : 2-4-2002

**CIRCULAR - I**

Sub: Special Tribunals Constitued under Sub Section (1) of Section 49(c) of the Indian Electricity Act, 1910 as amended by the Indian Electricity (Andhra Pradesh Amendment) Ordinance, 2000 - Transfer of Cases under the said Act to the Special Tribunals - Instructions - Issued.

Ref: 1. Andhra Pradesh Ordinance No. 8 of 2000.

2. G.O.Ms.No. 85 Energy (PR.II) Dt. 16-8-2000, pulished in the A.P. Gazette Part - I Extraordinary No. 349-A, Dated 16-8-2000.

3. High Court's letter ROC No. 4229/E1/2000, Dated 15-2-2000.

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In the High Court's Circular 3rd cited, all the District Judges in the State have been requested to take necessary steps for transfer of all pending cases under the Indian Electricity Act, 1910 from the file of regular courts to the file of the Special Tribunal constituted to try the offences under the said Act. Thereupon certain Additional District Judges of the special Tribunals have sought for clarification whether the said Tribunals can take cognizance of the offences directly.

The High Court while disposing the CrI. R.C. No. 768/2001, Dt. 21.2.2002, clarified that the Special Tribunals can take cognizance of all the cases and the question of committing the cases by the Magistrates does not arise.

In the light of the above Judgment, the High Court hereby directs all the District & Sessions Judges to issue instruction to the Judicial Magistrates of I Class to transfer only the cases which are pending before them relating to the electricity matters pending for the purpose of Committal Procedure under section 193 of CrI. P.C. 1973 to the Special Tribunals constituted under the Indian Electricity (Andhra Pradesh Amendment) Act in their respective Districts.

The receipt of the Circular may please be acknowledged.

**SD/  
REGISTRAR GENERAL**

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 20/SO-1/2001

Dated: 2-4-2002

CIRCULAR - II

Sub: Special Tribunals Constituted under Indian Electricity Act (Andhra Pradesh Amendment) Ordinance, 2000 - Clarifications sought for by the district & Sessions Judges with regard to the taking cognizance of the Offences, Procedural aspects and Trial of Pending appeals - Reg.

Ref: 1. Andhra Pradesh Ordinance No. 8 of 2000.

2. G.O.Ms.No. 85 Energy (PR.II) Dt. 16-8-2000, published in the A.P. Gazette Part - I Extraordinary No. 349-A, Dated 16-8-2000.

3. High Court's letter ROC No. 4229/E1/2000, Dated 15-2-2000.

\*\*\*\*\*

Consequent on the constitution of the special tribunals to try the cases under Indian Electricity Act, 1910 certain Additional District Judges have sought for clarifications which are as follows:

1. Whether the Special tribunals under the Indian Electricity Act can take cognizance of the offences directly;
2. Whether the Special Tribunals be directed to follow the Summary Trial procedure prescribed U/s. 49-C (7) of the Act;
3. Whether the appeals pending with the District Judges which were filed prior to amendment of the Act be directed to be disposed of by the respective Judges with whom the appeals are pending?
4. Whether the cases transferred to the Special Tribunals and the cases that are being instituted be treated as Calendar cases or Summary Trial Cases.

The High Court while disposing the CrI. R.C.No. 768/2001 on 21-2-2002 has clarified all the above said aspects.

In the light of the above Judgment all the Additional District Judges heading the Special tribunal to try the cases under Indian Electricity (A.P. Amendment) Act, 1910 are hereby directed to follow the above said Judgment in so far as the trial of cases arising under in Indian Electricity (A.P. Amendment) Act.

The receipt of the Circular may please be acknowledged.

SD/  
REGISTRAR GENERAL

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 20/SO-1/2001

Dated : 10-11-2003

**CIRCULAR**

Sub: The Electricity Act, 2003-Constitution of Special Courts to try the offences under Electricity Act, 2003 - Notification issued - Transfer of cases to the Special Courts - Instructions - Issued.

Ref: G.O.Ms.No. 118, Energy (Power II) Department, dt. 18-10-2003.

