PRINCIPAL DISTRICT COURT : : KADAPA

Sub:- Public Services – Automatic Advancement Scheme – Spl Grade Scales/ SPP Scale 1-A/ Spl. Adhoc Promotion Post Scale 1-A/ Spl. Promotion Post Scale 1-B/ Spl. Adhoc Promotion Post Scale 1-B/ Spl. Promotion post Scale-IIA / Spl. Adhoc Promotion Post Scale IIA/ Spl Promotion Post Scale -IIB/ Spl Adhoc Promotion Post Scale-IIB – **Particulars of employees who have completed 6/12/18/24/30 years of service as on 01.09.2025** – Called for – Regarding.

Establishment/ Dis.No: 6373 **Date:** 17.11.2025.

C I R C U L A R

Ref:-
1. G.O.Ms.No. 93 Fin (PC-II) Dept dated 03-04-2010.
2. G.O.Ms.No. 96 Fin (PC-II) Dept dated 20-05-2011.
3. Circular Memo No. 020091/125/PC-II dated 17-8-2011 of Fin.Dept. Govt. of A.P. Hyderabad.
4. G.O.Ms.No. 76 Law (LA &J – Home-Courts-A) Department, Dt.15.05.2019.
5. G.O.Ms.No.1, Finance (PC-TA) Department, dated 17.01.2022.
6. Lr.No. F1 No.2-18069/652022-H SEC DTA, dated 02.09.2022.

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All the Judicial Officers in the District are requested to send the particulars of the employees working in their respective courts **who have completed 6/12/18/24/30 years of service in the same category as on 01.09.2025** for consideration for appointment to the Spl Grade Post Scale/ SPP Scale 1-A/ Spl. Adhoc Promotion Post Scale 1-A/ Spl Promotion Post Scale 1-B/ Spl Adhoc Promotion Post Scale 1-B/ Spl Promotion Post Scale -IIA/ Spl Adhoc Promotion Post Scale-IIA/ Spl Promotion Post Scale -IIB/ Spl Adhoc Promotion Post Scale-IIB, keeping in view of the instructions and guidelines in Government Orders and Circulars read above.

Note:-

1. The concerned Chief Ministerial Officers shall certify as to the correctness of the information being furnished, with reference to the Service register of the concerned individuals.

2. If no such employees are available, a NIL report should be submitted to the District Court, Kadapa.

3. The Service Registers of the employees are to be sent along with the information in the prescribed proforma.

4. The particulars furnished in the prescribed proforma shall be reached to the District Court, Kadapa **on or before ~~28.11.2025.~~** 12-12-25

PRINCIPAL DISTRICT JUDGE,
KADAPA.

To

All the Judicial Officers in the District.

Copy to

1. The Superintendent (Accounts, Process & Copyist), District Court, Kadapa.
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.

P R O F O R M A

Statement showing the particulars of employees working in the Court of_____who have completed **6 (Six) years** of incremental service in a time scale of pay **as on 01.09.2025 (Special Grade).**

Sl. No.	Name and designation	Category to which Special Grade Scale proposed	Date from which continuously worked/ working	Date of completion 6 years of incremental service	E.O.L. if any	Date from which eligible for Special Grade Post and Time Scale
1	2	3	4	5	6	7

Signature of the Individual.

Signature of the C.M.O.

P R O F O R M A

Statement showing the particulars of employees working in the Court of _____ who have completed **12 (Twelve) years** of incremental service in a time scale of pay **as on 01.09.2025** (**Special Promotional post Scale-IA/Special Adhoc Promotion Post Scale-1A)**

Sl. No.	Name and Designation of the employee	Date of appointment/ Promotion to the cadre	Date of appointment to Special Grade Post	Date of completion 12 years of incremental service	Educational Qualification	Departmental tests passed **(Page No. of entries in S.R. to be noted)**	Date from which eligible for SPP Scale-1-A/ SAPP Scale 1-A	Present Scale of Pay	SPP Scale-1-A/ SAPP Scale 1-A Scale of pay	Remarks
1	2	3	4	5	6	7	8	9	10	11

Signature of the Individual.

Signature of the C.M.O.

P R O F O R M A

Statement showing the particulars of employees working in the Court of _____ who have completed **18 (Eighteen) years** of incremental service in a time scale of pay **as on 01.09.2025 (Spl. Promotional post Scale-I-B/Spl. Adhoc Promotion Post Scale-1-B)**

Sl. No.	Name and Designation of the employee	Date of appointment/ Promotion to the cadre	Date of appointment to Special Grade Post	Date of appointment of 12/16 years of SPP. Sc.I-A/ SAPP.Sc.I-A	Date of completion of 18 years of incremental service	Departmental tests passed **(Page No. of entries in S.R. to be noted)**	Date from which eligible for SPP Scale-1-B/ SAPP Scale 1-B	Present Scale of Pay	SPP Scale-1-B/ SAPP Scale 1-B and Scale of pay	Remarks
1	2	3	4	5	6	7	8	9	10	11

Signature of the Individual.

Signature of the C.M.O.

P R O F O R M A

Statement showing the particulars of employees working in the Court of_____ who have completed **24 (Twenty four) years** of incremental service in a time scale of pay **as on 01.09.2025 (Spl. Promotional post Scale-IIA/Spl. Adhoc Promotion Post Scale-IIA)**

Sl. No.	Name and Designation of the employee	Date of appointment/ Promotion to the cadre	Date of appointment to Special Grade Post	Date of appointment of 12/16 years of SPP. Sc.I-A/ SAPP.Sc.I-A	Date of appointment of SPP. Sc.-II /SAPP. Sc.-II	Date of completion of 24 years of incremental service	Educational qualification	Departmental tests passed **(Page No. of entries in S.R. to be noted)**	Date from which eligible for SPP Scale-II /SAPP Scale- II	Scale of Pay	SPP Scale-II- /SAPP Scale-II Scale of pay	Remarks
	2	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**

Signature of the Individual.

Signature of the C.M.O.

PROFORMA

Statement showing the particulars of employees working in the Court of_____ who have completed

(Thirty) years of incremental service in a time scale of pay **as on 01-09-2024 A.N.** **(Spl. Promotional post Scale-IIB /Spl. Adhoc Promotion Post Scale-II B)**

	Name and Designation of the employee	Date of appointment/ Promotion to the cadre	Date of appointment to Special Grade Post	Date of appointment of 12/16 years of SPP. Sc.I-A/ SAPP.Sc.I-A	Date of appointment of 18 years SPP. Sc.-IB/SAPP. Sc.-IB	Date of completion of 24 years of SPP. Sc.-IIA/SAPP. Sc.-IIA	Date of Completion of 30 years of incremental service	Educational qualification	Departmental tests passed **(Page No. of entries in S.R. to be noted)**	Date from which eligible for SPP Scale-II /SAPP Scale-II	Present Scale of Pay	SPP Scale-II- /SAPP Scale-II Scale of pay	Remarks
	2	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**

gnature of the Individual

Signature of the C.M.O