OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: KURNOOL

Dis.No.6923 /Estt/2026 Dated 11-11-2026

C I R C U L A R

Some of the instances have come to the notice of the Undersigned that all Courts working in the District have been submitted the particualrs with regard to the staff members of their respective Courts as "incomplete data" as and when required by this Office and simply, they have submitted the details of the Staff without verification of the service registers and attendance registers of their respective Courts and it is verymuch inconvenience to take Administrative steps to the Staff concerned, if any.

All Judicial Officers workiing in Kurnool District Judiciary are hereby informed that the Chief Administrative Officers/Senior Superintendents/Superintendents/Senior Assistants/Incharge of their respective Courts concerned that some of the staff members in all categories have been working on deputations in their Courts since long time, but, concerned CMOs have not been submitted their working details of the deputation of staff concerned and also not making necessary deputation affected entries in the Service Registers of the employees concerned.

In this connection, all the C.M.Os, Courts concerned in Kurnool District are hereby directed to submit the entire details i.e., regular posting Court period and deputation period as and when required and they should make necessary entries in the service registers of the individuals and it is the part and parcel of responsibility of the Chief Administrative Officers/Senior Superintendents/Superintendents/Senior Assistants/Incharge of their respective Courts, without fail.

In the above circumstances, all the Judicial Officers working in Kurnool District are hereby requested to give strict necessary instructions to the C.M.Os, Courts concerned to submit the complete details of the deputations of the staff members (After verification of the service register/attendance register) of their respective Courts to this office **by 20-11-2026,** without fail, in the prescribed proforma as follows; along with photo copies of Service Register entries relating to the deputation of staff of their respective Courts and also copy of extract of attendance register till then i.e., November, 2026.

(P.T.O)

PROFORMA

NAME OF THE COURT:

S.No	Name of the court	Pendency of the cases		Name of the employee	Name of the regular court	Date of the joining in the regular court,	Name of the deputation court	Date of the deputation court	Working branch as well as knowing branches	Remarks.
		Civil	Criminal							

Any deviation in the above said circular will be viewed seriously.

The receipt of the circular may be acknowledged.

JUDGE, FAMILY COURT-CUM-
IV ADDITIOANL DISTRICT JUDGE,
F/A/C. PRINCIPAL DISTRICT JUDGE,
KURNOOL.

To,

1) All Judicial Officers working in the Kurnool District *with a request to communicate the same among all the staff members in their respective Courts concerned for information.*

2) The Senior Superintendent, (Accounts Branch) Principal District Court, Kurnool.
3) The Central Nazir, Principal District Court, Kurnool.
4) The Superintendent, Copyist Establishment/Statistic/OP cell, Principal District Court, Kurnool.
5) *The System Officer, District Court, Kurnool, with a direction to upload the same in the District Court's Official website.*