District Court, Vizianagaram,
Dated : 15 .09.2025.

C I R C U L A R

Sub:- PUBLIC SERVICES – A.P.J.M.S.S – Automatic Advancement Scheme – Information with regard to the employees, who have completed **6/12/18/24 years** of service **as on 31.08.2025** in a particular category – Called for.

Ref:- 1. G.O.Ms.No.96, Finance (Pay Commission-II) Dept., dated 20.05.2011.
2. G.O.Ms.No.68, Finance (HRM.V) Department, dated 12.06.2015.
3. G.O.Ms.No.01, Finance (PC-TA) Department, dated 17.01.2022.

In pursuance of Orders in the G.Os above, all the Judicial Officers in the District are requested to cause transmission of certain information in the following proforma for the employees **who have completed 6/12/18/24 years of service (without any interruption)** of their respective Courts **as on 31.08.2025** for being appointed to the Posts of Special Grade Post Scale (06 years), Special Promotion Post Scale 1-A / Special Adhoc Promotion Post Scale 1-A (12 years), Special Promotion Post Scale I-B / Special Adhoc Promotion Post Scale I-B (18 years) and Special Promotion Post Scale-II / Special Adhoc Promotion Post Scale-II (24 years) for consideration. The said information containing the proof alongwith the Service Registers with up to date entries after duly certified by the Chief Ministerial Officer concerned as to the eligibility (as per norms) should reach the Office of the District Judge **on** or **before 30.09.2025.**

I. 06 years

Sl. No.	Name of the employee and designation	Date from which he / she is continuously working in the present post	Date of appointment to Special Grade Post Scale (06 years)	Whether any EOL was granted during the said period. If so specify the same	Whether any punishments are awarded or undergoing any departmental enquiries are pending against him/her
(1)	(2)	(3)	(4)	(5)	(6)

II. 12 years

Sl. No.	Name of the employee and designation	Date from which he / she is continuously working in the present post	Date of appointment in Special Grad post (6 Years) with Proceedings date.	Special Promotion Post Scale 1-A /Special Adhoc Promotion Post Scale 1-A (12 years)	Whether any EOL was granted during the said period. If so specify the same	Depart-mental tests passed if any	Whether any punishments are awarded or undergoing any departmental enquiries are pending against him/her
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

III. 18 years

Sl. No.	Name of the employee and designation	Date from which he / she is continuously working in the present post	Date of appointment in Special Promotion Post Scale 1-A /Special Adhoc Promotion Post Scale 1-A (12 Years) with Proceedings date.	Special Promotion Post Scale I-B / Special Adhoc Promotion Post Scale I-B (18 years)	Departmental test passed if any	Whether any EOL was granted during the said period. If so specify the same	Whether any Whether any punishments are awarded or undergoing any departmental enquiries are pending against him/her
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

IV. 24 years

Sl. No.	Name of the employee and designation	Date from which he / she is continuously working in the present post	Date of appointment in Special Promotion Post Scale I-B / Special Adhoc Promotion Post Scale I-B (18 Years) with Proceedings date.	Special Promotion Post Scale-II / Special Adhoc Promotion Post Scale-II (24 years)	Whether any EOL was granted during the said period. If so specify the same	Whether any punishments are awarded or undergoing any departmental enquiries are pending against him/her
(1)	(2)	(3)	(4)	(5)	(6)	(7)

True Copy / By Order

RVJ Kamala Rao
Chief Administrative Officer,
District Court, Vizianagaram.

Sd/ *M. Babitha*

Principal District Judge,
Vizianagaram.

Note:- All the Chief Administrative Officers / Chief Ministerial Officers relating to Vizianagaram Judicial District, are directed to download the above said circular from District Court website **vizianagaram.dcourts.gov.in** and place the same before their respective Officers.

To : All the Judicial Officers in the District.

Copy to :

1)The Senior Superintendents (H.C. & C.N.), Superintendent (C.S.) District Court, Vizianagaram, with a direction to furnish the required information to the Chief Administrative Officer's section **by 30.09.2025.**

2) The System officer, e-Courts Project, District Court, Vizianagaram with a direction to upload the above said circular in District Court website.

Dis.No. 3647, Dt. 15.09.2025