

HIGH COURT OF ANDHRA PRADESH : AMARAVATI

ROC.No.304/B.SPL

DATED:15.03.2022

C I R C U L A R

**SUB:** A.P. State Judicial Service - Transfers, Promotions and Postings - instructions - Regarding.

**Ref:** 1.High Court's Circular in P.Dis.No.214/58, dated 10.04.1958.  
2.High Court's Circular Roc.No.1698/74-B .Spl., Dated 11.06.1974.  
3.High Court's Circular Roc.No.4157/81-B .Spl., Dated 25.11.1981.  
4.High Court's Circular Roc.No.3240/84-B .Spl., (2) Dated 06.07.1984.  
5.High Court's Circular Roc.No.5227/91-B .Spl., Dated 07.11.1991.  
6.High Court's Circular Roc.No.37/95-B2, Dated 05.01.1995.  
7.High Court's Circular Roc.No.4055/95-B .Spl., Dated 18.08.1995.  
8.High Court's Circular Roc.No.664/96-B .Spl., Dated 01.02.1996.  
9.High Court's Circular Roc.No.4399/2001-B .Spl., Dated 22.05.2001.  
10.High Court's Circular Roc.No.5108/2004-B .Spl., Dated 06.08.2004.

\*\*\*

Attention of all the judicial officers in the State of Andhra Pradesh is hereby drawn to the High Court Circular instructions issued in the references 1<sup>st</sup> to 10<sup>th</sup> cited.

Inspite of above instructions issued from time to time, several instances have come to the notice of High court, during promotions and transfers, several judicial officers have been approaching the Hon'ble Judges, without prior permission and they are also meeting Hon'ble Judges in the chambers

...2...

during the lunch recess on working days and causing much inconvenience to their Lordships. Further, in the leave/permission letters also, they are not mentioning that they have taken prior appointment to meet Hon'ble Judges.

Therefore, reiterating the instructions already issued, under references cited supra, all the judicial officers in the State are instructed not to meet Hon'ble Judges personally either at residence or in the court, without prior permission. However, they are welcome to meet Hon'ble Judges to represent their genuine problems, if any, to meet administration of justice and seek guidance, but they shall do so only after taking prior appointment. And, in the leave/permission letter, they must mention that they have taken prior appointment.

It is needless to say that they can mention three preferential places of their choice as mentioned in column no.9 of the proforma transfer application and they can also mention reasons for opting particular stations.

**The Judicial officers are informed the above instructions are nothing but reiteration of the instructions earlier issued by the High Court in the references cited supra and any deviation in this regard will be viewed seriously.**

The circular instructions under 5<sup>th</sup> to 10<sup>th</sup> cited are enclosed herewith.

*S. Umesh*  
15.03.22

**REGISTRAR (VIGILANCE)**

To

All the Unit Heads in the State of Andhra Pradesh.  
(With a request to communicate the circular to all the Officers working in their respective units)

HIGH COURT OF ANDHRA PRADESH: HYDERABAD

R.O.C. No. 5227/91-B. Spl.

Dated: 7-11-1991

CIRCULAR

All Judicial Officers of the Higher and Subordinate Judicial Service of the State of Andhra Pradesh are hereby put on notice that while, consistent with the guidelines on transfers/postings/deputations/repatriations, the High Court gives due consideration to genuine hardships and difficulties, any attempt to influence the High Court in these matters, either through the executive or otherwise, will be considered an act of indiscipline and will be viewed with serious displeasure with, in a given case, an appropriate entry in the service record of the concerned Judicial Officer.

Receipt of this Circular should be acknowledged.

Sd/-  
REGISTRAR (ADMN.)



HIGH COURT OF ANDHRA PRADESH : HYDERABAD

ROC.No.37/95-B2.

Dated: 5-1-1995.

CIRCULAR

Ref: High Court's Lr.Roc.No.284/92-B.Spl., dated  
18-1-1992.

