

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

R.O.C. NO: 7168/2014-B.Spl.

DATED:22-12-2014

C I R C U L A R

SUB: LEAVES – Submission of Leave applications on Medical Grounds by the Judicial Officers in the State of Telangana and in the State of Andhra Pradesh – Certain instructions – Issued.

- REF: 1. High Court's Circular Roc. No.2541/2009-B.Spl. Dated 04-04-2009
2. High Court's Circular Roc. No.2896/2010-B.Spl. Dated 09-11-2010
3. High Court's letter Roc. No. 5861/2013-B.Spl. Dated 04.11.2013

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Attention of all the Judicial Officers in the State of Telangana and State of Andhra Pradesh is invited to the High Court's Circular instructions referred to above issue with regard to submitting leave applications.

Further In spite of the issuance of Circular instructions, some instances have come to the notice of the High Court that some of the Judicial Officers are forwarding the leave applications on Medical Grounds by obtaining Medical Certificate without there being date of issuance of Medical Certificate.

Taking serious view of the matter, all the Judicial Officers in the State of Telangana and in the State of Andhra Pradesh are hereby directed to follow the Circular instructions issued by the High Court from time to time without any deviation.

Further more all the Judicial Officers are also directed to submit along with leave applications on Medical Grounds, Original Medical Certificate issued by a doctor not below the rank of **Assistant Civil Surgeon, and along such certificate should within the date on which Medical Certificate was issued and the days for which the incumbent Officer is advised to be on leave, and such Certificate is further supported by the photocopy of the connected Medical Record.**

Thereon, all the Principal District & Sessions Judges / Unit Heads in the States of Telangana and Andhra Pradesh are directed to forward the Leave applications of the Judicial Officers working in their District / Unit to the High Court after furnishing the following information:

- a) Leave title, in case of Commuted Medical Leave:
(i) Half Pay Leave at Credit
(ii) Commuted Leave so far availed during the entire service

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- b) Medical Certificate in Original issued by a Doctor not below the rank of **Assistant Civil Surgeon, containing the date on which the Medical Certificate was issued and for how many days the incumbent Officer is advised to be on leave along with the photocopy of the connected Medical Record.**
- c) Alternative In-charge arrangements made during the leave period of the Officer.

Further the Principal District & Sessions Judges / Unit Heads are hereby directed to forward the leave applications after complying with the aforementioned directions, to avoid unnecessary correspondence in regard thereto and also to avoid delay in processing the leave applications.

Failure to comply with the above instructions will be viewed seriously.

Note: All the Principal District & Sessions Judges / Unit Heads in the State of Telangana and State of Andhra Pradesh are requested to communicate the above said instructions to all the Judicial Officers working in their Unit under proper acknowledgment.

S. Jagannathan
REGISTRAR (VIGILANCE)

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 Central Project Coordinator, High Court of Judicature at Hyderabad. (With a request to direct the concerned to place the circular in the High Court's Official Website)
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 Judicature at Hyderabad (for codification)

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