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The Government in their G.O.Ms.No. 118, Energy (Power II) Department, Dt. 18-10-2003 have issued a notification (copy enclosed) constituting the court of Additional District & Sessions Judge in the each district where there is only one court of Addl. District & Sessions Judge and the court of Ist Additional District & Sessions Judge in the district where there are more than one court of Additional District & Sessions Judge and the Ist Additional Metropolitan Sessions Judges at Hyderabad as Special Courts to try the offences under section 135 to 139 of Electricity Act, 2003 (Act No. 36/2003).

In view of the aforesaid notification the existing Special Tribunals constituted under the Indian Electricity Act, 1910 in each district will cease to exist and all the pending matters on the files of Special Tribunals are to be tried by the Special Courts under Electricity Act, 2003.

In view of the abolition of the Special Court constituted under sub section 1 of Section 49-D of Indian Electricity Act, 1910 as amended by the Indian electricity (A.P. amendment) Act, 2000, all pending matters on the file of the said special court are here by transferred to the respective special courts constituted under the G.O. read above.

Therefore all the District & Sessions Judges, Additional / Ist Addl. District & Sessions Judges as the case may be and the Metropolitan Sessions Judge, Hyderabad are hereby directed to take steps in their respective districts for the transfer of all the pending matters relating to the Indian Electricity Act, 1910 from the files of the respective Special Tribunals to the Special Courts constituted under the Electricity Act, 2003.

**SD/  
REGISTRAR GENERAL**

To

1. All the District & Sessions Judges in the State.
2. The Metropolitan Sessions Judge, Hyderabad.
3. The Addl. District & Sessions Judges, Adilabad, Khammam, Mahabubnagar, Medak, Nizamabad, Prakasam at Ongole, Srikakulam and Vizianagaram.
4. The I Addl. District & Sessions Judges, Ananthapur, Chittoor, Kadapa, East Godavari at Rajahmundry, Guntur, Karimnagar, krishna at Machilipatnam, Kurnool, Nalgonda, Ranga Reddy at L.B. Nagar, Visakhapatnam, Warangal and West godavari at Eluru.
5. The I Addl. Metropolitan Sessions Judge, Hyderabad.
6. The Principal Secretary to Government, Energy Department, A.P. secretariat Hyderabad.
7. The Registrar, Special Court under Indian Electricity (A.P. amendment) Act, 2000, M-6 Block, A.P. H.B. Bldgs. M.J. Road, Hyderabad.
8. The Section Officer, 'E' Section, High Court of A.P., Hyderabad.
9. Spare.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 944/SO-2/2002

Dated: 18-10-2002

**CIRCULAR**

Sub: Negotiable Instrument Act 1881 - Cases filed under Section 138 of the Negotiable Instrument Act against Companies - Certain guidelines to Magistrates to deal with such cases - Instructions - ISSUED.

\*\*\*\*\*

The High Court while disposing of Criminal Petition No. 5515/99 dated 27-6-2002 reported in 2002(2) ALD (Crl.) 197 pointed out that the complaints filed before Magistrates under Section 138 of Negotiable Instruments Act, 1881 against the Companies shall contain certain information at the time of the filing of the complaint to avoid filing of Criminal Petition under Section 482 of Criminal Procedure Code by the respondent company before the High Court. The operative portion of the Judgment is extracted hereunder:-

“Before concluding, it is necessary to give a direction to all the Magistrates in the State to insist upon mentioning of the fact of sickness of the unit and applying before BIFR as pre-condition for entertaining the complaint, so that this kind of arguments may not crop up at the stage of exercising the inherent powers of this Court under Section 482 Cr. P.C. I also state when ever the Magistrate receives a compliant, he shall insist upon the complainant to mention specifically in the compliant that the company is running the business and it has not applied for declaration as a sick unit under the provision of sick Industrial Companies (Special provision) Act of 1985 and it has not been wound-up so that the ordeal and the circumstances under which this Court is placed at this stage can be avoided at the time of judging of the orders passed”

The High Court on considering the above hereby directs all the magistrates in the State to follow the above directions scrupulously at the time of entertaining complaints against any Company under Section 138 of Negotiable Instrument Act, 1881.

