



To Communicate to all



Dr. SHAIK MOHD. FAZULULLA  
REGISTRAR (RECRUITMENT)

AMARAVATI  
PIN-522 239

ROC No.960/2023-RC, dt.29-02-2024

To  
All The Prl. District Judges in the State of Andhra Pradesh.

Sir/Madam,

**Sub:** Workshops – District Level Workshops in the District Judiciary for the year 2024 – Guidelines and Schedule of Workshops – sent for compliance - Reg.

Check & Put up

✓  
D.J.

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I am to state that, as directed, I am sending herewith the Guidelines for conduct of Workshops along with the Annual Calendar, appended hereinto Annexure No. I to III with a request to follow the same and proceed with the conduct of Workshops for the year 2024, assiduously.

I am further to request you, to submit the Minutes and Reports of each Workshop within a week of conducting the same to the Registrar (Recruitment) to enable him to place the same before the Hon'ble Committee.

Yours sincerely

REGISTRAR (RECRUITMENT)

R.No: 1603  
04/02/24



District Court, Vizianagaram,  
Date: .03.2024.

Copy of letter in **ROC No.960/2023-RC** dt.29.02.2024 of the Honourable High Court of Andhra Pradesh, Amaravathi and the guidelines for conduct of Workshops along with the Annual Calendar, appended hereinto Annexure No.I to III, communicated to all the Judicial Officers in the Vizianagaram Judicial District, for information.

All the Chief Administrative Officers / Senior Superintendents / Superintendents relating to Vizianagaram Judicial District, are directed to download the said letter and the guidelines for conduct of Workshops along with the Annual Calendar, appended hereinto Annexure No.I to III, from District Court website **vizianagaram.dcourts.gov.in** and place before their respective Judicial Officers.

**True Copy / By Order**

*RVS Kaulakaw*  
Chief Administrative Officer,  
District Court, Vizianagaram.

*Sd/ B. Sai Kalyan Chakravarthi*

**Principal District Judge,  
Vizianagaram.**

**Copies to :-**

1. The Senior Superintendents (HC , C.N), District Court, Vizianagaram.
2. The Superintendents (CS, RK and Translator), District Court, Vizianagaram.
3. The System officer, e-Courts Project, District Court, Vizianagaram with a direction to upload the above said letter and enclosures in District Court website.

.Dis.No. 935 Date: 07.03.2024.

**SPECIAL COMMITTEE FOR FINALISATION OF CALENDAR AND SUBJECTS  
OF THE WORKSHOPS TO BE CONDUCTED AT EACH OF THE DISTRICTS  
ONCE IN THREE MONTHS**

**GUIDELINES FOR CONDUCT OF WORKSHOPS ALONG WITH CALENDAR**

**Objects of the Workshops:** To equip the Judicial Officers with sound knowledge in law, substantive as well as procedural, and in such other faculties as maybe felt necessary from time to time, to enable them to discharge their functions confidently and efficiently, maintain high degree of rectitude.

- (1) Chairperson of the Workshops:** The Hon'ble Administrative Judge of the District concerned shall be the Ex-Officio Chairperson of the Workshops. He will be the chief mentor of the Workshops to be conducted in the District concerned. He will preside over the Workshops.
- (2) Nodal Officer:** The Principal District Judge of the District concerned, assisted by an Additional District Judge chosen by him, shall be the Nodal Officer for holding of the Workshops. He shall take all such steps as necessary for conducting the Workshops and act under the guidance of the Hon'ble Administrative Judge concerned.
- (3) Resource Persons:**
  - (i) A panel consisting of retired Hon'ble High Court Judges and also of the retired District Judges hailing from the District concerned may be maintained after obtaining their consent. They may be requested to contribute articles on the subjects of the Workshops and invited to address the Judicial Officers on the selected subjects during Workshops. Appropriate travel arrangements shall be made by the High Court for the Resource Persons. The Principal District Judge/Protocol Magistrate will oversee the arrangements to be made to the Resource Persons for their travel and stay.
  - (ii) The Administrative Judges may also invite the Hon'ble sitting Judges to participate in the Workshops. Appropriate

arrangements, viz., travel etc., to the Hon'ble Judges who wish to take part in the Workshops shall be made by the High Court.

