

PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE, VISAKHAPATNAM

**PRESENT: SRI CHINNAMSETTY RAJU,
PRINCIPAL DISTRICT JUDGE,
VISAKHAPATNAM**

Sub: PUBLIC SERVICES – Creation of Special Grade post to Employees, who have completed 6 years of incremental service, Special Promotion post Scale-IA, Special Adhoc Promotion Post Scale -IA for the employees who have completed 12 years of service, Special Promotion Post scale -1B / Special Adhoc Promotion Post Scale-IB for the employees who have completed 18 years of incremental service, Special Promotion post Scale -IIA and Special Adhoc Promotion post scale -IIA for the employees who have completed 24 years of incremental service and Special Promotion post Scale -II B / Special Adhoc Promotion post scale -IIB for the employees who have completed 30 years of incremental service - Certain Information – Called for.

- Ref:
1. G.O.Ms. No. 117 Fin & Plg (FW.PRC.I), Dept., dt: 25.05.1981
 2. G.O. Ms. No.93 Fin & Plg (PC.II), Dept., dated.03.04.2010.
 3. G.O.Ms.No. 96, Finance (Pay Commission – II), Dept.,dt:20.05.2011
 4. Cir. Memo.No. 020091/125/ PC-II/2011, 17.08.2011.
 5. G.O.Ms.No.1 FINANCE(PC-TA) DEPARTMENT, Dt:17.01.2022
 6. Other Connected G.Os
 7. Note file and order there on dt. 13.10.2025.

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ORDER:

DATED:13.10.2025

The Principal District Judge, Visakhapatnam is pleased to pass the following order:

All the Presiding Officers of the Courts in the District are requested to send a list of employees (both superior & last Grade Services) who have completed 6 years/ 12 years/ 18 years, 24 years and 30 years of incremental service as on **01.09.2025** in a particular scale of pay, other than those employees who were already appointed previously, for being appointed them to Special Grade post, who have completed 6 years of incremental service, Special Promotion post -IA/ Special Adhoc Promotion Post -IA for the employees who have completed 12 years of service, Special Promotion Post scale -IB / Special Adhoc Promotion Post Scale -IB for the employees who have completed 18 years of incremental service, Special Promotion post Scale -IIA / Special Adhoc Promotion post scale –IIA for the employees who have completed 24 years of incremental service and Special Promotion post Scale -IIB / Special Adhoc Promotion post scale –IIB for 30 years, respectively, **along with Service Registers with complete and correct information in the prescribed pro-forma enclosed. They are further requested to send reports along with the list about the work performance, conduct, ability and knowledge, arrears of work if any accumulated in his/her branch.**

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Separate lists should be prepared and submitted in respect of Superior and Last Grade Services category wise and also of the employees to be appointed to Special Grade posts and Special Promotion posts/Special Adhoc Promotion posts.

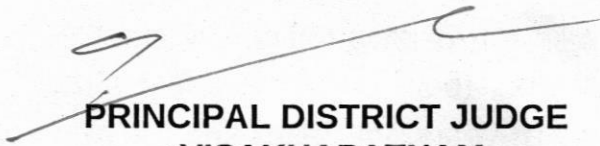
All the Officers are further informed that the Service Registers are being sent to the District Court as a matter of course without verifying the Service Registers and the incremental service of the individual. Hence, all the Officers are requested to instruct the Chief Ministerial Officer to verify the above aspect properly and also to append a certificate to the effect that they have thoroughly checked and prepared the proforma.

All the officers are further informed that the leave title of the Earned Leave and Half Pay Leave of the individuals whose service Registers are submitted to the District Court in this regard may be taken and kept in their offices so as to facilitate to furnish the leave particulars in the Earned Leave applications etc., and not to make any request to the District Court for re-transmitting the Service Registers.

The information should be submitted on or before 31.10.2025 Non-receipt of information will be viewed seriously and action will be taken against the Chief Ministerial Officers concerned.

If no such employees are available, a NIL report should be submitted to the District Court, Visakhapatnam.

Encl: Proforma.


PRINCIPAL DISTRICT JUDGE
VISAKHAPATNAM

To

All the Presiding Officers in the District.

Copies to:

The Superintendents, District Court, Visakhapatnam.

Dis. NO. 9822

Dt. 13/10/2025

PROFORMA

1. Name of the individual, Designation and Court in which he/she is working :
2. Date of Joining in the present category :
3. Date of continuous service in the present category :
4. Date of completion of 6/12/18/24 / 30 years of service in the said scale as on 01.09.2023 :
5. Date from which to be appointed to the Spl. Grade post /SPP -1A, SPP -1B/ SPP -11 A, SPP- 11B scale :
6. Present Scale of the individual :
7. Spl. Grade/SPP, 1-A, SPP 1-B/ SPP 11-A, SPP 11-B Scale :
8. Qualification :
9. Name of the Dept., tests passed :
10. EOL if any :
11. Pending of any disciplinary proceedings :

Note: Separate proforma should be prepared for the each individual.

SIGNATURE OF CMO