All the District judges/Metropolitan Sessions Judges are requested to communicate the same to all the Magistrates working under their control.

**SD/  
REGISTRAR GENERAL**

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 280/SO-1/2004

Dated: 24-4-2004

**CIRCULAR**

Sub: Human Rights Act - A.P. State Human Rights Commission / Committee - Calling for reports from Addl. District & Sessions Judges / Chief Metropolitan Magistrates in the State - submission of such reports to Commission / Committee directly - Instructions - Issued.

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The Government in G.O.Ms.No. 46, Home (General-C) Department, dated 1-2-1996, has specified the courts of Chief Judicial Magistrate-cum-Addl. District & Sessions judges in all the districts and the courts of Chief Metropolitan Magistrates in the Metropolitan Sessions divisions of Hyderabad, Visakhapatnam and Vijayawada as Human Rights Courts.

Therefore, all the Addl. District & Sessions Judges in the state and the Chief Metropolitan Magistrates in the Metropolitan Sessions Divisions of Hyderabad, Visakhapatnam and Vijayawada, who are Presiding officers of the Human Rights Courts are hereby instructed, to send the reports directly to the Secretary, State Human Rights Committee / Commission whenever the said Committee/Commission seeks report in connection with the violation of Human Rights.

**SD/  
REGISTRAR GENERAL**

To

1. The Secretary, State Human Rights Committee, Hyderabad.
2. All the District & Sessions Judges in the State.
3. All the Addl. District & Sessions Judges in the State.
4. All the Metropolitan Sessions Judges in the Metropolitan sessions Divisions of Hyderabad, Visakhapatnam and Vijayawada.
5. All the Chief Metropolitan Magistrates in the Metropolitan Sessions Divisions of Hyderabad, Visakhapatnam and Vijayawada.
6. A.P. Judicial Academy, Secunderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 1643/SO/1995

Dated: 16-6-2004

**CIRCULAR**

Sub: Family Courts Act, 1994 - Numbering of cases in the Family Courts as O.Ps and collecting fixed court fee - Orders - Issued.

\*\*\*\*\*

Instances have come to the notice of the High Court that, in the Family Courts certain cases filed before them are being numbered as Original Petitions and some of them as original suits.

With a view to bring a uniform procedure in registering the cases in all the Family Courts, in the state and collection of court fee, all the presiding Officers of Family Courts in the state are directed to number all the cases filed before them as Original Petitions and collect fixed court fee.

Receipt of this circular may kindly be acknowledged.

**SD/**

**REGISTRAR GENERAL**

To

1. All the Family Courts in the state.
2. All the District & Sessions Judges in the State.
3. All the Addl. District & Sessions Judges & Addl. Metropolitan Sessions Judges in the State.
4. The Chief Judge, City Civil Court, Hyderabad.
5. All the Metropolitan Sessions judges in the State.
6. The Chief Judge, City Small Causes Court, Hyderabad.
7. All the Presiding Officers of the Tribunals in the State.
8. The Director, A.P. Judicial Academy, Secunderabad.

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 4665/1997-B1

Dated: 7-7-2003

**CIRCULAR**

Sub: Public Services - Revision of Pay Scales in respect of the Judicial Officers in pursuance of the recommendations of the First National Judicial Pay Commission - Guidelines - Issued.

Ref: G.O.Ms.No: 60, Law (L.A. & J.SC-F) Dept. dt. 07-05-2003.

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The Government in G.O.Ms. No. 60, Law (L.A. & J-SC-F) Department dt, 7-5-2003) have issued orders concerning the higher pay scales to the Judicial Officers as per the recommendations of the First National Judicial Pay Commission in pursuance of the directions of the Supreme Court of India.

In order to enable the Judicial Officers to take up the work relating to the fixations of pay in the revised scales, the following guidelines are issued.

The formula for the fitment purpose as contained at paragraph 2(c) (ii) (b) of the orders cited, has created a doubt so far as it relates to the admissibility of the element of the percentage of DA on the original Basic Pay to be taken for fixation purpose as on 1-1-1996 for 1510 (1960=100) points at the All India Consumer Price Index Level as on the said date.

