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

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

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Sub:- Public Services – **A.P.Judicial Ministerial and Subordinate Service** - Regularisation of services of the employees who were promoted during the year 2024 in the category 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 all the 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 regularisation of services of those employees who were promoted during the year 2024 in various categories of **A.P. Judicial Ministerial and Subordinate Services** 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 one year of service by 20.12.2025, along with their Service Registers.

Such period of one year do not include the period of any kind of leave except casual leave and the period of training etc. 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 services are to be regularized, a Nil report to that effect should be submitted.

The Presiding Officers are further requested to enclose a certificate about the correctness of the entries filled-in in the proforma obtained from the concerned C.M.Os/incharge C.M.Os, and submit the same along with particulars.

// t.c.f.b.o //

Chief Administrative Officer

**Sd/ - SUNITHA GANDHAM**
**PRINCIPAL DISTRICT JUDGE.**

**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.11904
Dated.11.12.2025

## PROFORMA

Name of the Court :

| | | | |
|---|---|---|---|
| 1. | Service, Class or Category | : | |
| 2. | Name of the employee | : | |
| 3. | Designation | : | |
| 4. | Date of appointment in the said Post | : | |
| 5. | Date of joining into service | : | |
| 6. | Period of regularization | : | |
| 7. | Date of completion of regularization | : | |
| 8. | No. of days availed Earned Leave/Medical Leave/Maternity Leave and other leaves except casual leave during the period of Regularization. | : | |
| 9. | Orders of the appointing authority | : | |
| 10. | Remarks (Special report of the Presiding Officer) | : | |

Signature of the Presiding Officer
with date.