

OFFICE OF THE PRINCIPAL DISTRICT JUDGE, KURNOOL.

4338 official Communication
Dis. No. /Estt/2024.

Dated: 25.07.2024

Sub: PUBLIC SERVICES - A.P.J.M.S.S. - for the year 2024 - **PROBATION-Declaration of Probation** of Category-2 to 12 and Category-14 to 17 i.e., Senior Superintendent/ Superintendent / Stenographer- Grade-I / Stenographer-Grade-II/Stenographer-Grade-III / Senior Assistant/ Junior Assistant /Typist/Field Assistant/ Examiner / Copyist / Driver (Light Vehicle)/15 (a) Record Assistant/Process Server/Office Subordinate/Attender - Particulars along with Service Books - Called for - Regarding.

Ref: G.O.Ms.No.76 LAW(L, LA & J-HOME-COURTS.A) DEPARTMENT, Dated 15-05-2019

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All the Judicial Officers in the Kurnool District Unit are requested to submit the proposals in the prescribed proforma enclosed herewith for Declaration of probation in the cadres of Category-2 to 12 and Category-14 to 17 i.e., Senior Superintendent / Superintendent / Stenographer- Grade-I / Stenographer Grade-II / Stenographer - Grade-III / Senior Assistant / Junior Assistant / Typist / Field Assistant / Examiner / Copyist /Driver(Light Vehicle) / 15(a) Record Assistant / Process Server / Office Subordinate / Attender , along with the Service Books of the individuals with up to date entries.

Seperate proposal form should be submitted for each category for declaration of probation. The proposals along with Service Books should be submitted to the Principal District Court, Kurnool on or before 20.08.2024 without fail.

The proposals received after due date and without remarks of the presiding officers, shall not be entertained.


PRINCIPAL DISTRICT JUDGE,
KURNOOL. 

Encl: Proforma

To,

- 1.All the Judicial Officers in Kurnool District with a request to down load the same from Official website.
- 2.The Senior Superintendent (Accounts), District Court, Kurnool.
- 3.The Central Nazir, District Court, Kurnool.
- 4.The Superintendent, Central Copyist Establishment, District Court, Kurnool.
- 5.The stock file// A.O. Section//
- 6.The System Officer, Principal District Court, Kurnool to place the same in the official website

PROPOSALS FOR DECLARATION OF PROBATION

1	Service Class or Category	:	
2	Name of the Probationer	:	
3	Date of Appointment to the Service or Category	:	
4	Period probation on prescribed	:	
5	Period of Service as in such class or category in the High Courts for a probation in the category in question.	:	
6	Date of completion of probation if further service on continuation.	:	
7	Test if any to be passed during probation.	:	
8	Whether probation has passed the before the date of completion and if not whether he has applied for the tests before the expiry of the period of probation.	:	
9	Date of publication of results and whether he has passed them.	:	
10	Date of submission probation case for orders of the Appointing Authority as to the probationer's suitability for full membership.	:	
11	Whether there are any charges pending against the individual and whether any punishment was inflated on the individual during the period of probation.	:	
12	Remarks of the recommending officer	:	

Signature of the employee:

Signature of the Superintendent

**Signature of the Presiding Officer
with seal**

Dated . 25.07.2024

Sub: PUBLIC SERVICES – A.P.J.M.S.S. – Proposals for **Regularization of services** in certain cadres in the Kurnool District as on 01.07.2024 – Called for – Regarding.

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All the Judicial Officers in the Kurnool District are hereby requested to forward the applications of the employees of their respective Courts along with Service Registers whose services are not regularized in the cadres of Stenographer Grade-III, Junior Assistants, Field Assistant, Examiner, Copyist, Drivers, Record Assistants, Process Servers and Office Subordinates in the given proforma .

Name of the Court:

Particulars of staff members whose services are to be regularized in the cadre of

Sl.No.	Name of the employee and Designation	Method of appointment	Any Break in service from the date of appointment	Conduct & Performance of work (Shall be filled by the Presiding Officer)
		Direct Recruitment/ compassionate With date	promotion / by transfer with date	

Note: Separate particulars should be submitted for each category.

The particulars of the employees should reach the District Court, Kurnool on or before **20.08.2024** and the particulars received after due date will not be entertained.


PRINCIPAL DISTRICT JUDGE,
KURNOOL

To,

- 1.All the Judicial Officers in Kurnool District with a request to down load the same from Official website.
- 2.The Senior Superintendent (Accounts), District Court, Kurnool.
- 3.The Central Nazir, District Court, Kurnool.
- 4.The Superintendent, Central Copyist Establishment, District Court, Kurnool.
- 5.The stock file// A.O. Section//
- 6.The System Officer, Principal District Court, Kurnool to place the same in the official website

OFFICE OF THE PRINCIPAL DISTRICT JUDGE, KURNOOL.
Official Communication

Dis. No. 4336/Estt../2024

Dated: 25.07.2024

Sub: PUBLIC SERVICES - A.P.J.M.S.S. - GRADATION LIST -2024 -
Particulars of staff members to prepare the Annual Gradation List as
on 01-07-2024 - Called for - Regarding.