After an in-depth study of the relevant provisions concerning the topic in question by a Committee of the Hon'ble Judges and as per their report as approved by the Hon'ble the Chief Justice it is clarified that the percentage of Dearness allowance that has to be taken into consideration for the purpose of pay fixation is 148%, 111% and 96% depending upon the pay range of the officers.

Another vital issue is related to the computation of the emoluments to arrive at the revised pay as on 1-1-1996. In order to have a clarity on this aspect, two model fixations are furnished hereunder only for guidance of all the concerned, but not for re-production of the same.

**MODEL - I**

1. Basic Pay as on 1-1-1996	...	Rs. 6380/-
2. Ten percent of the Basic Pay as on 1-1-1996 in the existing Pay Scales as per Clause 2(c) (ii) (a) of the G.O.	...	Rs. 638/-
3. D.A. at 96% as on 1-1-96 on the original Basic Pay (6380 X 96%)	...	Rs. 6000/-
4. Interim Relief	...	Rs. 3029/-
	<b>Total :</b>	<b>Rs. 16,647/-</b>

Pay fixed in the next stage = Rs. 16,750/-

MODE - II

1. Basic Pay as on 1-1-1996	...	Rs. 8700/-
2. Ten percent of the Basic Pay as on 1-1-1996 in the existing Pay Scales as per Clause 2(c) (ii) (a) of the G.O.	...	Rs. 870/-
3. D.A. at 96% as on 1-1-96 on the original Basic pay (8700 X 96%)	...	Rs. 8352/-
4. Interim Relief	...	Rs. 3970/-
	Total :	Rs. <u>21,892/-</u>

Pay fixed in the next stage = Rs. 20,500/- - 1,392/-

All the Unit Heads are required to communicate this Circular to the officers working under their Jurisdiction for guidance.

SD/  
REGISTRAR GENERAL

To  
(As per List)

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 4665/1997-B1

Dated: 16-5-2003

**CIRCULAR**

Sub: Public Services - Revision of Pay Scales in respect of the judicial Officers in pursuance of the recommendations of the First National Judicial Pay Commission - Implementation of - Certain Instructions - Issued.

Ref: 1. G.O.Ms.No. 70, Law (L.A. & J.SC-F) Dept., dt. 29-04-1998.

2. G.O.Ms.No. 60, Law (L.A. & J.SC-F) Dept., dt. 07-05-2003.

\*\*\*\*\*

The First National Judicial Pay Commission constituted in respect of the Judicial Officers with regard to the pay scales and the service conditions etc., submitted its report. The Hon'ble Supreme Court of India directed that the pay scales recommended by the Commission and as approved by the said Court should be implemented in monetary terms with retrospective effect from 01-07-1996.

In implementation of the said directions, the Government have issued orders in G.O.Ms.No. 60, Law (LA & J.SC-F) Dept., dt. 07-05-2003. A copy of the orders of the Government is communicated herewith for implementation.

The pay fixations are to be done w.e.f. 01-01-1996 and the arrears thereof are to be given effect to from 01-07-1996, crediting the same upto 30-04-2003 in the General Provident Fund Accounts as laid down at para 2 (f) of the said orders.

In so far as the District and Sessions Judges are concerned, a draft pay fixation statement is required to be sent to the High Court along with the Service Register with up-to-date for scrutiny and for processing the same.

In respect of the Senior Civil Judges and the Junior Civil Judges the Prl. District and Sessions Judges under whose jurisdiction such officers are working are authorised to fix the pay of such officers and to draw and disburse the arrears as per the instructions contained in the government Orders second cited.

For the purpose of fixation of pay and drawal of the arrears of the officers already retired, their Service Registers are being transmitted to the respective Units where the officers last worked and retired.

The arrears drawn are required to be recorded in the Service Registers enclosing to the Service Registers a copy of the fixation statement as approved by the High Court.

In so far as the revision of the pensionary benefits of the officers retired on or after 01-01-1996, further instructions would be issued on receipt of orders from the Government on the pensionary benefits.