- (iii) The High Court may involve the Faculty Members of the A.P. Judicial Academy for their participation in the Workshops by contributing articles/papers. They may be allowed all such allowances to enable them to participate in the Workshops.
- (iv) The Principal District Judge/Nodal Officer of the District concerned shall identify minimum two Judicial Officers working in the District for each Workshop, at least a month before the date of workshop, by rotation from all the three cadres, for submitting papers, assisting the resource person and addressing the Workshops. The chosen officers shall place latest case law on the subject while addressing the Workshops.

**(4) Workshop sessions:** Workshops be conducted jointly to all cadres of Judicial Officers in a District so that Junior Officers will have the benefit of wider exposure to the subjects of the Workshops by listening/interacting with Senior Officers. This will facilitate effective conduct of Workshops with common subjects instead of multiple sessions, i.e., one session each for each cadre. Joint sessions will also eliminate redundancy of topics/subjects and save time.

**(5) Methodology of Workshops:** Workshops must be more interactive than speech oriented. Judicial Officers may be encouraged to present their papers on the subjects of the Workshops. The Nodal Officer shall inform all the Judicial Officers in the District in writing about the date of the Workshop at least four weeks in advance. The Judicial Officers who propose to present their papers/articles, shall send the same to the Nodal Officer at least two weeks in advance so that the same can be circulated to all the participants well before the commencement of the workshop for analysis of the topic by the participating Officers and expressing their views during the Workshop. The Nodal Officer shall be responsible for circulating the Papers presented for discussion during the Workshops among all the officers.

**(6) Proposed Schedule of Workshops:** Vide Annexure-I



**(7) Proposed Annual Calendar:** Vide Annexure-II

**(8) Frequency of Workshops:**

- (i) Workshops shall be conducted periodically once in every three months as per the calendar. If the workshop to be conducted as per the calendar falls on a festival day, the same shall be held on the immediately following Saturday.
- (ii) If for any unavoidable reasons, the date fixed for a Workshop is found not suitable for the Hon'ble Administrative Judge concerned, he may postpone the Workshop to another date, which as far as possible, may be the next following Saturday.

**(9) Minutes & Reports of Workshops:**

- (i) The Nodal Officer shall ensure that detailed minutes of the Workshops are recorded. Within one week of completion of the Workshop, the Nodal Officer shall prepare a report highlighting the important legal aspects fallen for discussion during the Workshop and send the same to the High Court.
- (ii) The Registrar concerned shall send copies of the report sent by the Nodal Officer to all the Unit Heads of other Districts who in turn shall circulate them among all the Officers in their respective Districts.

**(10) Conferences:** As per the present system, Judicial Officers' Conference is to be conducted once in six months by the Hon'ble Administrative Judge and once in three months by the respective Principal District Judges of the Districts concerned. As per the information furnished by E-Section, Judicial Officers of all the three cadres is 618. If six separate conferences are to be conducted in a year, apart from the Workshops, i.e., two conferences by the Hon'ble Administrative Judges and four by the respective Principal District Judges, it involves wasteful expenditure. It is therefore desirable that the Hon'ble Administrative Judges and the Principal District Judges of the respective Districts time their conferences on Sundays following the Saturdays on which the Workshops are held.

