PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE, KADAPA

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

Establishment / Dis No. 4047 **Dated:** 16 **.07.2025**

Sub:	Public Services – APJMSS- Internal transfers of staff members in the cadre of **Record Assistants**, who have completed 3 (three) years of service in particular station/seat – Orders – Issued.
Ref:	1. Hon'ble High Court's Circular in ROC.No.1576/2019-C3., dt:02.01.2021. 2. Office note, dated: 01.02.2025. 3. Circular of the District Court, Kadapa in Dis.No.753, dt: 06.02.2025. 4. Letter of the District Court, Kadapa in Dis No. 1712, dated: 24.03.2025. 5. Letter of the Hon'ble High Court of A.P in ROC.No.459/2025-C-3, dt: 17.06.2025. 6. Office note and orders thereon.

:: ORDER DATED: 16 **.07.2025::**

Pursuant to the 1st cited Circular of Hon'ble High Court, the Principal District Court, Kadapa under 3rd reference cited, called for list of employees in the cadre of **Record Assistants** who have completed 3 years in their station or seat. On perusal, on the strength of their given options and for administrative exigencies, the undersigned is pleased to pass the following order :

S.No.	Name and Designation of the employee	Place of working	New Place of posting
1.	Sri U. Mohammed Haneef, Record Assistant.	Civil Judge's Court (Junior Division), Kamalapuram.	Transferred and posted to act as Record Assistant, Civil Judge's Court (Junior Division), Sidhout in the existing vacancy. On joining, the individual is deputed to work in II Additional District Judge's Court, Kadapa at Proddatur until further Orders.
2.	Smt B. Suhasini Devi, Roneo Operator (3 years not completed in Kadapa)	District Court, Kadapa working on deputation in Civil Judge's Court (Junior Division), Pulivendula.	Directed to work in her regular Court i.e., District Court, Kadapa until further Orders, by cancelling her earlier Orders of deputation.

Note :

1. The above individuals who are under Orders are directed to relive and join duty in their respective posts **on or before 31.07.2025.**
2. The Presiding Officers are hereby directed to relieve the staff members who were transferred.
3. The Staff members who are under transfer shall hand over their charge to the immediate senior member after completing all pending work if any and it should be duly attested by the Presiding Officer.
4. The order placed in the **https://kadapa.dcourts.gov.in/** and the downloaded copy from the web-site is valid for relieving and joining duty.
5. In any case the staff member who is under transfer as per above proceedings is availing Leave/ Casual leave/ Earned Leave/ Special Casual Leave or any kind of leave shall proceed and join duty in the new station immediately on completion of leave.
6. Covid-19 guidelines shall be followed.
7. All the copies are communicated through e-Mail, followed by hard copy.

PRINCIPAL DISTRICT JUDGE,
KADAPA.

To :

The individuals through the Presiding Officers concerned.

Copy to

1. The II Additional District Judge, Kadapa at Proddatur.
2. The Civil Judge (Junior Division), Kamalapuram, Sidhout, Pulivendula.
3. The Superintendent (Copyist), District Court, Kadapa.
4. The System Officer, e-courts Project, District Court, Kadapa (with a direction to upload the same in the District Court's website).
5. The Stock file.