

OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: KURNOOL.
CIRCULAR

Dis. No. 1244 /2024

Dated: 01.03.2024

Sub: Public Services - APJMSS. - Internal transfers-2024 - Information with regard to the staff, who is going to be transferred within the Unit during summer vacation-2024, on their completion of 3 years of service in particular seat/station/ place including the period of deputation by 30.04.2024 - Information in the prescribed proforma - Requested - Regarding.

Ref: Hon'ble High Court's Circular in ROC.No. 1576 / 2019-C.3,dt:02.01.2021

Pursuant to the Hon'ble High Court's Circular in the reference above, all the Judicial Officers in the Kurnool District are requested to identify and to submit the information of the employees who are going to complete 03 years of service in particular station by 30.04.2024, along with deputation, in the prescribed profoma on or before 14-03-2024 to this Court, so as to enable us to submit the same to the Hon'ble High Court of Andhra Pradesh at Amaravathi for obtaining administrative sanction.

1. Individual transfer application of every employee along with explanation and 03 places of choice should be submitted separately in the following proforma
2. Separate request application should be submitted by every employee if seeking retention on the following grounds, with specific remarks/recommendations and with supporting material
 - (i) Spouse Grounds (Retention for a year only)
 - (ii) Medical grounds (Retention for a year only)
 - (iii) Retiring from service within one year (Retention for a year only)
 - (iv) Widows who lost their spouse within that year (Retention for a year only)
3. Those who have availed retention benefit on earlier occasions should also send separate application with reasons seeking retention for this year also , if they desire.

PROFORMA (For every transfer application)

Sl. No.	Name of the employee and designation those who are completed 3 years of stay at their stations/places as on 30-04-2024.	Date from which the individual is working in the station/ place including deputation period.	Furnish the information as to the Branches known by individual	Obtain application as to the Choice of Three request Places and furnish.	Name of the employees, those are at the verge of retirement (Below one year).
				1. 2. 3. (enclose application of the individual)	

Priniam
PRINCIPAL DISTRICT JUDGE,
2 KURNOOL *2/31*

- To : All the Judicial Officers in the District.
- Copy to
- 1.The Senior Superintendent, District Court, Kurnool.
 - 2.The Central Nazir, District Court, Kurnool.
 3. Superintendent, Copyist Establishment, District Court, Kurnool.
 - 4.The System Officer, Principal District Court, Kurnool to place in **official website**.