

C I R C U L A R

Sub: Public Services – APJMSS – **INTERNAL TRANSFERS** – Information with regard to the Staff members of all Courts in this Unit, who are going to be transferred within the Unit during Summer Vacation, 2024 on their completion of **3 years stay at a particular seat / station** (including deputation period) – Called for – Regarding.

Ref: Hon'ble High Court's Letter ROC No.1576/2019-C-3, dated 02.01.2021.

All the Presiding Officers of the Courts in the district are requested to obtain the following information from the employees of their respective Courts (**except last grade servants**), who have completed three years stay at a particular post / station (including deputation period) of their respective Courts **by 30-04-2024** and send the same to the office of the undersigned, on or before **20.03.2024** without fail:

- (1) Name of the Employee :
- (2) Present Designation :
- (3) Period of working in the present station :
- (4) Stations opted : 1.
: 2.
: 3.
- (5) The stations in which he/she worked previously with periods and cadre-wise (**including deputation periods**) :

True Copy / By Order

R. K. Kaulak
Chief Administrative Officer,
District Court, Vizianagaram.

Sd/ B. Sai Kalyan Chakravarthi
Principal District Judge,
Vizianagaram.

Note:

1. The employees who required retention on (i) spouse grounds; (ii) medical grounds; (iii) retiring from service within one year; (iv) widows who lost their spouse within that year (retention for a year only), shall submit requisitions along with supporting material.
2. Previous requisitions will not be considered. They shall submit fresh requisitions alongwith latest medical records.

To

All the Presiding Officers in the District.

Copy to the :

Senior Superintendents (HC, CN), Superintendents (CS , RK and Translator) District Court, Vizianagaram, with a direction to circulate among the Staff members working under their control and submit the required information to the Chief Administrative Officer's section, District Court, Vizianagaram, by **20.03.2024.**