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

Present: **Junaid Ahmed Moulana**,
Principal District Judge.

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 all Courts including Official Receiver's Office **as on 01.09.2026** for preparation of the **Gradation list for the year 2026** – particulars – called for – Regarding.

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ORDER: **DATED 03-09-2026**

All the Judicial Officers in the Unit of East Godavari including Official Receiver 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 01.09.2026 for the purpose of preparing Annual Gradation List-2026.**

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 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 furnished along with the Dis.No. and date of proceedings by mentioning whether the employee belongs to OC/BC/SC/ST and Persons with benchmark disabilities category.

The concerned Chief Administrative Officers/Chief Ministerial Officers of the Courts should certify the correctness of the particulars furnished and also obtain the signature of the concerned employees against the particulars to confirm 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 or omissions are found in the particulars submitted, the Chief Ministerial Officer of the Court will be held responsible and viewed seriously for the same.**

Alternatively, the Chief Ministerial Officer of each Court may request the existing data in excel format from the Principal District Court through WhatsApp and furnish the modifications, if any, below each employee's name. This method may be adopted to complete the task at an early date.

The above said information should be submitted to the Principal District Court, East Godavari, Rajamahendravaram by **15/09/2026** positively.

DIS:-8749
3/09/26.

PRINCIPAL DISTRICT JUDGE

Encl: Proforma

To

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

PROFORMA

Gradation List in respect of the Members of the Andhra Pradesh Judicial Ministerial and Subordinate Service as on 01.09.2026.

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.