All the Unit Heads are required to communicate this Circular with its enclosure to all the concerned for reference.

**SD/ P. SWAROOP REDDY,  
REGISTRAR GENERAL**

To

(As per list)

**//FORWARDED BY ORDER//**

**SD/-  
SECTION OFFICER**

J. 406-21\*

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 4665/1997-B1

Dated: 31-12-2003

**CIRCULAR**

Sub: Public Services - A.P. State Judicial Service - Revision of pay scales in respect of the judicial Officers in pursuance of the recommendations of the First National Judicial Pay Commission - Fixation of pay in respect of Junior Civil Judges appointed by transfer - Regarding.

Ref: 1. G.O.Ms.No. 60, Law (L.A. & J.SCF) Dept., dt. 7-5-2003.

2. High Court's circular Roc. No. 4665/97-B1, dt. 16-5-2003.

3. Lr. Dis. No. 3701, dt. 23-7-2003 from the Dist. Judge, Warangal.

\*\*\*\*\*

The Government in G.O.Ms.No. 60 Law (LA & J.SCF) Department dt. 7-5-2003 have issued orders extending higher pay scales to the Judicial Officers as per the recommendations of the First National Judicial Pay Commission as accepted by the Supreme Court of India. The revised scales came into operation w.e.f. 1-1-1996 with monetary benefit from 1-7-1996.

The District Judge, Warangal has sought for a clarification from the High Court as to the fixation of pay of Sri K. Narasimha Chary, Junior Civil Judge, appointed by transfer as such after 1-1-1996.

The High Court has carefully considered the issue and the following orders are issued.

"Sri K. Narasimha Chary, Junior Civil Judge, Parkal was appointed by transfer as Junior Civil Judge on 1-6-1996. A.N. Earlier he was working in the substantive post as Court Master, which carries time scale of Rs. 3110-90-3200-110-3750-130-4400-160-5200-190-6150-230-6380/- His recruitment to the post of Junior Civil Judge was by means of recruitment by transfer. Soon after his appointment, he opted for fixation of his pay in the post of Junior Civil Judge which is obviously a higher post involving the assumption of duties or responsibilities of greater importance than those attached to his former post of Court Master. As per his option, his pay was fixed in accordance with FR 22(a) (i) in the post of Junior Civil Judge at Rs. 3,880/- w.e.f. 2-6-1996 F.N. in the time scale of Rs. 3880-130-4400-160-5200-190-6150-730-7300-280-8140/-. His pay was refixed under FR 22-B at Rs. 4140/- with effect from 1-8-1996. He has been working since then. In the meanwhile, the revised scales of pay in respect of Judicial Officers were implemented with effect from 7-5-2003 under G.O.Ms.No. 60, Law (LA & J.S.C.F.) Department.

Whether the said officer is entitled to the fixation of his pay in accordance with the said G.O. is the question.

The revised pay scales came into operation with effect from 1-1-1996 with monetary benefit from 1-7-1996. The appointment of the officer as Junior Civil Judge was on the afternoon of 1-6-1996. Notwithstanding the same, his pay shall have to be fixed in accordance with FR 22(a) (i) as he has been appointed by means of recruitment by transfer and his pay cannot be fixed in accordance with the G.O.Ms.No. 60, dated 7-5-2003 as by 1-1-1996 he was not in the post of Junior Civil Judge. In view of the revised pay scales applicable to the Judicial Officers, his pay shall be fixed in accordance with FR 22(a) (i) in the revised pay scales."

All the district judges are directed to take consequential steps in the matter

The above said instruction should be followed scrupulously without any violation.

Receipt of the Circular may be acknowledged.

**SD/ K.V. GIRIDHARAN,  
REGISTRAR GENERAL**

To

(As per list)

**//FORWARDED BY ORDER//**

**SD/-  
SECTION OFFICER**

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 2075/2002-B4

Dated: 3-12-2002

**CIRCULAR**

Sub: Public Services - A.P. State Higher Judicial Service / A.P. State Judicial Service - Applications of Judicial Officers for permission under A.P. Civil services (Conduct) Rules, 1964 - Reiteration of the earlier directions and issue of further directions - Regarding.

