

V.S.S.SRINIVASA SARMA,
REGISTRAR (ADMINISTRATION)



AMARAVATI
16.07.2026

ROC.No.941/2026-Estt.

To

All the Principal District Judges,
State of Andhra Pradesh.

Sir/Madam,

I am to inform you that, the details of the contract employees with details of the courts and DDO codes were sought for the purpose of mapping. Even though, more than 3 months lapsed, the District Court Staff are unable to provide proper information.

On perusal of the information furnished by the District Court Staff, it has been noticed that the salaries of contractual employees are not drawn against the DDO Code of the Court in which they are appointed. If it is to state that the Presiding Officer of the Court where the employees are appointed on contract basis does not possess the powers of DDO, the present Drawing & Disbursing Officer should map the DDO Code of such Court to it for the purpose of drawing the salaries of the contractual employees appointed in such Courts. However, it was not done so.

Further, it was noticed that the salaries are drawn in other Court(s) (DDOs) without there being any formal order(s) and because of such irregular procedures, when the details of the contractual employees are sought to be mapped with DDO Codes of the Courts where they are appointed, it is becoming impossible. As consequence upon it, it is made to understand the salaries of contractual employees could not be drawn since last 4 (four) months. Lapse is evidently on the part of the Courts where from the salaries are drawn without proper reference to the DDO Codes in which such contractual employees are appointed and therefore, it is necessary to take steps to rectify the same at the earliest.

Example-1:

Sl. No	Court Name	DDO Code	Head of Account	Budget Control DDO Code
1	District Court, Anantapuramu	10011603004	2014001050004300301	10011603004
2	I Spl. Magistrate Court, Anantapuramu	10011603020	2014001080005300301	10011603004

Check & Put up

DDJ

Example-2:

Sl. No	Court Name	DDO Code	Head of Account	Budget Control DDO Code
1	I Spl. Judl. Magistrate of II Class, Chittoor	1101-1603-003	2014-00-108-00-05-300-301VN	1101-1603-014 III ACJ Court (Jr.div), Chittoor)
2	Spl. Judl. Magistrate of II Class, Piler	1110-1603-001	2014-00-108-00-05-300-301VN	1101-1603-003 PCJ (Jr.div), Piler

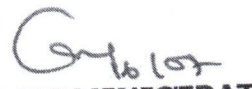
Example-3:

Sl. No	Court Name	DDO Code	Head of Account	Budget Control DDO Code
1	Special Judicial Magistrate Court For Excise, Kadapa	There is no Separate D.D.O Code	2014-108-05-300-301	12011603007
2	Special Judicial Magistrate Court (13th Finance)Jammalamadugu	There is no Separate D.D.O Code	2014-108-05-300-301	12041603001
3	Special Judicial Magistrate Court (13th Finance) Badvel	There is no Separate D.D.O Code	2014-108-05-300-301	12021603001
4	Special Judicial Magistrate Court For Railways Kadapa	There is no Separate D.D.O Code	2014-108-04-300-301	12011603007

Some of the instances which came to the notice of the High Court are mentioned as examples so that the same would be rectified and proper data would be shared in Excel format only.

Further, it may be considered to enquire as to why such lapse occurred as it has/is delayed/delaying payment of salaries to the contractual employees.

The above information should be shared **on or before 20.07.2026** so that there would not be any further inconvenience and delay in raising the bills of the employees.


REGISTRAR (ADMINISTRATION)

cc
Ann

District Court, Vizianagaram,
Date : **-07-2026.**

The Hon'ble High Court's letter in ROC No.941/2026-Estt. Dt. 16.07.2026 is herewith communicated with a direction to submit the details of contract employees in the prescribed proforma to the District Court on or before 19.07.2026 submit the same to the Hon'ble High Court of AP.

This may be treated as Urgent.


**Principal District Judge,
Vizianagaram.**

Copy to :-

The System officer, e-Courts Project, District Court, Vizianagaram, with a direction to send the copies of the same **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.

.Dis.No. 30 62 Date : 17 .07.2026.