It is noticed by the High Court that some of the District Munsifs are seeking transfer to a particular station or to a particular post instead of giving three preferential places of their choice as mentioned in Col.No.9 of the proforma application for transfer. The request of those officers who sought a particular station/post will not be considered by the Committee of the Hon'ble Judges.

The attention of all the District Munsifs is, therefore, drawn to the letter cited (copy enclosed) and they are directed to follow the earlier guidelines and submit their applications for transfer as laid down therein within the stipulated time i.e., by the end of February of the year for consideration by the High Court.

REGISTRAR (ADMINISTRATION)



HIGH COURT OF ANDHRA PRADESH, HYDERABAD

R.O.C.No. 4055/95-B.Spl.

Dated: 18-8-1995.

C I R C U L A R

**Sub:-** A.P. State Judicial Service - Transfers and Postings - Instructions.

- Ref:-**
1. High Court's Circular P.Dis.No.214/58, dated 10-4-58.
  2. High Court's Circular ROC. No. 1698/74-B Spl., dated 11-6-74.
  3. High Court's Circular ROC.No. 4157/81-B. Spl., dated 25-11-81.
  4. High Court's Circular ROC.No. 3240/84-B. Spl. (2), dated 6-7-84.
  5. High Court's Circular ROC.No. 5227/91-B. Spl., dt. 7-11-91.
  6. High Court's Circular ROC.No. 37/95-B2., dt. 5-1-95.
  7. Resolution of the Committee dealing with postings and transfers of District Munsifs, dt. 29-4-1995.

\*\*\*

1. The Judicial Officers completing three years by the end of September of a Calendar year and the other Officers making request for transfer are instructed to forward their written representations giving three places of their option to be received in the Registry of the High Court on or before 28th February of every Calendar Year.

2. The Subordinate Judges and District Munsifs are to forward their representations through the concerned District Judge who is requested to offer his specific remarks on the said representation.



3. Officers making requests on the grounds of health or education of their children have to furnish all necessary details.

4. The representations reached after 28th February may not be considered. The representations received after 1st June and before 28th February will be considered for the current year.

5. If an Officer is not shifted during the General Transfers, he or she will not be disturbed normally till the next General Transfers except on promotion or on a genuine request or for administrative reasons.

6. The Committee for transfers and postings will minutely examine the out turn of work, the conduct and the confidential reports about the Officer and wherever it is possible the request of the Officer will be considered sympathetically.

7. The Officers are instructed not to meet the Hon'ble Judges personally or through any one with an oral request for transfer to a particular place. Violation will be viewed seriously and the request of such Officer will be rejected and the matter will be placed before Hon'ble the Chief Justice for disciplinary action.

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

( BY ORDER )

Sd/-  
Registrar (Management).

**Note:-** Receipt of this circular may be acknowledged by the Dist. Unit Officers. This circular is to be communicated to all the Judicial Officers working in the District.



HIGH COURT OF ANDHRA PRADESH;; AT HYDERABAD

ROC.NO.664/96-B.Spl.

Dated:1-2-1996.

CIRCULAR

Sub: A.P.STATE JUDICIAL SERVICE – Transfers and Postings –  
Instructions with regard to the forwarding of representations  
submitted by the Sub Judges and District Munsifs for their  
transfers – Further Instructions – Issued.

REF: High Court's Circular No. 4055/95-B.Spl., dt.18.8.1995.

\*\*\*

Attention of all the Prl. District Judges in the State is invited to the High Court's Circular cited, wherein the Subordinate Judges and District Munsifs have been instructed to forward their representations through the concerned Dist. Judges, who in turn have to offer specific remarks on the said representations.

Contrary to the instructions issued therein, majority of the Prl. Dist. Judges are simply endorsing or forwarding the representations of the Sub Judges and District Munsifs without any remarks.

All the Prl. District Judges in the State are, therefore, requested to forward the transfer applications/representations of the Sub Judges and District Munsifs to the High Court by the end of February 1996, offering their specific remarks on the said representations without fail.