Ref: High Court's Circular Roc no. 742/92-B2, dt. 5-3-1992.

\*\*\*\*\*

The attention of all the Judicial Officers is invited to the Circular cited wherein the following directions were issued relating to their dealings in the immovable property.

"No Judicial Officer shall, except with prior permission of the High Court, acquire or dispose of or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise, either by himself or through others.

Serious note will be taken of any breach thereof".

Despite the same, several instances have come to the notice of the High Court where the Judicial Officers have been addressing the High court either for according permission or for ratification of their action on completion of the transactions.

Therefore, the earlier directions are reiterated for strict compliance.

Having kept in view the applications from the judicial Officers which are bereft of the full details the following further directions are issued for guidance and compliance:

1. Whenever any Judicial officer intends to acquire property either immovable or movable the source of income for such acquisition is required to be furnished in the application.
2. In cases where a loan is proposed to be taken from any of the relatives, full information as regards their source of income through profession and other sources, should be furnished.
3. In cases where a loan is proposed to be taken from the Banks/financial Institutions, a consent letter agreeing to sanction the loan applied for should be obtained and enclosed to the application so as to enable the High court to speed-up the process at the earliest possible time.

All the Judicial Officers are hereby directed to adhere to the above instructions and any breach thereof will be taken a serious note of.

The Principal District and Sessions Judges are informed to communicate the circular among the respective officers working under their jurisdiction and obtain their acknowledgments.

Receipt of this Circular may please be acknowledged.

**SD/ P. SWAROOP REDDY,  
REGISTRAR GENERAL**

To

The list of addresses enclosed.

**//FORWARDED BY ORDER//**

**SD/-  
SECTION OFFICER**

**HIGH COURT OF ANDHRA PRADESH : HYDERABAD**

ROC.No. 4137/OP CELL-E/2001

Dated: 17-8-2001

**CIRCULAR**

Sub: Quick Disposal of cases under Guardian and Wards Act, 1892 - Instructions - Regarding.

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Instances have come to the notice of High Court that the Original Petitions filed under sections 7 to 10 of the guardian and Wards Act, 1892 are not being disposed of with the required pace, causing much inconvenience to the parties who moved them. It is relevant to note that, mostly, such petitions are filed by Non-resident Indians or Foreign Nationals, and they are some times compelled to stay in the country till the Petitions are disposed of at the risk of losing their jobs also at times, in the Foreign countries.

It is, therefore, essential for the Presiding Officers of Family Courts dealing with such matters to safeguard the interests of the parties and to give expeditious disposal to such matters giving them due priority.

Receipt of this Circular may please be acknowledged.

**SD/  
REGISTRAR GENERAL**

To

1. The All the Unit Heads in the State.

2. Judge, Family Courts at

1) Hyderabad 2) Secunderabad 3) Tirupathi 4) Vijayawada 5) Visakhapatnam 6) Warangal 7) Kurnool.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 1114/OP CELL-E/2002

Dated: 14-2-2002

CIRCULAR

Sub: Courts - Civil and Criminal - Smoking in the Court Premises - Certain Instructions - Issued.

Read: High Court's Order dated 13-2-2002 in W.P. No. 2606/2002.

\*\*\*\*\*

Attention of all the Unit Heads in the State is invited to the orders passed by the Hon'ble Supreme Court of India in *MURLI S. DEORA Vs. UNION OF INDIA* in which the Hon'ble Supreme Court has banned smoking in public places and issued directions to take effective steps to ensure prohibiting smoking in public places, viz Auditoriums, Hospital Buildings, Health Institutions, Educational Institutions, Libraries, Court Buildings, Public Offices and Public conveyances including Railways.

The Hon'ble the Chief Justice, High Court of Andhra Pradesh, by the orders cited, (copy of which is enclosed) in a taken up Writ Petition No. 2606 / 2002 directed the Registry to inform all the District Courts that the respective District Judges shall issue consequential directions to other Courts in the district to inform all the members of the Bar Associations, Staff Members and other litigant public not to the bar Associations, staff Members and other litigant public not to smoke inside the Court premises and also to direct the Stall-holders who are temporarily permitted to hold stalls inside the Court premises not to sell either cigarettes or beedies or cigars.

