



PROCEEDINGS OF THE DISTRICT JUDGE, EAST GODAVARI,
RAJAMAHENDRAVARAM.

PRESENT: SUNITHA GANDHAM,
PRINCIPAL DISTRICT JUDGE.

DATED 20-07-2024

Sub: PUBLIC SERVICES – A.P.J.M.S.S. - Personnel working in the Unit of the District Judge, East Godavari – Gradation List of the staff members working in Civil and Criminal Courts, tribunals as on 31.08.2024 - For preparation of the Gradation list for the year 2024 – particulars – called for – Regarding.

* * *

All the Judicial Officers in the Unit of District Judge, East Godavari including Official Receiver, East Godavari at Rajamahendravaram are hereby requested to furnish the particulars required in the enclosed proforma in respect of the staff members working in their respective Courts as on 31.08.2024 for the purpose of preparing Annual Gradation List 2024.

The particulars should be gathered with reference to the Service Registers and the Pay Bill Register of the establishments. If the service Registers are not yet opened for new incumbents, such new incumbents should be directed to produce blank Service Registers and necessary entries should be made therein up to date and submit their particulars. The particulars of the employees who relinquished their right of promotion may also be given along with District Court's Dis.No. and Date. by mentioning the employee belongs to OC, BC, SC, ST and Physically Handicapped.

The Chief Administrative Officers/Superintendents/In-charge Superintendents of the Courts should certify the correctness of the particulars furnished and also should obtain the signature of the concerned employee against the particulars about their correctness.

Further, some of the Chief Ministerial Officers of the Court are submitting the information without verifying the service registers of the individuals. If any incorrect information and omissions will found in submitting the above information, the Chief Ministerial Officer of the Court will be held responsible for the same.

The above said information should be submitted to the District Court, East Godavari, Rajamahendravaram by 05/09/2024 positively.

Scanned
20-7-24

PRINCIPAL DISTRICT JUDGE

[Signature]
20/7

1. All the Judicial Officers in the unit of District Judge, East Godavari including the Official Receiver Office, Rajamahendravaram.
2. The Superintendents of Accounts, Central Nazareth, Copyist Establishment and Central Record Room, District Court, Rajamahendravaram.

O/S. 5586
20-7-24
To

PROFORMA

Gradation List in respect of the Members of the Andhra Pradesh Judicial Ministerial and Subordinate Service as on 31.08.2024.

In the court of : _____

Sl. No	Name and Designation	Date of Birth	Native Place and Home Town Declared	Date of Entry in to Service with name of the post with Proceedings Dis. No. and Date	Date of appointment to the present post (Direct Recruitment/ Recruitment by transfer/ Promotion with Proceedings Dis. No. & Date	Date of joining in the present station and deputation particulars, if any	Date of Regularization of Service in any category, if so, specify category	Date of declaration of probation in any category, if so, specify category	Date of confirmation of service in any category if so, specify category	Date of appointment to Special Grade/ SPPI-A/ SAPPI-A SPPI-B/ SAPPI-B SPP-II/ SAPP-II with category	Educational & Technical Qualifications passed and departmental Tests passed	Whether belongs to OC/ BC/ SC/ ST (Specify group)/ Physically Handicapped	Date of 1)Relinquishment of Promotion 2)Previous punishments 3)Enquiries pending, if any.	Remarks	Signature of the concerned staff
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Signature of the Chief Administrative Officer/
Superintendent.

Signature of the Presiding Officer.