OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, EAST GODAVARI AT RAJAMAHENDRAVARAM

CIRCULAR

DATED 23-06-2026

Sub: East Godavari District Judiciary – Establishment – Preparation of Annual Gradation / Seniority List – Failure to update higher qualifications and Departmental Test passes in Service Registers and Gradation Lists – Submission of applications with requisite documents – Specific Instructions – Issued.

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It has come to the notice of the undersigned that every year, particulars of staff members are called for from all the Courts for the preparation and circulation of the Annual Gradation List.

However, it is observed that several employees who were previously granted permission to prosecute higher studies (such as Intermediate, Graduation, etc.) failed to submit their passing certificates immediately upon completion of the course. Consequently, these additional qualifications are neither entered into their Service Registers (SR) nor reflected in the annual Gradation List. A similar omission is observed regarding the passing of mandatory Departmental Tests also.

This lack of updated entries creates severe administrative hurdles during the Promotion Process. The absence of recorded educational qualifications or test clearances in the official seniority list directly results in the non-consideration of otherwise eligible candidates for promotion, leading to avoidable administrative delays and subsequent representations.

Therefore, to streamline the process and safeguard the promotional avenues of eligible staff, all the employees working in the East Godavari District Judiciary under the **A.P.J.M.S.S. Rules** are hereby strictly directed to adhere to the following instructions:

1. All employees must immediately verify their entries in the latest circulated Gradation List and their respective Service Registers to ensure all acquired qualifications and test passes are accurately recorded.
2. If any higher qualification or Departmental Test pass is unrecorded, the employee must compile an application packet containing:

- Copy of the official proceedings/permission granted to appear for the study.
- Attested copy of the Marks Memo(s) and Provisional/Original Degree Certificate.
- Official result sheet (in case of Departmental Tests).

3. Submit the application addressed to the undersigned, routed strictly **through the respective Presiding Officers**, ensuring it reaches this Court within the time.

Further, all the Presiding Officers are requested to bring this Circular to the notice of all staff members working under their control, obtain their signatures on this circular as acknowledgment, and submit the applications promptly.

It is explicitly made clear that **no further reminders will be issued**. If any employee fails to get their service records and seniority list updated within the timeline, and is subsequently bypassed for promotion due to the absence of qualification entries, **the concerned employee alone shall be held responsible for any loss of seniority or promotional opportunities.**

The receipt of this circular shall be acknowledged.

Dis: 6097
23/6/26

Sunk
23.06.26

PRINCIPAL DISTRICT JUDGE

To

1. All the Judicial Officers in the East Godavari District Judiciary (with a request to circulate among the staff of their respective Courts).
2. The Superintendents of all Sections, Prl. District Court, Rajamahendravaram.
3. The System Officer (I/c), Principal District Court (with a direction to upload the circular onto the official District Court Website).