

JUDICIARY: KURNOOL DISTRICT



OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: KURNOOL.

CIRCULAR

Dis.No. 6453 /Estt./2024

Dated:25.10.2024

- Sub: : Instructions by the Andhra Pradesh Judicial Academy - Online training to the Ministerial Staff of District Judiciary in the State of Andhra Pradesh on working Saturdays between 10.15 A.M to 01.00 PM - Staff members nominated in the cadre of Superintendents and Junior Assistants in Kurnool Unit scheduled on 26.10.2024 - Certain instruction issued - Reg.
- Ref: 1. Hon'ble High Court of A.P. ROC. No.1288/2024-C-1 dt. 19.10.2024
2. Instructions of the A.P. Judicial Academy in ROC. No.300/APJA/2024 dt. 21.10.2024
3. Proceedings nominating the staff members in Kurnool Unit in Dis.No.6408/Estt./2024 dt. 23.10.2024
4. Instructions of the Andhra Pradesh Judicial Academy , received on 25.10.2024

In pursuance of the instructions of the Hon'ble High Court of A.P. in the ref. 1st , 2nd and 4th above, the staff members who were nominated in the ref. 3rd proceedings are directed to participate in the On-line training programme to be scheduled on 26.10.2024 from 10.15 A.M. to 1 P.M. in the below mentioned Courts.

Sl.No.	Staff members	Name of the Place
1.	Nominated staff members working in the premises of Principal District Court compound, Kurnool	Video conference room, Principal District Court, Kurnool
2.	Nominated staff members working in the premises of Munif Court complex, Kurnool	Court Hall of the I Additional Civil Judge's Court (Junior Division), Kurnool
3.	Staff members working in the Courts other than above	E-Courts room concerned.

Instructions of the A.P. Judicial Academy issued in the ref. 4th above are communicated herewith and the nominated staff members are directed to down load the same from the Official Web site.

(1) Nominated staff members shall present by 10-00 A.M.

(2) Senior Superintendent, Principal District Court, Kurnool is requested to take the attendance of the nominated staff members who are attended in the Principal District Court, Complex, Kurnool.

- (3) The Superintendent , Principal Civil Judge's Court(Junior Division), Kurnool is directed to take the attendance of the nominated staff members who are attended in the Magistrate Court building complex, Kurnool
- (4) The Superintendent/ Senior Superintendent of the Superior Courts concerned , other than above are directed to take the attendance of the nominated staff members
- (5) Attendance reports with absentees particulars shall be submitted to this Office by 28.10.2024

Any deviation in the matter will be view seriously.


Principal District Judge,
KURNOOL

To :

- (1) Sri P.Divakar, Additional Civil Judge (Senior Division), Kurnool
- (2) Sri S.Osman Saheb, Head Clerk, Special Magistrate Court, Nandyal
- (3) The staff members concerned
- (4) The Judicial Officers concerned
- (5) The System Officer, e-courts, Principal District Court, Kurnool to place the same in Official website and for making necessary arrangements
- (6) The System Assistant, e-Courts, III Additional District Court, Nandyal for making necessary arrangements
- (7) The Senior Superintendent(Accounts) ,Principal District Court, Kurnool

ANDHRA PRADESH JUDICIAL ACADEMY
Under the Aegis of
HIGH COURT OF ANDHRA PRADESH



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STAFF TRAINING - GENERAL INFORMATION AND ETIQUETTE TO BE OBSERVED

The Andhra Pradesh Judicial Academy submitted a proposal to the Hon'ble High Court of Andhra Pradesh as to conducting online classes on working Saturdays for the Staff of District Judiciary nominated by the respective unit heads. The Hon'ble High Court of Andhra Pradesh vide ROC.No.1288/2024-C-1, 19.10.2024, informed that the High Court is pleased to accept the above proposal submitted by A.P. Judicial Academy. Further, the Hon'ble High Court of Andhra Pradesh vide ROC.No.1288/2024-C-1, dated 19.10.2024, asked all Principal District Judges/Unit Heads in the State to extend cooperation for the proposals sent by the Judicial Academy with regard to imparting training to the Staff of District Judiciary, and marked a copy to the Director, A.P. Judicial Academy.

Therefore, certain general information and etiquette to be observed by the nominated staff members during online training is shared herewith.

GENERAL INFORMATION:

1. The training sessions are online based.
2. The nomination and joining shall be on establishment basis.
3. The nominated staff members will join from their respective workstations/establishment.
4. Nodal Officers appointed by unit heads will coordinate with the Nodal Officer of the Academy.
5. Nodal Officers appointed by unit heads will share the information received from the Academy in their respective groups at unit level.
6. A Whatsapp group is being created with the Team Academy, Principal District Judges, Administrative Officers and Nodal Officers of respective districts as members and necessary information will be shared in that group which in-turn will be shared by the Nodal Officers with the nominated staff members.
7. The Resource Persons will be opted by the Judicial Academy from time to time, subject to necessity, suitability etc.
8. The list of topics is already shared and any request for inclusion of new topics may be made through Nodal Officers.
9. Links of Registration and Feedback Forms will be shared in the whatsapp group for online registration and submission by the nominated staff members. Nodal Officers will ensure that all the staff nominated will complete the submission of Registration and Feedback Forms.

ETIQUETTE:

1. The staff members nominated shall maintain decency and decorum on all aspects including decent dressing.
2. The participants shall be polite and Considerate.
3. The audio of the participants shall be kept in mute unless necessary and permitted, and video shall be kept on during the entire day except for breaks.
4. There shall be no cross-talk.
5. Don't be late and be punctual
6. Don't forget to leave the meeting once you are done.
7. Don't raise queries while the speaker is giving lecture and please reserve till interactive session. The queries or questions shall be only when permission is granted by the Resource Person, preferably at the end of the session.
8. Suggestions and queries may be transmitted to the Judicial Academy.
9. The electricity and internet connections may be checked in advance and ensure that speakers are working properly.
10. The staff members are requested to join establishment wise, and avoid congestion.

**A. HARI HARANADHA SARMA
DIRECTOR
A.P.J.A.**