The Unit Heads are further instructed to see that the above directions of the Hon'ble High Court are strictly complied with in the Court premises under their control.

The receipt of the Circular may please be acknowledged.

SD/  
REGISTRAR (VIGILANCE)

To

1. All the Unit Heads in the State of Andhra Pradesh.  
(With a request to issue necessary instructions to the Presiding Officer in their Unit)

Encl : Copy of the High Court's order dated 13-2-2002 in W.P. No. 2606/2002.

HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No. 577/SO/1995

Dated: 10-4-1996

CIRCULAR

Sub: A.P. CIVIL COURTS ACT, 1972 - Amendments to rules 2, 5, 6 and deletion of rule 7 of the rules framed by the High Court under sections 22 and 31 of the said Act issued - Instructions relating to work to be turned-out on Judicial / relating to work to be turned - out on Judicial / Administrative side by the subordinate Courts - Issued.

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The High Court has issued amendments to rules 2,5,6 and deletion of rule 7 of the rules framed under sections 22 and 31 of the A.P. Civil Courts Act, 1972. The said rules will come into force with effect on and from 10-4-1996. (Copy enclosed).

In view of rule 6(a) of the said rules, the Chief Judge, City Civil Court, Hyderabad, the Chief Judge, City Small causes Court, Hyderabad, the Addl. Chief Judges, City Courts, Hyderabad, the Addl. Judges, the Asst. Judges and the Rent Controillers in the City, the District Judges, the Addl. District Judges, the Subordinate Judges and the District Munsifs in the Districts shall remain in the head Quarters during all the vacations and attend to the official work - Judicial or Administrative.

As per rule 6(b) and (d) of the rules, the Chief Judge, City Civil Court, The Chief Judge, City Small Causes Court, the Addl. Chief Judges, City Courts, Hyderabad, the District Judges, and Addl. District Judges, the Metropolitan Sessions Judges, the Chief Metropolitan Magistrates, the Chief Judicial Magistrates and the Special Judges will be permitted by the High Court to avail two weeks persission to be away from the Head Quarters during Summer Vacation, by turns.

According to rule 6(c) & (e) of the said rules the Addl. Judges, the Asst. Judges, in the City Civil Courts, the Addl. Judges and the Rent Controllers in City Small Causes Courts, the Subordinate Judges and the district Munsifs in Districts, the Asst. Metropolitan Sessions Judges, the Metropolitan Magistrates in the metropolitan areas, the Asst. Sessions Judges and the Judicial Magistrates of First Class (Munsif Magistrates) in the Districts will be permitted by the respective unit Heads to avail two weeks permission to be away from the Head Quarters during Summer Vacation, by turns.

According to rule 6(f) of the rules, the Ministerial Officers and the employees in the Judicial Department may be permitted by their respective office heads to avail permission for one week during Summer Vacation, by fixing turns, without causing inconvenience to the office administration.

In view of the aforesaid amendments the chief Judge, City Civil Court, the Chief Judge, City Small Causes Court, the Metropolitan Sessions Judges, and the district & Sessions Judges are requested to send their turn lists for availment of two weeks permission during the Summer Vacation to the High Court on or before 20th April, 1996, for this year and 15th April of every year thereafter, by mutual consultation with the respective Addl. Chief Judges, Chief Metropolitan Magistrates, Chief Judicial Magistrates and Addl. District & Sessions Judges, by keeping another officer to be on duty for each court to attend to the urgent work. No permission will be granted by the High Court for District & Sessions Judges, for the turn lists received after 20th April, 1996 for this year.

Similarly they are requested to call for the turn lists of the Officers working under their control on or before 20th April, 1996 for this year and 15th April of every year, thereafter and grant two weeks permission during the Summer Vacation in such a way that a neighbouring Presiding Officer/Magistrate remains on duty for each court to attend to urgent work, and the district Judges and other Presiding Officers of the Subordinate Courts shall intimate

AD 10/4/96 10/4/96

to the High Court the details of the turns fixed up for the officers under their control and incharge arrangements made for urgent work in their respective Courts.