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All the Judicial Officers in the Kurnool Unit are requested to submit the particulars of their staff members as on 01-07-2024 in the Proforma enclosed herewith in order to prepare Annual Gradation List for the year 2024.

The Presiding Officers are requested to direct their Senior Superintendents/ Superintendents to ensure that the information furnished in the list are accurate and shall obtain the signatures of the concerned staff members in token of accepting the entries furnished in the List.

The proforma particulars should reach the District Court, Kurnool on or before 20.08.2024


PRINCIPAL DISTRICT JUDGE,

KURNOOL, 

Encl: Proforma

To,

- 1.All the Judicial Officers in Kurnool District with a request to down load the same from Official website..
- 2.The Senior Superintendent (Accounts), District Court, Kurnool.
- 3.The Central Nazir, District Court, Kurnool.
- 4.The Superintendent, Central Copyist Establishment, District Court, Kurnool.
- 5.The stock file// A.O. Section//
- 6.The System Officer, Principal District Court, Kurnool to place the same in the official website

GRADATION LIST - 2024 AS ON 01.07.2024

S.No.	Name of the employee	Caste	PH / HH / LVH WITH %	Date of Birth and Place	Qualification	Departmental Tests	Date of First appointment in the Service and Category	Whether appointment is by Unit Transfer and date of joining in this Unit. with Preceding s number and dt.	Date of appointment in the present category	Total Service upto 01.07.2024 in the present category (Y-M-D)	Total length of service from the date of appointment (y-m-d)	Date of Regularisation	Date of Approved Probation	Date of declaration of 06/12/18 /24/30	PAY as on 01-07-2024	Station and Date from which the individual is working	Signature of the employee (MANDATORY)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1																	
2																	
3																	
4																	
5																	
Signature of the C.M.O.																	
Signature of the Officer with seal																	



OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: KURNOOL

Official Communication

Dis. No. 4339 / Estt., / 2024

Dated. 25.07.2024

Sub: PUBLIC SERVICES - A.P.J.M.S.S.- AUTOMATIC ADVANCEMENT SCHEME - Appointment to the Special Grade Post / Special Promotion Post Scale- I A / Special Promotion Post Scale - I B / Special Promotion Post Scale-II A / Special Promotion Post scale II - B to employees who have completed 6 / 12 / 18 / 24 / 30 years of service respectively - Proposals - Called for - Regarding.

Ref:1.G.O.Ms.No. 76 LAW (L, LA & J-HOME-COURTS.A) Department Dt.15.05.2019

2.G.O:Ms.No. 1 Finance (PC-TA) Department dt. 17.01.2022

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All the Judicial Officers in the Kurnool Unit are hereby requested to forward the proposals of the employees of their respective Courts who have completed 6/12/18/24/30 years of service in a particular category as on 01.07.2024 for appointment of Special Grade Post/Special Promotion Post Scale-1A/Special Promotion Post Scale-1B/Special Promotion Post Scale-II A/ special Promotion Post Scale II-B respectively.

The Presiding Officers are further requested to furnish the particulars of eligible employees (enclosed separate applications for 6/12/18/24/30 years) in the given proforma along with the Service Books of the individuals with up to date entries and Remarks on or before 20.08.2024

Principal District Judge,

Kurnool

Encl: Proformas

To:

- 1.All the Judicial Officers in Kurnool District.
2. The Senior Superintendent (Accounts), District Court, Kurnool.
3. The Central Nazir, District Court, Kurnool.
4. The Superintendent, Central Copyist Establishment, District Court, Kurnool.
5. The Stock file
- 6.The System Officer, Principal District Court, Kurnool with a direction to place this letter at e - courts website.

PROPOSALS FOR THE YEAR 2024.

PARTICULARS OF EMPLOYEES CATEGORY WISE WHO HAVE COMPLETED 06 YEARS (SPECIAL GRADE POST) OF SERVICE
IN THE RESPECTIVE CATEGORY AS PER A.P.J.M.S.S. RULES

(Separate form should be enclosed to the service book of concerned individual)

Name and Designation of the employee	Number of increments sanctioned with date and page number		Departmental Tests passed if any with date of passing	Date of appointment in the present cadre	Category and date of 1 st appointment to the post in which 06 years of service is completed	Date from which the individual is to be appointed to Spl. Grade Post	Particulars of E.O.L. or stoppage of increment if any	Remarks
	Number of increments sanctioned	Date of sanction						
	1 st increment							
	2 nd increment							
	3 rd increment							
	4 th increment							
	5 th increment							
	6 th increment							

Signature of the Officer & Designation.

