

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

Roc.No.4281/2026-CPS

Date:12.10.2026

CIRCULAR

It is brought to the notice of all the concerned that “**Meetings eScheduler Application**” has been made available for scheduling and maintaining the records relating to meetings conducted by the Registry of the High Court.

In order to ensure proper maintenance, easy retrieval and centralized availability of meeting-related information and records, all the concerned officers and staff are hereby instructed to make use of the Meetings eScheduler Application for all meetings and to upload the following documents/information in the application via link, <https://digi-courts.aphc.ap.gov.in/cms>

1. **Meeting Memo** – The Meeting Memo containing the details of the meeting shall be uploaded in the Meetings eScheduler Application while scheduling the meeting.
2. **Meeting Materials** – All relevant notes and materials required for the meeting shall be uploaded in the application sufficiently in advance of the meeting.
3. **Meeting Minutes** – Minutes of the Meeting shall be uploaded in the same application against the respective meeting.

Hence, all the concerned officers and staff shall ensure that the above documents are uploaded in the Meetings eScheduler Application from time to time.

The above instructions shall be followed scrupulously and any deviation in this regard shall be viewed seriously.


REGISTRAR GENERAL

To

1. The Principal Secretary to the Hon'ble the Chief Justice – for information.
2. The P.S. to the Hon'ble Judges – for information.
3. The P.Ss to the Registrars – for information.
4. All the Officers.
5. The Section Officers/Section In-charges.