PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE, VISAKHAPATNAM

Present: **Sri Chinnamsetty Raju**,
Principal District Judge
Visakhapatnam

Sub: **Public Services** – A.P.J.M.S.S – ***Declaration of probation*** **of employees** of all categories - Particulars – Called for – Reg.

Ref: 1. G.O.Ms.No.76,LAW (L, LA & J-HOME-COURTS.A) DEPARTMENT, Dated: 15.05.2019, communicated by Hon'ble High Court of A.P. in Roc.No. 3026/2017-C-1, Dt: 21-08-2019.
2. Hon'ble High Court's circular ROC.No.570/2023-C1, dt.21.04.02023.

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ORDER:

DATE:09.01.2026

In view of the Amended A.P.J.M.S.S., Rules, 2019 1st cited, the Principal District & Sessions Judge, Visakhapatnam is proposed to take up the process of declaration of probation of employees in all categories of A.P. Judicial Ministerial and Subordinate Services, who are eligible to declare probation as on **31.12.2025** working in the Unit of District Judge, Visakhapatnam.

As per Rule 13 (a) of Revised A.P.J.M.S.S Rules 2019 vide reference cited, every person appointed by direct recruitment to any post in the service from the date on which he/she commences probation, shall be on probation for a total period of two years on duty within a continuous period of three years and as per Rule 13 (b) every person appointed by promotion, shall be on probation for a total period of one year on duty within a continuous period of two years.

All the Presiding Officers are therefore requested to furnish the following particulars in respect of the employees who are not declared as approved probationers in all the above said categories, **after thoroughly verifying the Service Registers of the individuals.** They are further requested to instruct their Superintendents/ In-charge Superintendents to verify the above aspect properly and also to append a certificate to that effect that they have thoroughly checked and prepared the particulars.

1) Name of the employee and designation.
2) Date of joining in the officiating post.
3) Whether he/she is an approved probationer in the former category (P.R.No. of District Court)
4) Period spent on leave during the period under probation (from the date of joining in the present category of post) - all leaves except casual leaves.
5) Date from which the employee is to be declared as approved probationer.
6) Whether there are any adverse remarks/punishments during the period of probation.
7) Whether there are any memos/disciplinary proceedings/departmental enquiries pending against him/her.
8) **Special confidential report with regard to the work and conduct of the individual (report to be submitted in a sealed cover).**

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The Presiding Officer shall submit the Special Confidential Report of the employees who are working on deputation in their Courts, to the District Court directly in a sealed cover.

The above particulars **(employee wise and category wise)** shall be submitted to the District Court, Visakhapatnam not later than 31 **.01.2026** along with Service Registers of the individuals. Non receipt of information within the due date will be viewed seriously and action will be taken against the CMOs/ incharge CMOs concerned. If no such employees are available for declaration as approved probationers, a **NIL report** shall be submitted to the District Court, Visakhapatnam.

PRINCIPAL DISTRICT JUDGE
VISAKHAPATNAM

To
All the Judges in the Visakhapatnam Unit.
The Senior Superintendent, Accounts Section, District Court, Visakhapatnam.
The Senior Superintendent, Central Nazareth, District Court, Visakhapatnam.
The Superintendent, Copyist Establishment, District Court, Visakhapatnam.

Dis No: 328
9-1-2026