District Court, Vizianagaram,
Date: 15.09.2025.

CIRCULAR

Sub:- PUBLIC SERVICES – A.P.J.M.S.S – Certain information relating to the Staff for declaration of probation of their services alongwith the Service Register and proposal with regard to work and conduct of the employees of their respective Courts – Called for.

All the Judicial Officers in the District are requested to submit the information with regard to the employees, **who have completed two years of service within a continuous period of three years, in the case of direct recruitment; and one year of service within a continuous period of two years, in the case of an employee, who was promoted to the present category post,** along with the Service Register and proposal with regard to work and conduct of the employees of their respective Courts, and the information as to whether he/she involved in any criminal cases and whether any Departmental Enquiry/Show Cause Notice is pending against him/her and whether any penalty is imposed on him / her in any Departmental enquiry covering the above said periods to the District Court, Vizianagaram, **for the purpose of declaration of probation of their services** in the particular cadres.

The information should reach the District Court, **on or before 30.09.2025.**

True Copy / By Order

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

Sd/ *M. Babitha*

Principal District Judge,
Vizianagaram.

Encl: Proposal proforma

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:

1. All the Judicial Officers in the District.
2. The Senior Superintendents (HC, CN) and Superintendents (CS, Translator, RK and OP Cell), District Court, Vizianagaram, with a direction to submit the S.Rs. of the concerned staff members, working under their control.
3. The System officer, e-Courts Project, District Court, Vizianagaram with a direction to upload the above said circular in District Court website.

Dis.No. 3648, Dt. 15.09.2025

PROFORMA FOR REGISTER OF PROBATIONER

01. Service, Class or Category :

02. Name of the Probationer :

03. Date of appointment to the service :

04. Period of probation prescribed :

05. Period of service in such class or category or in the higher service of category which amounts for probation in the category in question. :

06. Date of completion of probation :

07. Tests if any passed :

08. Whether the probationer has passed them before the date of completion of probation and if not whether he has applied for the tests before the expiry of probation. :

09. Date of publication of result of the tests :

10. Date of submission of probationer's case for orders of the appointing authority :

11. Orders passed :

12. Remarks :