PROCEEDINGS OF THE DISTRICT JUDGE, VIZIANAGARAM.

Present: **Smt. M. Babitha**,
Principal District Judge, Vizianagaram

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Sub:- A. P. JUDICIAL ACADEMY – Training Programme for Ministerial Staff of District Judiciary in the State of Andhra Pradesh – **Nomination** of 10(ten) participants for participation in the "Capacity Building Program for Court Staff" from Vizianagaram District Unit to be held **on 17.10.2025 (Cluster-III)** at Andhra Pradesh Judicial Academy, Mangalagiri – **Orders** – Issued.

Ref:- 1) Hon'ble High Court's letter ROC.No.1390/2025-C.1, dated 07.10.2025.
2) Hon'ble Andhra Pradesh Judicial Academy's letter ROC No.425/APJA/2025, dt.03.10.2025.

ORDER DATED : 10 .10.20235

In pursuance to the letters of the Honourable High Court and Honourable Andhra Pradesh Judicial Academy in the references 1st and 2nd cited, the following Ministerial Staff Members of Vizianagaram District Judiciary are hereby nominated to participate in the "Capacity Building Program for Court Staff" which is to be conducted **on 17.10.2025 (Cluster-III)** at A.P. Judicial Academy, Mangalagiri.

S.No	Name of the Staff member (Sri/Smt/Kum)	Designation	Name of the branch the individual dealing with / Name of the branch in which the individual having knowledge
1.	I. Rajya Lakshmi	Sr. Superintendent, 1st Additional District Court, Vizianagaram, now working on deputation in Excise Court, Vizianagaram	
2.	B. Srinivasa Rao	Superintendent, POCSO Court, Vizianagaram, now working on deputation in District Court, Vizianagaram	
3.	N. Srinivas	Junior Assistant, Principal Junior Civil Judge's Court, Vizianagaram.	Accounts
4.	G.Suryanarayana	Junior Assistant, Junior Civil Judge's Court, S.Kota, now working on deputation in Senior Civil Judge's Court, Bobbili	Accounts
5.	P. Chaitanya	Junior Assistant, Junior Civil Judge's Court, Gajapathinagaram, now working on deputation in Senior Civil Judge's Court, Vizianagaram.	Execution Petitions
6.	J. Srinivasa Rao	Junior Assistant, Mobile Court, now working on deputation in Family Court, Vizianagaram.	Execution Petitions
7.	Mohan Raju P	Senior Assistant, Excise Court, now working on deputation in District Court, Vizianagaram.	Original Suits
8.	Bevara Suresh	Junior Assistant, Junior Civil Judge's Court, S.Kota, now working on deputation in Junior Civil Judge's Court, Kothavalasa	Original Suits
9.	A.Gopala Krishna	Junior Assistant, Principal Junior Civil Judge's Court, Vizianagaram	Criminal side
10.	P.Tarunasree Naidu	Junior Assistant, Additional Junior Civil Judge's Court, Vizianagaram, now working on deputation in Principal Junior Civil Judge's Court, Bobbili.	Criminal side

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The concerned Presiding Officers are requested to relieve the above Ministerial Staff Members on 16.10.2025 and inform the same to the District Court, Vizianagaram for record.

The individuals who are nominated to participate in the "Capacity Building Program for Court Staff" are directed to attend at A.P. Judicial Academy at 08:00 A.M. on 17.10.2025.

The above individuals are entitled to draw TA/DA as per rules.

True Copy / By Order

RNT Kamalakar
Chief Administrative Officer,
District Court, Vizianagaram.

Sd/ M. Babitha

Principal District Judge,
Vizianagaram.

To: The Individuals.

Copy to:-

The Director, A.P. Judicial Academy, Mangalagiri, for information.
The 1st Additional District Judge, Vizianagaram.
The III Additional District Judge, Vizianagaram.
The Special Judge, POCSO Court, Vizianagaram.
The Senior Civil Judge, Vizianagaram.
The Senior Civil Judge, Bobbili.
The Principal Junior Civil Judge, Vizianagaram.
The Principal Junior Civil Judge, Bobbili.
The Additional Junior Civil Judge, Vizianagaram.
The Judicial Magistrate of First Class, Special Mobile, Vizianagaram.
The Special Judicial Magistrate of First Class, Excise, Vizianagaram.
The Junior Civil Judge, S.Kota.
The Junior Civil Judge, Gajapathinagaram,
The Junior Civil Judge, Kothavalasa.
The Senior Superintendent (HC), District Court, Vizianagaram.

.Dis.No. 3928 **Date:** 10 **.10.2025.**

The System officer, e-Courts Project, District Court, Vizianagaram, with a direction to send the copies of PROCEEDING AND PROGRAMME ~~Form~~ **to all the Judicial Officers relating to Vizianagaram District Judiciary, through their respective official mails** and to upload the same in District Court website **vizianagaram.dcourts.gov.in** and also place the same in the group of chief ministerial officers of Vizianagaram Judicial District.

Capacity Building Programme for Court Staff

08:30 AM to 09:15 AM Registration and Breakfast
09:15 AM to 09:45 AM – Inaugural Session

Session No.	Time Schedule	Technical Session
01	**SESSION – I** 10:00 AM to 11:00 AM	1. **Checking and Numbering** i. Checking of Suits ii. Checking of Interlocutory Applications iii. Checking of Execution Petitions iv. Checking of Appeals v. Checking of other Original Petitions 2. **Preparation of decrees and decreetal orders**
02	**SESSION – II** 11:00 AM to 12:00 PM	**Checking and Numbering** i. Checking of Private Complaints & ii. Checking of Charge Sheets
Tea Break (12:00 PM to 12:15 PM)		
03	**SESSION – III** 12:15 PM to 01:15 PM	**An overview on Administration of the Court Business** a. Maintenance of Registers b. Reconciliation of Accounts c. Leave Rules d. Treasury Rules e. Cheque Powers of DDO f. Cause List, Diary - Importance and Maintenance
Lunch Break (01:15 PM to 02:15 PM)		
04	**SESSION – IV** 02:15 PM to 03:15 PM	1. Staff Discipline and Departmental Enquiries 2. An overview on Right to Information Act
Tea Break (03:15 PM to 03:30 PM)		
05	**SESSION – IV** 03:30 PM to 04:30 PM	1. Preparation and Submission of Statistics Periodically 2. Preparation of Statements, Nazarath related issues 3. Copyist Establishment - Maintenance and Destruction of Records 4. Preparation of Office Note and Correspondence – Interdepartmental Communication
	04:30 PM to 05:00 PM	Interaction & Valediction