

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

ROC.NO.399/B.SPL:

DATED:23.04.2019

C I R C U L A R

**SUB:** Submissions of Leave applications by the Judicial Officers -  
Certain instructions - Issued.

- REF: 1. High Court's Circular Roc.No. 4628/95- B. Spl., dated 26.08.1995.  
2. High Court's Circular Roc.No. 3395/96- B. Spl., dated 22.06.1996.  
3. High Court's Circular Roc.No. 7617/2002- B. Spl., dated 23.08.2002.  
4. High Court's Circular Roc.No. 6886/95- B. Spl., dated 05.01.2005.  
5. High Court's Circular Roc.No. 2541/2009- B. Spl., dated 04.04.2009.

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As per earlier circular instructions issued by the High Court, all the Judicial Officer in the State of Andhra Pradesh were informed that according to the Andhra Pradesh Leave Rules 1933, Earned Leave/ Leave on Half Pay/ Extra-ordinary Leave/ on private affairs has to be availed of by the Officers only after prior sanction of the said leave by the competent Authority.

Under the Leave Travel Concession Rules, prior permission of the Competent Authority is required to avail Leave Travel Concession (LTC) by the officers and their family members, together or separately, before commencement of journey.

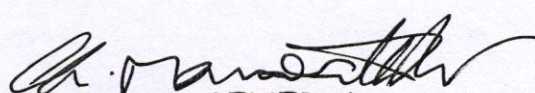
Yet, Several instances have come to the notice of the High Court that leave applications for sanction of Earned Leave/ Half pay Leave on private affairs, permissions to avail Leave Travel Concession are being received in the High Court from the Judicial Officers just before the commencement or after commencement of the Leave/ Leave Travel Concessions applied for by them without giving minimum time required for obtaining necessary orders before availment of the leave, due to which the Registry is forced to make correspondence for obtaining information in that regard. Officers are also availing leave even without sanction of leave.

In view of the above, as directed, the following instructions are to be strictly followed by all the Judicial Officers while applying leave.

1. All the Judicial Offices are hereby instructed to submit their Leave/ Leave travel concession applications through the concerned Prl. District and Sessions Judges well in-advance, so as to reach the applications to the High Court at least 15 days in advance to enable the Registry to obtain orders and communicate them in advance.
2. Broadly indicate the details of nature of personal work/affairs whenever they apply for leave.
3. To avail minimum leave to the extent possible during the Court working days while availing Leave Travel Concession.
4. To avail casual leave proportionately during the particular calendar Year.
5. Shall avoid requests for conversion of Causal Leave already granted into Regular Leave.
6. All the Principal District and Sessions Judges/Unit Heads are strictly instructed to forward such leave applications immediately to the High Court along with the following information.
  - a) Alternative in charge arrangements to be made during the leave period of the officers.
  - b) Leave Title.
  - c) In case of Commuted Medical Leave, Half Pay Leave at Credit and Commuted Leave so far availed along with Medical Certificate issued by a Doctor not below the rank of Civil Assistant Surgeon.
7. On return from leave, the officers shall intimate the date of joining duty and in case of leave on medical grounds, along with the medical fitness certificate by fax on the same day to the High Court and also by post through the concerned District Judge, immediately.

The above instructions shall be scrupulously followed by all the Judicial Officers to enable the Registry to communicate the leave sanction proceedings to the Officers concerned well in advance and for smooth running of administration. Any deviation in this regard will be viewed seriously.

*Note: All the Prl. District and Sessions Judge/Unit Heads are requested to communicate the above Circular to all the Judicial Officers working in their Unit under proper acknowledgement.*

  
REGISTRAR GENERAL  
FAC REGISTRAR (VIGILANCE)

**To**

1. The Prl. Secretary to the Hon'ble the Acting Chief Justice and Personal Secretaries to the Hon'ble Judges (for placing the same before Their Lordships' kind perusal)
2. The Personal Secretaries to the Registrars, High Court of Andhra Pradesh (for placing before the Hon'ble Registrars for information)
3. All the Unit Heads in the State of Andhra Pradesh
4. The Chairman-cum-Presiding Officer, Industrial Tribunal-cum-Labour Courts, Spl., Judge for trial of cases under the SCs and STs (POA) Act-cum- IV Addl. District and Sessions Judge. Courts and Co-op Tribunals in the State of Andhra Pradesh.
5. The Member Secretary, A.P. State Leave Services Authority, Amaravari
6. The Secretary, A.P.High Court Legal Services Committee, Amaravari