

**HIIGH COURT OF ANDHRA PRADESH AT AMARAVATI**

**Roc.No.192/SO/2020**

**Dated 22.04.2021**

**CIRCULAR**

In order to have effective containment and control over spread of Corona Virus (COVID-19), the High Court has taken a decision to issue the following instructions relating to attendance of the staff working in the High Court, A.P. State Legal Service Authority, High Court Legal Service Committee and Arbitration and Mediation Centre.

- (i) All the Officers from the category of Joint Registrars to the Officers holding the rank of Section Officers, including P.S. to Hon'ble Judges/Court Masters, shall attend their duties regularly.
- (ii) 50% of the staff of the other categories shall attend their duties on alternate days and the Section Officer/Controlling Officer concerned shall ensure their attendance accordingly.
- (iii) Registrar (Judicial) will take appropriate decision as to the number of staff members required in judicial sections.
- (iv) Any staff member(s) shall attend the office as directed by the concerned Registrars as and when required due to exigency, to ensure that there is no dislocation of work.
- (v) The staff members availing off on turn basis shall respond to the phone call and be available to attend the duties as and when directed and shall not leave the headquarters without prior permission.
- (vi) Covid protocols issued by the Central and State Governments and the High Court from time to time regarding sanitization, wearing mask, maintaining physical distance, etc., shall be strictly followed by all the stake holders.

These instructions shall come into force with effect from 23.04.2021 and shall remain in force until further orders.

  
**REGISTRAR GENERAL**

To

- 1) The Prl. Secretary to the Hon'ble the Chief Justice (with a request to place the Circular before the Hon'ble the Chief Justice for His Lordship's kind perusal)
- 2) All the P.Ss to the Hon'ble Judges (with a request to place the Circular before the Hon'ble Judges for their Lordships' kind perusal).
- 3) All the Registrars, High Court of Andhra Pradesh.
- 4) The Registrar (IT-cum-Central Project Coordinator), High Court of Andhra Pradesh [with a request to instruct the concerned to place the same in High Court's website]
- 5) All the Officers, High Court of Andhra Pradesh.
- 6) All the Section Heads, High Court of Andhra Pradesh( to communicate the circular among the staff under their control)
- 7) The Director, High Court Mediation & Arbitration Centre, High Court Building, Amaravati.

- 8) The Member Secretary, A.P. State Legal Services Authority, High Court Building, Amaravati.
- 9) The Secretary, High Court Legal Service Committee, High Court Building, Amaravati.
- 10) The President, Andhra Pradesh High Court Employees Service Association.
- 11) The I/c. Overseer, High Court of Andhra Pradesh, Amaravati (to communicate the circular among the staff under his control).
- 12) SPARE.