They are further instructed to offer specific remarks in respect of representations/transfer applications of the Sub Judges and District Munsifs already forwarded to the High Court without remarks.

All the Prl. District Judges are to follow the above instructions strictly.

SD/-M.E.N.PATRUDU  
REGISTRAR(MANAGEMENT)



**HIGH COURT OF ANDHRA PRADESH::HYDERABAD**

**ROC.NO.4399/2001-B.SPECIAL.**

**DT:22.5.2001.**

**C I R C U L A R**

It has come to the notice of the High Court that on the eve of general transfers, several Judicial Officers have been approaching the Hon'ble Judges seeking transfers to particular places. Even after issuance of transfer proceedings also, some of the officers are found approaching the Hon'ble Judges seeking change of station, etc., The Judicial Officers seeking transfer/posting are required to submit their applications to the High Court, through the respective unit heads and such applications will be considered by the High Court and appropriate orders of transfer and posting will be issued. The Judicial Officers are not expected to approach the Hon'ble Judges seeking support for their requests for transfer or other favours. They are, however welcome to meet the Hon'ble Judges to represent their genuine problems, if any, in the administration of justice and seek guidance, but they shall do so only after taking prior appointment.

Any deviation from the above instructions will be viewed seriously.

(BY ORDER)

  
**REGISTRAR (VIGILANCE).**

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

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.
  5. The Chairman, various Tribunals, Labour Courts.
  6. The Director, A.P. Judicial Academy, Secunderabad.
  7. 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)
  8. The Personal Secretaries to the Registrars, High Court of A.P., Hyderabad (for placing before the Registrars for information)
- Spare.

KKRA.



HIGH COURT OF ANDHRA PRADESH HYDERABAD

ROC.NO 5108/2004-B.SPL

DATED:06.08.2004

C I R C U L A R

Several instances have come to the notice of the High Court that in the recent times, some Judicial Officers from the City and Mofussil are visiting the residences of the Hon'ble the Chief Justice and Hon'ble Judges and are also meeting the Hon'ble Judges in their Chambers during the lunch recess on working days without prior appointment inspite of issuance of the Circular instructions earlier.

Therefore the following instructions are issued for strict observance to maintain discipline and decorum amongst Judicial Officers.

1. All the District and Sessions Judges are informed that whenever they intend to come to Hyderabad for official purposes, they are requested to intimate the fact to the Registrar (Vigilance), in advance.
2. If any officer desirous to call on any Hon'ble Judge for courtesy, they may do so only after seeking prior appointment. In no case they should visit Residence/Chambers of any Hon'ble Judge without prior appointment.
3. The officers are at liberty to meet and make any representation to the Hon'ble the Chief Justice/Hon'ble Judges when they are officially visiting the Districts and in all such cases their written representations must reach the Registrar(Vigilance) at least 10 days in advance so as to prepare the office note and to apprise the Hon'ble Judge on the subject. Then the officer concerned may call on the Hon'ble the Chief Justice or the Hon'ble Judges as per the appointment fixed to make representation

Contd... 2.

✓

4. All Judicial Officers of the Higher and Subordinate Judicial Service of the State of Andhra Pradesh are hereby put on notice that while, consistent with the guidelines on transfers/postings/deputations/ repatriations, the High Court gives due consideration to genuine hardships and difficulties, any attempt to influence the High Court in these matters, either through the executive or otherwise, will be considered an act of indiscipline and will be viewed with serious displeasure with, in a given case an appropriate entry in the Service Record of the concerned Judicial Officer.
5. All the District and Sessions Judges are informed that all official functions connected with the Judiciary, including holding of conferences and inauguration of Courts, Judicial Quarters etc., should be done only after first moving the High Court by a written application and only after obtaining prior written permission of the High Court.
6. Several instances have come to the notice of the High Court where Judicial Officers have addressed the Hon'ble the Chief Justice or any other Hon'ble Judges to address their grievances. The High Court deprecates such tendency on the part of the Judicial Officers. No Judicial Officer shall address or enter into correspondence with either the Hon'ble the Chief Justice or any other Hon'ble Judges directly in any matter. All correspondence or representation to the High Court should be addressed only to the Registrars concerned.
7. If the Hon'ble the Chief Justice or any other Hon'ble Judge happens to visit any station in any District during the Court hours, no Judicial Officer should be present during Court hours or come to the Airport or Railway station for receiving or sending off the Hon'ble the Chief Justice/Hon'ble Judge Even after Court hours, only the District and Sessions Judge and the Protocol Officer of the station may come to the Airport or the Railway Station to receive or send off the Hon'ble the Chief Justice/Hon'ble Judge.
8. The Unit Officers and the other Judicial Officers staying outside the place of visit shall not make any official trips for the purpose of seeing the dignitary.



