

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.