



**PRINCIPAL DISTRICT COURT :: KADAPA**

Sub:- Courts – Filing of I.Ps in various Civil Judge's Courts (Senior Division), in the Kadapa District – Certain instructions – Issued – Regarding.

**Establishment/ Dis.No:** 90

**Date:** 06.01.2025.

Ref:- Letter of the Official Receiver, Kadapa, dated 06.01.2025.

**CIRCULAR**

It has been brought to the notice of the undersigned that administrative charges being deposited in the concerned Senior Civil Judge's Courts, where the I.Ps are being filed and after filing of the I.Ps, the concerned Courts are not sending the I.P records to the Official Receiver Court, Kadapa and the Administrative Charges, if deposited there in are not being sent to the Official Receiver Court along with case records resulting difficulties in administering the I.P schedule properties.

Therefore, all the Civil Judge's Court (Senior Division), working in the Kadapa District are hereby directed to follow below instructions, scrupulously :

1. Whenever the I.Ps are filed, the petitioners are directed to deposit Administrative Charges at the rate of Rs.500/- for each respondent before the Official Receiver and obtain receipt from the Official Receiver.
2. The petitioners are hereby directed to handover the I.P schedule properties, movables or immovables, if any, with Official Receiver along with property documents and obtain Certificate from the Official Receiver.
3. Upon production of Certificates depositing the Administrative Charges and handing over the I.P schedule properties only, the I.Ps may be numbered.

**Any deviation in this regard will be viewed seriously.**

// t.c.b.o //

  
Chief Administrative Officer,  
Principal District Court, Kadapa

Sd/- G. Sridevi,  
PRINCIPAL DISTRICT JUDGE,  
KADAPA.

To

1. All the Civil Judges (Senior Division), working in the Kadapa District.
2. The System Officer, e-Courts Project, District Court, Kadapa (with a direction to upload the same in the District Court's website).
3. Stock file.