**(11) Venue of the Workshops:** District Court premises of the District concerned shall be the venue of the Workshops.

**(12) Timings of the Workshops:** Vide Annexure-III.

  
29.2.2024

**REGISTRAR (RECRUITMENT)**

**Annexure-I****SCHEDULE OF WORKSHOPS****First Workshop**

<b>Month</b>	<b>Fourth Saturday – Districts</b>	<b>Fifth Saturday - Districts</b>
March	Srikakulam, Vizianagaram, West Godavari, Krishna, Guntur, Prakasam	East Godavari, Visakhapatnam, Nellore, Chittoor, Kadapa, Ananthapuramu, Kurnool

**Second Workshop**

<b>Month</b>	<b>Fourth Saturday – Districts</b>	<b>Fifth Saturday - Districts</b>
June	Srikakulam, Vizianagaram, West Godavari, Krishna, Guntur, Prakasam	East Godavari, Visakhapatnam, Nellore, Chittoor, Kadapa, Ananthapuramu, Kurnool

**Third Workshop**

<b>Month</b>	<b>Third Saturday – Districts</b>	<b>Fourth Saturday – Districts</b>
September	Srikakulam, Vizianagaram, West Godavari, Krishna, Guntur, Prakasam	East Godavari, Visakhapatnam, Nellore, Chittoor, Kadapa, Ananthapuramu, Kurnool

**Fourth Workshop**

<b>Month</b>	<b>First Saturday – Districts</b>	<b>Third Saturday – Districts</b>
December	Srikakulam, Vizianagaram, West Godavari, Krishna, Guntur, Prakasam	East Godavari, Visakhapatnam, Nellore, Chittoor, Kadapa, Ananthapuramu, Kurnool



**ANNEXURE-II**  
**ANNUAL CALENDAR**  
**FIRST WORKSHOP**

<b>S. No.</b>	<b>Month</b>	<b>Day</b>	<b>DISTRICTS</b>	<b>SUBJECT</b>
<b>1.</b>	<b>March</b>	<b>Fourth Saturday</b>	Srikakulam, Vizianagaram, West Godavari, Krishna, Guntur, Prakasam	<p style="text-align: center;"><b><u>SUBJECT: CIVIL SUITS - AN OVERVIEW</u></b></p> <p><b><u>Session No. I</u></b></p> <p><b><u>Money Suits &amp; Mortgage Suits:</u></b></p> <p>a) Limitation, Admissibility and Appreciation of Evidence vis-a-vis burden of proof and onus of proof.</p> <p>b) Costs and interest – Case Law.</p> <p>c) Contours of Judgment Writing in Money &amp; Mortgage Suits – Special reference to operative portion - Precedents.</p> <p><b><u>Session No. II &amp; III</u></b></p> <p><b><u>Partition Suits:</u></b></p> <p>d) Persons eligible to seek partition under Hindu Succession Act 1956.</p> <p>e) Nature of property liable for partition with reference to coparcenery.</p>
		<b>Fifth Saturday</b>	East Godavari, Visakhapatnam, Nellore, Chittoor, Kadapa, Ananthapuramu, Kurnool	

				<p>f) Status of third party purchaser</p> <p>g) Preliminary, Final decree &amp; Mesne profits</p> <p><b><u>Session No. IV</u></b></p> <p><b><u>Declaration and Injunction Suits:</u></b></p> <p>h) Parties eligible to seek Declaratory &amp; Injunctive relief.</p> <p>i) Limitation governing the Declaratory &amp; Injunctive reliefs.</p>
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**SECOND WORKSHOP**

<b>S. No.</b>	<b>Month</b>	<b>Day</b>	<b>DISTRICTS</b>	<b>SUBJECT</b>
<b>1.</b>	<b>June</b>	<b>Fourth Saturday</b>	Srikakulam, Vizianagaram, West Godavari, Krishna, Guntur, Prakasam	<p align="center"><b><u>SUBJECT: EXECUTION OF DECREES</u></b></p> <p><b><u>Session No. I &amp; II</u></b></p> <p><b><u>Execution Proceedings:</u></b></p> <p>a) Execution of Money Decree – Different modes of Execution – Provisions of Law &amp; Case Law.</p>
		<b>Fifth Saturday</b>	East Godavari, Visakhapatnam, Nellore, Chittoor, Kadapa, Ananthapuramu, Kurnool	<p><b><u>Session No. III</u></b></p> <p>b) Execution of Decrees for Eviction &amp; delivery of vacant possession – Objections against delivery – Determination.</p> <p><b><u>Session No. IV</u></b></p> <p>c) Claim Petitions in Execution Proceedings.</p>

