OFFICE OF THE PRINCIPAL DISTRICT JUDGE,KURNOOL.

Official Communication

Dis. No. 4251 /Estt., /2025. Dated: 2.8.2025

Sub: PUBLIC SERVICES - A.P.J.M.S.S. - **DECLARATION OF PROBATION** of employees working in Category-2 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 / Senior Driver (Ligh Vehicle) / Driver (Light Vehicle) / Record Assistant / Process Server/Office Subordinate - Particulars in prescribed proforma along with Service Books - Called for - Regarding.

Ref: 1. G.O.Ms.No.76 LAW(L, LA & J- HOME- COURTS. A) DEPARTMENT, Dated 15-05-2019

2. Office note and Orders there on dt. 2.8.2025

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All the Judicial Officers in the Kurnool District Unit are requested to submit the proposals of employees **in the prescribed proforma** enclosed herewith for Declaration of probation in the cadres of Category- 2 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,Senior Driver, Driver (Light Vehicle) , Record Assistant ,Process Server and Office Subordinate , **along with Service Books of the individuals** with up to date entries.

Proforma should be enclosed to the Service Book of respective staff member . Seperate proforma should be submitted for each category.

The particulars of the employees should reach the District Court, Kurnool on or before **15.08.2025** .

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	Nature of appointment (By Recruitment/By Transfer/By Promotion/By compassionate appointment)	:	
5	Period probation on prescribed	:	
6	Period of Service as in such class or category in the High Courts for a probation in the category in question.	:	
7	Date of completion of probation if further service on continuation.	:	
8	Test if any to be passed during probation.	:	
9	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.		
10	Date of publication of results and whether he has passed them.	:	
11	Date of submission probation case for orders of the Appointing Authority as to the probationer's suitability for full membership.	:	
12	Whether there are any charges pending against the individual and whether any punishment was inflated on the individual during the period of probation.	:	
13	Remarks of the recommending officer	:	

Signature of the employee

Signature of the Superintendent

Signature of the Presiding Officer
with seal