

HIGH COURT FOR THE STATE OF TELANGANA:: HYDERABAD

ROC.NO. 1757/SO/2020

DATE:18.02.2022

C I R C U L A R No.02/SO/2022

Sub:- High Court for the State of Telangana – Usage of A4 size papers with printing on both sides with immediate effect on Judicial and Administrative side in High Court – Instructions – Issued.

- Ref:- 1) High Court's Circular No.18/SO/2021 in Roc.No. 1757/SO/2020 dated 18.11.2021.
2) High Court's Circular No.20/SO/2021 in Roc.No. 1757/SO/2020 dated 01.12.2021.
3) High Court's Roc.No. 04/Judl./2022, dated 18.02.2022.

Attention is invited to the High Court's Circulars referred above, wherein instructions were issued in respect of usage of A4 papers regarding filing of documents in the High Court.

It is now decided to use the A4 papers on Judicial and Administrative side by dispensing with the legal size papers with immediate effect.

Therefore, the following instructions are issued to all the Officers/ Section Officers/ Section Heads in the High Court:

- 1) With immediate effect A4 papers shall be used invariably instead of foolscap paper.
- 2) The Personal Secretaries / Courts Masters shall take printouts of the Judgments in A4 papers only.
- 3) The Section Officers / Section Heads shall issue Certified Copies / Carbon Copies of Judgments / Orders / Interim Orders and also prepare the paper book in A4 size papers only in all the cases hereafter.
- 4) All the Section Officers / Section Heads of the Administrative Sections shall use only A4 papers for preparing Office Notes, correspondences, etc.
- 5) Herein after the Section Officer, Stationery Section shall not issue foolscap paper on the indent made by the Section Officers and to supply only A4 papers.


REGISTRAR (ADMINISTRATION)
I/C. REGISTRAR GENERAL

To

1. The Principal Secretary to the Hon'ble the Chief Justice (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 (with a request to place the same before the Hon'ble Judges for their Lordship's kind perusal).
3. All the Registrars, High Court for the State of Telangana.
4. The Director, Telangana State Judicial Academy, Secunderabad.
5. The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
6. The Secretary, High Court Legal Services Committee, Hyderabad.
7. All the Officers, High Court for the State of Telangana, Hyderabad.
8. All the Section Officers/Section Heads, High Court for the State of Telangana, Hyderabad.