OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: KURNOOL

Official Communication

Dis. No. 5566 / Estt., / 2025 Dated. 6.10.2025

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
3. office note and orders there on dt. 5.10.2025

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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 30.09.2025** 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 on **or before 18.10.2025.**

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 Copyist Superintendent, Copyist Establishment, District Court, Kurnool.
5.The System Officer, Principal District Court, Kurnool to place in official website

PROPOSALS FOR THE YEAR 2025

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 1st 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	
	Number of increments sanctioned	Date of sanction	Page number						
	1st increment								
	2nd increment								
	3rd increment								
	4th increment								
	5th increment								
	6th increment								

Signature of Employee :

Signature of the Officer with seal

PROPOSALS FOR THE YEAR 2025

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 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)	Particul of E.O.L. stoppage increme if any
	Number of increment sanctioned	Date of sanction	Page . No.	Tests	Page No.					
	1st increment			Civil Judl. Test Part 1						
	2nd increment			Civil Judl. Test part II						
	3rd increment			Accounts						
	4th increment			Crl..J.T. -I						
	5th increment			Crl..J.T.- 2						
	6th increment			Crl..J.T. -3						
	7th increment			Crl. J.T. -4						
	8th increment			Translation test if any						
	9th increment									
	10th increment									
	11th increment									
	12th increment									

Signature of the Employee:

Signature of the Officer with seal

PROPOSALS FOR THE YEAR 2025

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	Rema-rks
	Number of increment sanctioned	Date of sanction	P.No.	Tests	Page No.						
	1st increment			Civil J..T. Part 1							
	2nd increment			Civil J.T. part II							
	3rd increment			Accounts							
	4th increment			Crl..J.T. -I							
	5th increment			Crl..J.T.- 2							
	6th increment			Crl..J.T. -3							
	7th increment			Crl. J.T. -4							
	8th increment			Translation test							
	9th increment										
	10th increment										
	11th increment										
	12th increment										
	13th increment										

	14th increment									
	15th increment									
	16th increment									
	17th increment									
	18th increment									

Signature of the employee

Signature of the Officer & designation.

PROPOSALS FOR THE YEAR 2025

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	Rer
	Number of increment sanctioned	Date of sanction	P.No	Tests	Page Number							
	1st increment			Civil J..T. Part 1								
	2nd increment			Civil J.T. part II								
	3rd increment			Accounts								
	4th increment			Crl..J.T. -I								
	5th increment			Crl..J.T.- 2								
	6th increment			Crl..J.T. -3								
	7th increment			Crl. J.T. -4								
	8th increment			Translation test								
	9th increment											
	10th increment											
	11th increment											
	12th increment											
	13th increment											
	14th increment											

	15th increment										
	16th increment										
	17th increment										
	18th increment										
	19th increment										
	20th increment										
	21st increment										
	22nd increment										
	23rd increment										
	24th increment										

Signature of the employee

Signature of the Officer & designation.

PROPOSALS FOR THE YEAR 2025

PARTICULARS OF EMPLOYEES CATEGORY WISE WHO HAVE COMPLETED 30 YEARS (SPECIAL PROMOTION POST II-B) OF SERVICE IN THE RESPECTIVE CATEGORY AS PER A.P.J.M.S.S. RULE

(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 appointed to S.P.P. II -A (24 years) With page number	Date from which the Individual is to be appointed to S.P.P. II -B (30 years)	Particulars of E.O.L. or stoppage of increment if any	Rema-rks
	Number of increment sanctioned	Date of sanction	Page No.	Tests	Page Number								
	1st increment			Civil J..T. Part 1									
	2nd increment			Civil J.T. part II									
	3rd increment			Accounts									
	4th increment			Crl..J.T. -I									
	5th increment			Crl..J.T.- 2									
	6th increment			Crl..J.T. -3									
	7th increment			Crl. J.T. -4									
	8th increment			Translation test									
	9th increment												
	10th increment												
	11th increment												
	12th increment												
	13th increment												
	14th increment												
	15th increment												
	16th increment												
	17th increment												
	18th increment												
	19th increment												
	20th increment												
	21st increment												
	22nd increment												
	23rd increment												
	24th increment												

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 to be 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.**									
	25th increment											
	26th increment											
	27th increment											
	28th increment											
	29th increment											
	30th increment											

Signature of the employee

Signature of the Officer with seal