



**PRINCIPAL DISTRICT COURT : : KADAPA**

Sub:- Public Services- APJMSS - Internal transfers of staff during summer vacation, 2025 – Information with regard to 3 places of option of employees for transfer who complete 3 (three) years of stay in Particular station/ seat as on 30.04.2025 - Call for – Regarding.

Establishment/ Dis.No: 753

Date: 06.02.2025.

**C I R C U L A R**

Ref:- Hon'ble High Court's Circular in ROC No. 1576/2019-C3, dated: 02.01.2021.

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Adverting to above reference, for internal transfer of Subordinate staff members, who have completed 3 (three) years of service in particular station/ seat as on 30.04.2025, all the Judicial Officers in the unit are directed to obtain and forward 3 places of option of employees, who have completed 3 years of service in particular station/seat as on 30.04.2025, in respective Courts for their transfer, in the prescribed proforma, on or before **28.02.2025**

All the Judicial Officers are further directed to submit the request applications of employees who are seeking retention on (i) Spouse grounds ; (ii) Medical grounds; (iii) retiring from service within one year; (iv) widows who lost their spouse withint that year (retention for a year only), along with specific remarks/ recommendations and with supporting material, on or before **28.02.2025**

The C.M.O. of concerned Court is held responsible for sending the same within due date, after thorough verification of the Service particulars of the staff members working in their respective Courts.

Any deviation in this regard will be viewed seriously.

//t.c.b.o.//

*T.V.M. Krish*  
Chief Administrative Officer,  
District Court, Kadapa

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

To:

1. All the Judicial Officers in the unit. (Except DLSA, Spl. JSCM Courts)
2. The Superintendents (Accounts, Nazarath, Copyist, Record), District Court, Kadapa.
3. The System Officer, e-Courts Project, District Court, Kadapa (with a direction to upload the same in the District Courts, Website.
4. The Stock file

Date: 02.02.2024

Establishment District Judge

CIRCLAS

For: District Judge, District Court, Kadapa

22.02.2024

-cc/-

A meeting to review the progress of the work of the District Court, Kadapa, was held on 22.02.2024 at the District Court, Kadapa. The meeting was attended by the District Judge, District Court, Kadapa, and the Superintendents (Accounts, Nazarath, Copyist, Record), District Court, Kadapa. The meeting was held to review the progress of the work of the District Court, Kadapa, and to discuss the various issues relating to the work of the District Court, Kadapa. The meeting was held in the District Court, Kadapa, and the District Judge, District Court, Kadapa, presided over the meeting. The meeting was held in the District Court, Kadapa, and the District Judge, District Court, Kadapa, presided over the meeting.

At the District Court, Kadapa, the District Judge, District Court, Kadapa, directed to submit the report of the work of the District Court, Kadapa, to the District Judge, District Court, Kadapa, for his review. The District Judge, District Court, Kadapa, directed to submit the report of the work of the District Court, Kadapa, to the District Judge, District Court, Kadapa, for his review. The District Judge, District Court, Kadapa, directed to submit the report of the work of the District Court, Kadapa, to the District Judge, District Court, Kadapa, for his review.

22.02.2024

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24.02.2024  
PRINCIPAL DISTRICT JUDGE  
KADAPA

24.02.2024  
Chief Administrative Officer  
District Court, Kadapa

**PROFORMA**

**Name of the Court:**

Sl. No.	Name of the employee and designation	Date from which working in present station	years completed	Regular court period	Deputation Court Period	3 places of option of employee			Reasons for transfer / Retention after completion of 3 years in a particular station (Supporting documents should be enclosed)				Signature of the employee
						Option-1	Option-2	Option-3	Spouse grounds	Medical grounds	Retiring from service with in one year	Widows who lost their spouse within that year	

Signature of the C.M.O.

Signature of Presiding Officer