

HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD

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ROC.NO.394/SO/2020

DATED: 9.09.2020

CIRCULAR

**Sub:** Covid – 19 Pandemic – Complete lockdown declared by the Government of India and State Government with effect from the midnight of 24.03.2020 - Suspension of Regular Judicial work in the High Court and Subordinate Courts in the State for more than 5 months – Unlock down – Physical reopening of the Subordinate Judiciary – Restriction of Casual Leaves, Optional Holidays and Special Casual Leaves to the Judicial Officers in the State and Staff members working in the State Judiciary on proportionate basis from September to December, 2020 – Instructions issued – Reg.



**Ref:** High Court's Notification in Roc.No.394/SO/2020, dt.27.3.2020.

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The Judicial officers and staff members of the subordinate judiciary in the State of Telangana are hereby informed that as we are heading towards physical opening of the Courts, to uphold the dignity and esteem of the Judiciary, the court/office have to work hard and improve the standards of workmanship in the Courts and other offices. Most precious judicial time of more than 5 months has been elapsed in this Covid-19 lockdown period and only four months period is left over during this calendar year. It may take not less than two months to restore the judicial clock to function as usual. Therefore, it is the need of the hour that all the Judicial Officers, Officers and staff working under the control of Hon'ble High Court shall strive hard to restore the things as prevailed in February, 2020 and to show our commitment to serve for the cause of justice and in larger public interest, it is required to have restrictive control over the Casual Leaves, Optional holidays and Special Casual Leaves of the Judicial Officers in the State and Staff members working in the State Judiciary under the control of High Court for the leftover period of this calendar year. As per Rules in vogue every public servant is entitled to avail up to 15 days Casual Leaves, 5 days of Optional holidays, etc., in a calendar year. Till now 2/3<sup>rd</sup> of the year i.e., eight months period in the present calendar year has been completed and now we are having only 1/3<sup>rd</sup> of the year 2020 i.e., four months.

In this connection, as directed, it is informed that each Judicial Officer in the State and Staff members working in the State Judiciary under the control of the High Court shall have the credit balance of (05) Casual Leaves only as on 01.09.2020 and he/she has to avail those five Casual Leaves only proportionately

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during the remaining period of four months in the Calendar year subject to necessity. Similarly, they shall have the credit of only (02) Optional Holidays which can be availed during the period from 01.09.2020 to 31.12.2020.

Therefore, all the Unit Heads/Judicial Officers/ Controlling Officers are hereby directed to follow the above instructions scrupulously while granting Casual leaves and Optional holidays hereafter, so as to improve the efficiency of the system and restore the judicial clock for normal functioning.

The receipt of the circular may please be acknowledged.

  
**REGISTRAR GENERAL**  
9.9.2020.

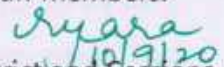
- 1) The Principal Private Secretary to the Hon'ble the Chief Justice, High Court for the State of Telangana. (With a request to place the same before the Hon'ble the Chief Justice, for His Lordship's kind perusal)
- 2) All the Personal Secretaries to the Hon'ble Judges, High Court for the State of Telangana. (With a request to place the same before the Hon'ble Judges, for their Lordships kind perusal)
- 3) All the Unit Heads in the State of Telangana. {with a request to communicate the same to all the Judicial Officers in your Unit}
- 4) All the Tribunals in the State of Telangana.
- 5) The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
- 6) The Secretary, High Court Legal Services Committee, Hyderabad.
- 7) The Director, Mediation and Arbitration Centre, Hyderabad.
- 8) The Director, Telangana State Judicial Academy, Secunderabad.

OFFICE OF THE PRL.DISTRICT & SESSIONS JUDGE: RANGA REDDY DISTRICT

ENDT.DIS.No. 3231 /2020

DATED: 08-09-2020

'Communicated with a request to follow the above instructions scrupulously and also while granting Casual Leaves and Optional Holidays hereafter, to the respective staff members.'

  
Pr. District and Sessions Judge

Pr. District and Sessions Judge,  
Ranga Reddy District.

To  
All the Judicial Officers of this Unit.  
(including Special Magistrates of this Unit)  
(Also to circulate among the respective staff members)