PRINCIPAL DISTRICT COURT : : KADAPA

Sub:- Public Services – A.P.J.M.S.S. – Declaration of Probation of certain employees working in various categories of Posts in Kadapa District – Particulars called for – Regarding.

Establishment/ Dis.No: 4877 **Date:** 28.08.2025.

:: C I R C U L A R ::

Ref:- 1. G.O.Ms.No.76 LAW (L,LA&J- Home. Courts. A), dt:15.05.2019.
2. Office note and Orders thereon.

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All the Judicial Officers in the District are requested to send the particulars of employees working in their respective courts who have completed the period of Pprobation in their respective cadres/ categories of posts as per APJMSS Rules, 2019, for declaration of Probation in the prescribed proforma enclosed herewith on or before 13-9-25. The Officers are further requested to send the Service Registers of the individuals along with the particulars after duly obtaining the signatures from the staff members and C.M.Os.

PRINCIPAL DISTRICT JUDGE,
KADAPA.

To

All the Judicial Officers in the District.

Copy to the

1. Superintendents (Accounts, Process and 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 the Administration Branch of District Court, Kadapa.

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

3. Stock File.

REGISTER OF PROBATIONERS

Service, class or category	
Name of Probationer	
Date of appointment to the service, class or category.	
Period of probation prescribed	
Specify the leaves if any (EL, HPL, CML, EOL) during the Probation Period.	
Period of service in such class or category or in the higher service or category which counts for probation in the category in question. From_____ To _____ From_____ To _____ From_____ To _____	
*Date of completion of probation, if further service is continuous.	
Tests, if any, to be passed during probation	
Whether the probationer has passed them before date of completion of probation and if not, whether he has applied for the tests before the expiry of the period of probation.	
*Date of publication of results of the tests and whether he has passed them.	
Date of submission of probationer's case for orders of the appointing authority as to the probationer's suitability for full membership.	
Orders passed	
Remarks	

Note:- CMOs are directed to take steps to furnish the Correct particulars of the employees.

Signature of the Employee **Signature of the C.M.O.**

Signature of the Presiding Officer.