The Presiding Officers of all the Subordinate Courts in the State are instructed to attend to official work - Judicial and Administrative work and if there is no Judicial work they shall attend to the Administrative work during the Summer Vacation as detailed below.

1. The Chief Judge, City Civil Court, Hyderabad, the Chief Judge, City Small Causes Court, Hyderabad, the Addl. Chief Judges, City Courts, the District & Sessions Judges and the Addl. District & Sessions Judges, when they are in Head Quarters will attend to the Administrative work, annual inspection of courts, toning - up of the District Judicial Administration, including indexing of cases, Consignment of records, destruction of records verification of accounts, up dating the copying establishment, completing the departmental enquiries and reconciliation and all such other pending administrative matters during vacation.

2. The Subordinate Judges, the district Munsifs will attend to the indexing of cases including running indexing to the files, consignment of records, checking of Library, verification of accounts, destruction of records, completing all disciplinary enquiries entrusted to them and clear off all administrative work during vacations.

3. The Metropolitan Sessions Judges, the Sessions Judges, the Addl. Sessions Judges, the Chief Metropolitan Magistrates, the Chief Judicial Magistrates, the Asst. Metropolitan Sessions Judges, the Asst. Sessions Judges, the Metropolitan Magistrates, and the Munsif Magistrates besides attending the Judicial work regularly, will also attend to the above administrative work.

All the District & Sessions Judges are further instructed to call for the details of administrative matters attended by the officers of their unit during vacation and inform the same along with their work to the High Court positively by 15-6-1996 for verification. If any administrative work is unattended or kept pending reasons. The High Court is expecting the officers to clear off all the administrative matters during the vacation and make the courts upto date in order to create a healthy Judicial atmosphere and stand as an example to other wings of the State.

The above instructions should be followed scrupulously and any deviation will be viewed seriously.

The receipt of the Circular should be acknowledged.

SD/

REGISTRAR (MANAGEMENT)

To

1. All the District & Sessions Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judges Hyderabad, Vijayawada and Visakhapatnam.
5. The Special Judges for Special Courts in the State.
6. The Director, A.P. Judicial Academy, Secunderabad.

(with a request to communicate the Circular and enclosed rules to all the Subordinate Courts under their control)

Copy to:

Section Officers:- B.Spl., B.2, Vigilance Cell, "C", "E", Scrutiny Officers Section, Court Officers Section, O.S. Section, Criminal Section.

P. SWAROOPREDDY  
Registrar General

(O) 23446166  
(R) 23446177  
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Fax : 23446155  
H.No. 2-2-1075/12C,  
Bagh Amberpet,  
Tilaknagar, Hyd. - 66.  
Date : 28-9-2004

ROC.NO.775/SO/2000

To  
All the District & Sessions Judges in the State,  
The Metropolitan Sessions Judge, Hyderabad.

Sir,

Sub: COURT- CRIMINAL - Special Judicial Magistrates of Second Class / Special Metropolitan Magistrates in the State - Revival of the system of Special Judicial Magistrates of second Class/Special Metropolitan Magistrates in the State - Filling up of the posts - Applications called for - Reg.

Ref: 1) G.O.Ms. No. 35, Dt. 22-1-1997

2) High Court Notification Roc. No. 2589/95/E1, 29-3-1997.

3) High Court Circular Roc.No. 775/SO/2000, Dated 18-04-2002.

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Please refer the High Court's circular third cited and to state that a decision has been taken to revive the system of Special Judicial Magistrates of Second Class / Special Metropolitan Magistrates in the State with immediate effect.

I am, therefore to request all the unit heads in the state to issue notification calling for the applications for the post of Special Judicial Magistrates of Second Class/Special Metropolitan Magistrates from the eligible candidates as per the rules in existence and forward the panel to the High Court for recommending to the Government for appointment to the said posts.

Yours faithfully,

SD/  
REGISTRAR GENERAL

Copy to:

1. The Law Secretary, A.P. Secretariat, Hyderabad.
2. The Accountant General, A.P., Hyderabad.

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