HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

ROC.No.601/2025-C-3. **Dated: 04-11-2026.**

C I R C U L A R

Sub:- Public Services – A.P. Civil Services (Conduct) Rules – Instructions issued by the Government requiring prior permission to pursue further studies (by way of correspondence course) by Government Employees – Communicated – Further instructions issued – Regarding.

Ref:- 1. Government Memo No.609/Ser.C/78-1, General Administration (Ser.C) Department, dated 06.04.1978.

2. High Court's Endt. ROC No.3312/78-C.5, dated 21.04.1978.

3. High Court's letter in ROC No.128/2016-C-3, dated 22.01.2016.

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It is brought to the notice of all the Principal District Judges / Unit Heads that, as per the instructions issued by the Government vide reference 1st cited and communicated by the High Court, vide references 2nd and 3rd cited, all employees of the District Judiciary are required to obtain / get **prior permission from the competent authority for pursuing further studies while in service**.

The High Court has recently received many applications from the employees of District Judiciary for ratification of qualifications acquired without prior permission, as well as for ratification of studies pursued at Universities other than those for which permission had been granted, which have been rejected by the High Court.

In view of the above, all the Principal District Judges / Unit Heads are hereby directed to communicate the following instructions to all the officers and staff members working under their respective control:

1. Obtaining prior permission from the competent authority is **mandatory** for every employee intending to pursue further studies. No employee shall commence or pursue any further studies without obtaining such prior permission.

2. Where permission is granted for pursuing studies through a particular University or Institution, the employee shall not pursue the course through any other University or Institution without obtaining proper prior permission afresh from the competent authority.
3. Employees intending to pursue further studies shall submit their applications for prior permission well in advance, before the last date prescribed for admission to the course, to avoid administrative delay. Such applications shall be accompanied by the relevant course prospectus, details of the course and University / Institution, and all other supporting documents necessary for consideration of the request.
4. The employees shall strictly adhere to the prescribed rules and instructions. Any deviation from the above requirements shall be viewed seriously in accordance with the applicable rules.
5. Any application seeking ratification of studies prosecuted without prior permission will not be entertained under any circumstances.
6. The Principal District Judges / Unit Heads are requested to communicate the same among the Officers and staff members including future appointees, working under your respective control, and invariably obtain a proper acknowledgement from each of the staff members separately including name and designation of the staff member and date of receiving copy of Government Memo etc., and submit a compliance report in the matter.

4/11/26.

REGISTRAR (ADMINISTRATION)

To
1. All the Personal Secretaries to the Registrars.
2. All the Principal District Judges/ Unit Heads in the State.
3. The Registrar (IT)-cum-Central Project Coordinator, High Court of Andhra Pradesh (with a request to place the same in the Official Website of the High Court).
4. The Section Officer, Special Officers Section, (with a request to incorporate the circular in the compendium of circulars).