

**S.JAGANNADHAM  
REGISTRAR (VIGILANCE)**



**HYDERABAD,  
DT:04.09.2014.**

**ROC.NO. 516/2013-B.SPL.**

To,  
All the Unit Heads in the State of Telangana and  
the State of Andhra Pradesh.

Sir/Madam,

**SUB:** STATE JUDICIAL SERVICES – Confidential Reports of Judicial Officers – Rules and instructions for maintenance and scrutiny of Confidential Reports (personal files) of Judicial Officers in the State of Telangana and the State of Andhra Pradesh – Requested to forward the copies of the Judgments of the officers along with the new profarma - Regarding.

**REF:** 1 High Court's letter Roc No.18/SO/1972, dated 12.04.2012  
2 High Court's letter Roc No.516/2013, B.Spl., dated 19.01.2013.  
3 High Court's circular Roc No.516/2013-B.spl., dated 07.04.2014.

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I am, to invite the attention of all the Judicial Officers working in the State of Telangana and the State of Andhra Pradesh to the High Court's letter referred to above, and particularly to the letter in the reference 3<sup>rd</sup> cited, wherein the High Court has specifically mentioned about the requirement of forwarding two copies of judgments of each officers while forwarding the revised prescribed profarma of Annual Confidential Reports of respective officers from the year 2012 onwards. However, as seen from the Annual Confidential Reports, which were received in the High Court pertaining to the years 2012 and 2013, copies of judgments have not been forwarded along with the Annual Confidential Reports, which leads to multitudinous correspondence not only with the respective officers but also with the respective Unit Heads.

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I am, therefore, request you to direct the concerned personnel to scrutinize the Annual Confidential Reports before forwarding to the High Court so as to avoid delay in obtaining the remarks from the Hon'ble Judges.

I am, further to request that the Officers whose Annual Confidential Reports for the year 2012 and 2013, have already been furnished to the High Court without enclosing the copies of the judgments may submit two copies of judgments to the High Court, directly and in any event not more than 10 days time.

I am also to request that the purport of the letter may be circulated to all the Judicial Officers working in your Unit and impress upon them the need of sending Annual Confidential Reports along with two copies of the Judgments from each of the officers, promptly and see that in no case Annual Confidential Reports are sent without there being enclosed two copies of the judgments.

**Yours faithfully,**

*S. Jagan Mohan*  
**REGISTRAR (VIGILANCE)**

HIGH COURT OF ANDHRA PRADESH :: HYDERABAD

R.O.C. NO:516/2013-B.Spl.

DT:07-04-2014

C I R C U L A R

Sub: **ANDHRA PRADESH STATE JUDICIAL SERVICES** - Confidential Reports of Judicial Officers - Rules and instructions for maintenance and scrutiny of Confidential Reports (personal files) of Judicial Officers in Andhra Pradesh - Instructions to all the Judicial Officers in the State of Andhra Pradesh issued - Further instructions to all the Judicial Officers in the State with regard to submission of two judgments along with the Annual Confidential Reports - Issued.

Ref: 1. High Court's letter Roc. No. 18/SO/1972, Dt.12-04-2012  
2. High Court's letter Roc. No. 516/2013-B.Spl, Dt. 19-01-2013

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Attention of all the Judicial Officers in the State of Andhra Pradesh is invited to the High Court's letters referred to above.

In the reference 1<sup>st</sup> cited, all the Unit Heads in the State were communicated the revised Annual Confidential Report Forms for Judicial Officers, along with the Rules and Instructions for maintenance and scrutiny of confidential reports (Personal files) of the Judicial Officers, which were approved by the Full Court of Hon'ble Judges in the light of the Justice Shetty Commission Report and accepted by the Hon'ble Supreme Court for implementation of the same with effect from the calendar year 2012.

Again in the reference 2<sup>nd</sup> cited, the High Court has requested all the Unit Heads in the State to forward the revised Annual Confidential Reports after filling up the item numbers 1 to 8 and 11 of part - I (personal date) along with the part - II of the said profarma in the cadre of District & Sessions Judges and Part - III in the cadre of Senior Civil Judge and Junior Civil Judge for obtaining necessary remarks from the Hon'ble portfolio judges with regard to Judicial ability of the Officer on the basis of at least two judgments as per Part - IV (A) & (B) of the new profarma of Annual Confidential Reports.

But all the Unit Heads in the State are forwarding the revised prescribed profarma only with out enclosing the judgment copies for the said period, for obtaining necessary remarks with regard to judicial ability of the Officer. Therefore, the High Court once again directed all the Unit heads in the State to forward two copies of judgments of each officer while forwarding the revised prescribed profarma of Annual Confidential Reports of respective Officers.

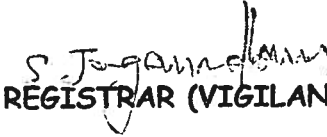
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The Unit Heads are further directed to forward at least two Judgments in case the Annual Confidential Reports were already submitted to the High Court for the year 2012 and 2013.

The Prl. District & Sessions Judge / Unit Heads are directed to take personnel care and submit the Judgments immediately if already forwarded the Annual Confidential Reports to the High Court

Failure of adhering the above instructions will be viewed seriously.

  
REGISTRAR (VIGILANCE)

- NOTE: a) Receipt of this circular may please be acknowledged.  
b) The Principal District and Sessions Judges / Unit Heads are requested to communicate the above circular to all the Judicial Officers working in their Unit.

To

1. The Prl. Secretary to the Hon'ble the Chief Justice and Personal Secretaries to the Hon'ble Judges (for placing before their Lordships kind perusal)
2. The Personal Secretaries to the Registrars, High Court of A.P., Hyderabad (for placing before the Registrars for information)
3. The Chief Judge, City Civil Court, Hyderabad
4. The Chief Judge, City Small Causes Court, Hyderabad
5. The Metropolitan Sessions Judge, Hyderabad, Vijayawada, Visakhapatnam and L.B.Nagar, Rangareddy District.
6. The Director, Andhra Pradesh Judicial Academy, Secunderabad
7. The Member Secretary, Andhra Pradesh State Legal Services Authority, Hyderabad.
8. The Secretary, Andhra Pradesh High Court Legal Services Committee, High Court, Hyderabad
9. **THE PRL. DISTRICT AND SESSIONS JUDGES:**  
Adilabad, Anantapur, Chittoor, Cuddapah, East Godavari at Rajahmundry, Guntur, Karimnagar, Khammam, Krishna at Machilipatnam, Kurnool, Mahabubnagar, Medak at Sangareddy, Nalgonda, Nellore, Nizamabad, Prakasam at Ongole, Rangareddy District, Srikakulam, Visakhapatnam, Vizianagaram, Warangal and West Godavari at Eluru.
10. The Section Officer, Special Officers Section, High Court of A.P., Hyderabad (for codification)