

HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD

ROC No. 575/SO/2024

Date: 15.03.2024

CIRCULAR No.7/2024

Sub: High Court for the State of Telangana – 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 – Involvement of only the Hon'ble Judges of High Court and (ii) arranging grand functions on the eve of retirement or transfer of Judicial Officers – Certain instructions issued - Reiterated – Regarding.

- Ref: 1. High Court's Circular Roc No. 1046/2004-DII(B), dt. 03-08-2004.
2. High Court's Circular Roc.No.2083 & 2893/2016–Vigilance Cell, dt. 10-08-2017.

It is brought to the notice of the High Court that certain Principal District and Sessions Judges in the State are not strictly adhering to the instructions issued in the High Court Circular dated 03-08-2004, in Roc. No.1046/2004-DII(B), Circular dated 24-07-2003, in Roc.No. 374/Protocol/2003 and Circular dated 10-08-2017, in Roc.No.2083&2893/2016–Vigilance Cell.

Attention is invited to the High Court's Circular dated 03-08-2004, in Roc. No.1046/2004-DII(B) (Copy enclosed), wherein the following instructions were issued:

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 `1Invited to preside over the function.
3. That the District and Sessions Judges and the Advocates' Associations beforehand shall contact 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, dated 24-07-2003, shall be strictly followed."

The following instructions were issued in Circular Roc. No.374/Protocol/2003, dated 24-07-2003:

- i) "Meeting place and the stage should not be very fanciful or highly decorative. It should be simple with decent and simple chairs on the dais.
- ii) Punctuality is to be maintained in conducting the proceedings.
- iii) The persons conducting the proceedings in the first instance will invite the dignitaries to come over and occupy their respective seats on the dais. The names and the persons escorting the dignitaries to be announced one after the other in quick succession.
- iv) After the dignitaries occupy their respective seats on the dais one bouquet each to be presented to each dignitary Garlanding the dignitaries to be avoided.
- v) Person conducting the ceremony will thereafter request one of the dignitaries viz., Administrative Judge to preside over following manner."

The function shall be commenced and proceeded strictly in the following manner.

- a) "Prayer (VANDEMATARAM (All to stand up)
- b) Lighting of lamp (Optional) by the dignitaries on the dais.
- c) Welcome address by the In-charge of the District/District Judge(reading of bio data to be avoided while introducing guests).
- d) Address by the President of the Bar Association.
- e) Address by the other dignitaries on the dais.
- f) Address by the Chief Guest.
- g) Honouring of the dignitaries. This part of the function to be conducted in such a manner that it is concluded in shortest possible time (list of persons who are to offer bouquets etc., to be drawn in advance. All of them must be made to sit as near to the dais as possible to that much time is avoided in their approaching the dignitaries on the dais). It is also not necessary that each member of the Bar or other associations or groups should come to the dais to offer their individual bouquets. It

would suffice, in case one representative each from various Bar Associations/ Bar Council/Judicial Officers/ Judicial employees in asked to present bouquet etc., one to each dignitary. The time spent for felicitations should not exceed ten minutes.

- h) If any senior member/members of the Bar is/are to be felicitated, such member/members be also made to sit near to the dais.
- i) Felicitations ceremony to be followed by Vote of Thanks.
- j) National Anthem

Lavish food arrangements to be avoided. Austerity to be observed and only vegetarian food to be served”.

Attention is also invited to the High Court’s Circular dated 10-08-2017, in Roc.No.2083 & 2893/2016–Vigilance Cell (Copy enclosed), wherein, the practice of arranging grand functions to the colleague Officers on their retirement or transfer is deprecated and instructions were issued that simple functions without dinners in the Court premises after Officer hours on the eve of retirement or transfer of the Judicial Officers are permitted.

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

The receipt of the circular may please be acknowledged.


15/3/24
REGISTRAR GENERAL

To

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

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 - Involvement 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 Sessions 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 District and Sessions Judges and the Advocates' Associations beforehand shall contact 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.

