e-courts

Office of the District Judge,
Vizianagaram, Date: 11.03.2026.

C I R C U L A R M E M O

Sub:- GRADATION LIST – Annual Gradation list of Superior and Last Grade Employees of Vizianagaram District Unit **as on 01.07.2025 – Called for**.

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All the Judicial Officers in the District are requested to furnish necessary information in respect of all the Superior and Last Grade Employees working in their respective Courts, as on **01.07.2025**, to the District Court **immediately**, for preparation of Annual Gradation List of 2025 of the Superior and Last Grade Employees of the Vizianagaram District. The information shall be furnished in the following proforma.

PROFORMA

1. Serial Number
2. Name and designation of the employee with indication whether he/she belongs to SC/ST/BC(with group)/ OC and whether he/she belongs to Physically Handicapped person (noting the group with percentage) and inform whether the employee relinquished to further promotion.
3. Pay and Special Pay, if any, as on 01.07.2025
4. Date of Birth
5. Date of entry into the Government Service
6. Date of appointment in different categories if he/she was promoted from Lower Category and date from which he/she is continuously working in the present category
7. Date of regularization of services if any in which Category
8. Whether probationer or approved probationer if any in the present Category
9. Date of confirmation and post in which he is confirmed
10. Educational and technical qualifications (Whether the individual passed or failed should be noted clearly)
11. Departmental tests passed
12. Native Place
13. Date from which he/she is continuously working in the present station

NOTE:

1. The information with regard to column Nos. 10 and 11 shall be furnished after proper verification of the relevant entries in the Service Registers. If any Service Register is not available, the same shall be obtained from the concerned Court immediately and correct information should be furnished only after proper verification.
2. The concerned Chief Ministerial Officer shall scrutinize the information furnished in respect of each Court as called for above and shall append a certificate to that effect underneath each statement. He / She will be held responsible for any incorrect information furnished therein.

The receipt of this Circular memo should be acknowledged.

Sd/- *M. Babitha*

Principal District Judge,
Vizianagaram.

//T.C.B.O//

Chief Administrative Officer,
District Court, Vizianagaram.

To
All the Judicial Officers in the District.
Copies to:
1. The Senior Superintendent (H.C), District Court, Vizianagaram,
2. The Senior Superintendent, (C.N) District Court, Vizianagaram,
3. The Superintendents (Translator, RK, OP Cell & CS), DC, Vzm.

With a direction to furnish the above particulars of the staff members of their respective branches to the AO Section **immediately**.

Dis.No.1365, dated 23.02.2026