PROPOSALS FOR THE YEAR 2024

PARTICULARS OF EMPLOYEES CATEGORY WISE WHO HAVE COMPLETED **12 YEARS** (SPECIAL PROMOTION POST 1-A) OF SERVICE
IN THE RESPECTIVE CATEGORY AS PER A.P.J.M.S.S. RULES

(Separate form should be enclosed to the service book of concerned individual)

Name and Designation of the employee	Number of increments sanctioned and page number	Number of increments sanctioned with dates and page number		Departmental Tests passed if any with date of passing		Date of appointment in the present cadre	Date on which the individual was appointed to Spl. Grade Post (06 years) With page number	Date of 12 years of service is completed	Date from which the individual is to be appointed to Spl. Promotion post 1-A (12 years)	Particulars of E.O.L. or stoppage of increment if any	Remarks
		Date of sanction	Page No.	Tests	Page No.						
	1 st increment			Civil Judl. Test Part 1							
	2 nd increment			Civil Judl. Test part II							
	3 rd increment			Accounts							
	4 th increment			Cri..J.T. -1							
	5 th increment			Cri..J.T.- 2							
	6 th increment			Cri..J.T.-3							
	7 th increment			Cri. J.T.-4							
	8 th increment			Translation test if any							
	9 th increment										
	10 th increment										
	11 th increment										
	12 th increment										

Signature of the Employee

Signature of the Officer & Designation.

PROPOSALS FOR THE YEAR 2024

PARTICULARS OF EMPLOYEES CATEGORY WISE WHO HAVE COMPLETED **18 YEARS** (SPECIAL PROMOTION POST 1-B) OF SERVICE
IN THE RESPECTIVE CATEGORY AS PER A.P.J.M.S.S. RULES

(Separate form should be enclosed to the service book of concerned individual)

Name and Designation of the employee	Number of increments sanctioned with date and page number		Departmental Tests passed if any with date of passing		Date of appointment in the present cadre	Date appointed to Spl. Grade Post (06 years) With page number	Date appointed to S.P.P.-1-A (12 years) With page number	Date from which the Individual is to be appointed to S.P.P. 1-B (18 years)	Particulars of E.O.L. or stoppage of increment if any	Remarks
	Number of increment sanctioned	Date of sanction	P. No.	Tests						
	1 st increment			Civil J.T. Part 1						
	2 nd increment			Civil J.T. part II						
	3 rd increment			Accounts						
	4 th increment			CrI. J.T. -1						
	5 th increment			CrI. J.T. -2,						
	6 th increment			CrI. J.T. -3						
	7 th increment			CrI. J.T. -4						
	8 th increment			Translation test						
	9 th increment									
	10 th increment									
	11 th increment									
	12 th increment									
	13 th increment									
	14 th increment									
	15 th increment									
	16 th increment									
	17 th increment									
	18 th increment									

Signature of the employee

Signature of the Officer & designation.

PROPOSALS FOR THE YEAR 2024

PARTICULARS OF EMPLOYEES CATEGORY WISE WHO HAVE COMPLETED 24 YEARS (SPECIAL PROMOTION POST II -A) OF SERVICE
 IN THE RESPECTIVE CATEGORY AS PER A.P.J.M.S.S. RULES
 (Separate form should be enclosed to the service book of concerned individual)

Name and Designation of the employee	Number of increments sanctioned with date and page number		Departmental Tests passed if any with date of passing		Date of appointment in the present cadre	Date appointed to Spl. Grade Post (06 years) With page number	Date appointed to S.P.P. 1-A (12 years) With page number	Date appointed to S.P.P. 1-B (18 years) With page number	Date from which the individual is to be appointed to S.P.P. II -A (24 years)	Particulars of E.O.L. or stoppage of increment if any	Remarks
	Number of increment sanctioned	Date of sanction	Tests	Page Number							
	1 st increment		Civil J.T. Part 1								
	2 nd increment		Civil J.T. part II								
	3 rd increment		Accounts								
	4 th increment		Cr.L.J.T. -1								
	5 th increment		Cr.L.J.T.- 2								
	6 th increment		Cr.L.J.T.- 3								
	7 th increment		Cr.L.J.T.- 4								
	8 th increment		Translation test								
	9 th increment										
	10 th increment										
	11 th increment										
	12 th increment										
	13 th increment										
	14 th increment										
	15 th increment										
	16 th increment										
	17 th increment										
	18 th increment										
	19 th increment										
	20 th increment										
	21 st increment										
	22 nd increment										
	23 rd increment										
	24 th increment										

Signature of the employee

Signature of the Officer & designation.

Name and Designation of the employee	Number of increments sanctioned with date and page number	Departmental Tests passed if any with date of passing	Date of appointment in the present cadre	Date appointed to Spl. Grade Post (06 years) With page number	Date of appointment in the present cadre	Date appointed to Spl. Grade Post (06 years) With page number	Date appointed to S.P.P. 1-A (12 years) With page number	Date appointed to S.P.P. 1-B (18 years) With page number	Date appointed to S.P.P. II-A (24 years) With page number	Date from which the individual is appointed to S.P.P. II-B (30 years)	Particulars of E.O.L. or stoppage of increment if any	Remarks
	Number of increment sanctioned	Date of sanction	P.No.									
	25 th increment											
	26 th increment											
	27 th increment											
	28 th increment											
	29 th increment											
	30 th increment											

Signature of the employee

Signature of the Officer & designation