

**CIRCULAR**

**Sub:- Air Conditioners** – LG 1.5 Ton Split Air Conditioners provided to the Home Office in the Official Residences of the Judicial Officers in the State – Installation, Maintenance and safety instructions – Issued - Regarding.

**Ref:-** High Court's Roc.No.651/2020-DI(3), dated 04-02-2021.

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The High Court has provided LG 1.5 Ton (5 star with WiFi) High wall split Air Conditioners Inverter model with a warranty of 5 Years on Machine and 10 Years on Compressor to the Home Office in their respective official residences to all the Judicial Officers in the State through the reference cited. In partial modification of the instructions in the reference cited following instructions are issued with regard to installation, maintenance and safety of the said Air Conditioners.

1. The LG 1.5 Ton Split Air Conditioner provided by the High Court through the reference cited shall only be installed in the Official residence of the Judicial Officer where he is working. The respective Judicial Officers shall carry it with them on transfer, as that of Laptops given to them.
2. The concerned Judicial Officers shall submit acknowledgment of receipt of said Air Conditioner to the High Court immediately after installation enabling the High Court to process the payment to the vendor and to maintain a record to that effect.
3. The life span of the said split Air Conditioner is minimum 10 years from the date of installation. The Concerned Judicial Officer is personally responsible for any physical damage caused to the Air Conditioner instrument except normal wear and tear and shall reimburse the expenditure in that behalf.
4. The expenditure for regular maintenance, repairs and installation on transfer shall be met out of the expenditure under the Head of 132 – Other Office Expenses under intimation to the concerned Unit Heads.
5. Hereinafter the respective Unit Heads shall take steps to provide split Air Conditioner to the newly appointed Judicial Officers and obtain acknowledgement of the same from the concerned officer and submit to High Court. The expenditure can be met from the budget allotted to their respective Units.

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6. If a Judicial Officer intends to retain the said split Air Conditioners either on retirement or otherwise when he ceases to be a Judicial Officer from the State Judicial Services, he/she may submit a request to the High Court to that effect alongwith a report of authorized technician of the Company as to the working condition and depreciation value of the Air Conditioner instrument as on that date, enabling the High Court to pass orders accordingly. Otherwise they may surrender the Air Conditioner instrument to the High Court through the concerned Unit Head.

All the Unit Heads and all the Judicial Officers in the State shall follow the above instructions scrupulously.

The receipt of the circular may be acknowledged.

  
**REGISTRAR GENERAL**  
2/08/21.

**To**

- 1. All the District & Sessions Judges in the State of Telangana.**
- 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 Prl. Special Judge for CBI Cases, Hyderabad.**
- 6. The Registrar (Management), High Court for the State of Telangana, Hyderabad.**