PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE, EAST GODAVARI AT RAJAMAHENDRAVARAM.

PRESENT: SUNITHA GANDHAM, PRINCIPAL DISTRICT JUDGE.
DATED 11-12-2025.

Sub:- Public Services – **A.P.Judicial Ministerial and Subordinate Service** - Declaration of Probation of the employees who were promoted during the year 2024 in the various categories of A.P.J.M.S.S., in the unit of District Judge, East Godavari – information in prescribed proforma – Called for.

Read:- This Court's office Note Dated 11-12-2025.

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The Presiding Officers of various Courts in the unit of District Judge, East Godavari, are hereby requested to submit the information by **22.12.2025**, in the prescribed proforma enclosed herewith, for declaration of probation of the employees who were promoted during the year 2024 in various categories of **A.P. Judicial Ministerial and Subordinate Service,** by duly furnishing all the particulars in the proforma with reference to the Service Registers and other relevant records of the concerned employees who have completed the period of probation in their respective category by 20.12.2025 along with their Service Registers.

In the column No.5 of the proforma, the period of service which counts towards computation of probation only has to be furnished i.e., one year probation period in a continuous service of two years. Except the period of casual leave and the period of training etc., the period of Earned Leave, Half pay leave, Commuted leave and Paternity Leave were excluded for calculating the service as duty for probation purpose as defined under Rule 13 (a) & (b) of the A.P. Judicial Ministerial and Subordinate Service Rules, 2019.

The period of service should be the service as defined as 'duty' under Sub Rule (f) of Rule 2 of A.P.J.M.S.S. Rules, and Sub Rule(14) of Rule 2 of A.P.State Subordinate Service Rules.

In case of non-availability of employees, whose probation period to be declared and approved, a Nil report to that effect should be submitted.

In case of non-submission of particulars of eligible employees, the reasons therefor should be submitted.

SPECIAL REPORT:

1) In case, the individuals are working on deputation in other Courts from the parental Court, the Officer under whom the employees working on deputation shall submit a **SPECIAL REPORT** as to the work and conduct of employee to the parental Court. The parental Court after getting the information from the deputation Court, submit the particulars of the employee with reference to the Service Register and other relevant records to avoid inconvenience and delay in processing the information by the Principal District Court.

2) If the working period of employee is too short in the present station, the Presiding Officer has to submit the Special Report after getting required information from the previous station at where the employee worked.

3) In case, it is the new arrival of the Presiding Officer, the officer has to mention his remarks in the Special Report basing on the previous reports of the employee.

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Sd/ - SUNITHA GANDHAM
PRINCIPAL DISTRICT JUDGE.

Chief Administrative Officer

To

1. All the Presiding Officers in the Unit.
2. The Senior Superintendent-Accounts, Superintendents-Copyist Establishment, Central Nazarath, Principal District Court, Rajamahendravaram.

Dis.No.11903
Dated.11.12.2025

PROFORMA

Name of the Court :

1.	Service, Class or Category	:	
2.	Name of the probationer and Designation	:	
3.	a) Date of appointment and date of joining in the service, class or category b) Date of regularization in the said cadre with District Court's proceedings in Dis.No. and Date.	:	
4.	Period of probation prescribed	:	
5.	Period of service in such class or category which counts for probation in the category in question	:	
6.	Date of completion of probation if further service is continued	:	
7.	No. of days availed Earned Leave/Medical Leave/Maternity Leave and other leaves except casual leave during the period of Probation.	:	
8.	Tests if any to be passed during probation.	:	
9.	Whether the probationer has passed them before the date of completion of probation and if not whether he has applied for the tests before the expiry of the period of probation.	:	
10.	Date of publication of results of the tests and whether he has passed them.	:	
11.	Date of submission of results of the tests and whether he has passed them	:	
12.	Date of submission of probationer's case for orders of the appointing authority as to the probationer's suitability for full membership	:	
13.	Orders: (of the appointing authority)	:	
14.	Remarks: (Special Report of the Presiding Officer)	:	

Signature of the Presiding Officer
with date.