K.V. Lakshmi
 3.8.04.
REGISTRAR (ADMINISTRATION)

To

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

CONFIDENTIAL

HIGH COURT OF ANDHRA PRADESH:: HYDERABAD

Roc.No.374/Protocol/2003

Dated:24-07-2003

C I R C U L A R

It has been noticed during the recent visits by the Hon'ble the Chief Justice to various Districts that unnecessary formalities are being observed exhibiting avoidable pomp and show which are causing discomfort, apart from loss of time..

Therefore, it is felt necessary that some guidelines are to be observed with regard to conduct of such meetings.

The following guidelines are laid down.

- i) Meeting place and the stage should not be very fanciful or highly decorative. It should be simple with decent and simple chairs on the dais.
- ii) Punctuality is to be maintained in commencing the proceedings.
- iii) The persons conducting the proceedings in the first instance will invite the dignitaries to come over and occupy their respective seats on the dais. The names and the persons escorting the dignitaries to be announced one after the other in quick succession.
- iv) After the dignitaries occupy their respective seats on the dais one bouquet each to be presented to each dignitary. Garlanding the dignitaries to be avoided.
- v) Person conducting the ceremony will thereafter request one of the dignitaries viz., Portfolio Judge to preside over the function.

The function shall be commenced and proceeded strictly in the following manner.

- a) Prayer (VANDEMATARAM) (All to stand up)
- b) Lighting of lamp (Optional) by the dignitaries on the dais.
- c) Welcome address by the In-charge of the District/District Judge (Reading of bio data to be avoided while introducing guests)

- d) Address by the President of the Bar Association.
- e) Address by the other dignitaries on the dais.
- f) Address by the Chief Guest.
- g) Honouring of the dignitaries. This part of the function to be conducted in such a manner that it is concluded in shortest possible time (List of persons who are to offer bouquets etc., to be drawn in advance. All of them must be made to sit as near to the dais as possible so that much time is avoided in their approaching the dignitaries on the dais.) It is also not necessary that each member of the Bar or other associations or groups should come to the dais to offer their individual bouquets. It would suffice, in case one representative each from various Bar Associations/Bar Council/Judicial Officers/ Judicial employees is asked to present bouquet etc., one to each dignitary. The time spent for felicitations should not exceed ten minutes.
- h) If any senior member/members of the Bar is/are to be felicitated, such member/members be also made to sit near to the dais.
- i) Felicitations ceremony to be followed by Vote of Thanks.
- j) National Anthem.

Lavish food arrangements to be avoided. Austerity to be observed and only vegetarian food to be served.

These instructions are for the use of the Principal District Judge or the In-charge/JAC District Judge for implementation and are strictly confidential.


REGISTRAR GENERAL

To
All The Principal District Judges in the State.
The Chief Judge, CCC, Hyderabad.
The Metropolitan Sessions Judge, Hyderabad.

HIGH COURT OF JUDICATURE AT HYDERABAD
(For the State of Telangana and the State of Andhra Pradesh)

ROC.No.2083 & 2893/2016-VIGILANCE CELL

DT.10-08-2017

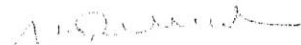
CIRCULAR

Instances of Judicial Officers arranging grand functions to their colleague officers on the eve of their retirement or transfer have come to the notice of the High Court. Such ostentatious functions are incompatible with the judicial office. The High Court therefore directs that hereafter no such programmes shall be arranged on any occasion, such as, retirements and transfers of the judicial officers, including the Unit Heads. Collection of subscriptions for presenting expensive gifts to be presented to officers on such occasions is also strictly prohibited.

However, simple functions, without dinners, in the court premises after court hours on the eve of the retirement or transfer of the Judicial Officers, may be permitted.

Any violation of this circular will be viewed seriously and appropriate action will be taken.

Receipt of the circular may be acknowledged.


REGISTRAR (VIGILANCE)

1. All the Principal District & Sessions Judges/Unit Heads working in the State of Telangana and the State of Andhra Pradesh.
2. The Metropolitan Sessions Judge, Hyderabad, Telangana State.
3. The Chief Judge, City Civil Court, Hyderabad, Telangana State.
4. The Chief Judge, City Small Causes Court, Hyderabad, Telangana State.
5. The Director, A.P. Judicial Academy, Secunderabad.
6. The Section Officer, Special Officers Section, High Court of Judicature at Hyderabad (for codification of circulars).

Spare & Stock...