**THIRD WORKSHOP**

<b>S. No.</b>	<b>Month</b>	<b>Day</b>	<b>DISTRICTS</b>	<b>SUBJECT</b>
<b>1.</b>	<b>September</b>	<b>Third Saturday</b>	Srikakulam, Vizianagaram, West Godavari, Krishna, Guntur, Prakasam	<p align="center"><b><u>SUBJECT: OFFENCES UNDER SPECIAL ENACTMENTS</u></b></p> <p><b><u>Session No. I &amp; II</u></b></p> <p><b><u>Offences under Section 138 of Negotiable Instruments Act:</u></b></p> <p>a) Offence under Section 138 NI Act - Ingredients &amp; Case Law.</p> <p>b) Cognizance, Limitation, Jurisdiction – A study</p> <p>c) Interim Compensation and its recovery</p> <p>d) Compounding of Offences - Execution of Lok Adalat Award</p>
		<b>Fourth Saturday</b>	East Godavari, Visakhapatnam, Nellore, Chittoor, Kadapa, Ananthapuramu, Kurnool	



				<p><b><u>Session No.III</u></b></p> <p><b><u>Domestic Violence Act, 2005:</u></b></p> <p>e) Parties by whom and against whom reliefs can be sought.</p> <p>f) Types of reliefs</p> <p>g) Execution of Orders</p> <p><b><u>Session No. IV</u></b></p> <p><b><u>Protection of Children from Sexual Offences Act, 2012 – An overview:</u></b></p> <p>h) Nature of Offences</p> <p>i) Presumptions</p> <p>j) Compensation</p>
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**FOURTH WORKSHOP**

<b>S. No.</b>	<b>Month</b>	<b>Day</b>	<b>DISTRICTS</b>	<b>SUBJECT</b>
<b>1.</b>	<b>December</b>	<b>First Saturday</b>	Srikakulam, Vizianagaram, West Godavari, Krishna, Guntur, Prakasam	<p align="center"><b><u>SUBJECT: CRIMINAL LAW – PRACTICE &amp; PROCEDURE</u></b></p> <p><b><u>Session No. I</u></b> <b><u>Charge &amp; Discharge :</u></b></p> <p>a) Framing of charges – Impact of non framing of charges in Criminal Trial b) Alteration/Amendment of charges – Practice &amp; Procedure c) Discharge</p>
		<b>Third Saturday</b>	East Godavari, Visakhapatnam, Nellore, Chittoor, Kadapa, Ananthapuramu, Kurnool	<p><b><u>Session No. II</u></b></p> <p>d) Section - 311,313 &amp; 319 CrPC – Intricacies &amp; Case Law.</p> <p><b><u>Session No. III</u></b></p> <p>e) Victimology &amp; Compensation.</p> <p><b><u>Session No. IV</u></b></p> <p>f) Electronic Evidence</p>

**ANNEXURE-III****PROPOSED TIMINGS OF WORKSHOPS**

10.00 A.M. to 11.30 A.M.	-	Session-I
11.30 A.M. to 11.50 A.M.	-	Tea Break
11.50 A.M. to 01.00 P.M.	-	Session-II
01.00 P.M. to 01.45 P.M.	-	Lunch
01.45 P.M. to 03.00 P.M.	-	Session-III
03.00 P.M. to 03.20 P.M.	-	Tea Break
03.20 P.M. to 05.00 P.M.	-	Session-IV