PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE, KADAPA

Present:- Dr. C. Yamini,
Principal District Judge, Kadapa.

Establishment/Dis.No. 3728 **Dated:** 01 **.07.2025.**

Sub:- Public Services – A.P.J.M.S.S - Particulars of employees for preparation of Annual Gradation List as on 01.07.2025 – Called for – Regarding.

Ref:- Office note and Orders thereon dated 01.07.2025.

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Order Dated :: 01.07.2025

All the Judicial Officers working in the District are requested to obtain the service particulars of each employee working in their respective courts as on 01.07.2025 in the proforma enclosed, for preparation of Annual Gradation List.

The particulars shall be sent to this court on or before 14 **.08.2025** without fail.

PRINCIPAL DISTRICT JUDGE,
KADAPA.

To

All the Judicial Officers in the District.

Copy to

1. The Superintendents (Accounts, Process & Copyists) District Court, Kadapa to obtain the information from the individuals working in their respective branches within the stipulated period and hand over the same in C.A.O's branch.

2. The System Officer, e-Courts Project, District Court, Kadapa (with a direction to upload the same in the District Court's website).

3. The Stock file.

PROFORMA

1. Name and Designation of the employee. :-
2. Religion, Caste and Sub-Caste. OC/BC/SC/ST :-
3. Date of Birth. :-
4. Pay as on 01-07-2022. :-
5. Date of entry into Govt. service and category. :-
6. Date from which continuously working in the Government Service and category. :-
7. Date from which continuously working in the present category. :-
8. Dates of promotion to which Categories. :-
9. Date of Regularization in each category. :-
10. Date of Declaration of Probation in each category. :-
11. Date of Confirmation in which category. :-
12. Educational Qualifications. :-
13. Technical Qualifications. :-
14. Departmental Tests passed. :-
15. Date of joining in this unit from other unit. :-

Certified that the above information furnished by me is complete and correct to the best of my knowledge.

Signature and Designation
of the Employee.

Certified that I have verified the particulars furnished by the individual with reference to the acquittance register and Service Register of the employee.

Signature of Presiding Officer