9. Many Judicial Officers in the State are not observing punctuality in attending to the Court and commencing the Court work by 10.30 a.m., and also not engaging themselves in the Judicial Work on the bench till 5.00 p.m., The lack of punctuality not only affects the disposals of the cases but it affects the Judicial discipline of the Subordinate Judiciary. The District and Sessions Judges are therefore instructed to ensure that all the Judicial Officers under their control scrupulously observe the punctuality in attending to Courts and commencing the Judicial work at 10.30 a.m., and to engage themselves with judicial work in the Courts till 5.00 p.m., by posting sufficient work every day. ✓

10. It has come to the notice of the High Court where Judicial Officers and even some of the District and Sessions Judges have made it a habit of availing most of the holidays and Sundays and leaving their Head Quarters. The High Court would like to impress upon the District and Sessions Judges that they should set an example to their Subordinates in the District by remaining at the Head Quarters on holidays and if they intend availing any holiday and leaving the Head Quarters, they should, except in cases of exceptional urgency, do so after intimation to the High Court with reasons sufficiently in advance for its approval. |||

11. Of late, there has been growing tendency on the part of some Judicial Officers to apply for short leave in the first instance and subsequently ask for extension of the same by short spells, possibly with a view to avoid their being posted elsewhere on return from leave. Consequently, Courts remain vacant without presiding officers for long periods causing serious dislocation of work. The High Court deprecates such tendency on the part of the Judicial Officers. ✓

12. The practice of availing casual leave admissible under the Rules long before expiry of the calendar year and apply to the High Court for conversion of casual leave already availed of into earned leave is deprecated. All the District and Sessions Judges are informed that they should use their discretion in granting casual leave to the Subordinate Officers and discourage the tendency of conversion of casual leave into earned leave.

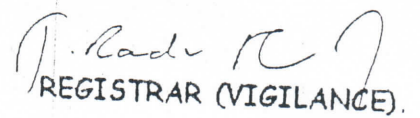
Contd... 4.

13. It has been observed that Annual Confidential Reports are not received from many of the Units promptly every year. All the District and Sessions Judges are informed to send the Annual Confidential Reports of the Subordinate Judicial Officers working in their Unit without fail to the High Court, without recourse to the reminders.

14. The District and Sessions Judges are requested to suggest the incharge arrangements and also leave titles whenever they forward the leave applications of the Subordinate Officers working in their Unit so as to avoid further correspondence in this regard.

All the Judicial Officers are informed that the above instructions are nothing but a repetition of the instructions already issued by the High Court time and again.

Any deviation from the above instructions will be viewed seriously.

  
REGISTRAR (VIGILANCE).

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

To

1. All the District and Sessions Judges in the State of Andhra Pradesh.
  2. 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)
  3. The Personal Secretaries to the Registrars, High Court of A.P., Hyderabad (for placing before the Registrars for information)
  4. The Chief Judge, City Civil Court, Hyderabad
  5. The Metropolitan Sessions Judge, Hyderabad
  6. The Chief Judge, City Small Causes Court, Hyderabad
  7. The Chairman, various Tribunals and Labour Courts.
  8. The Director, A.P. Judicial Academy, Secunderabad
- Spare.

kkra\*