



PRINCIPAL DISTRICT COURT : : KADAPA

Sub:- Public Services- APJMSS - Internal transfers of staff during summer vacation, 2026 – 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 30.04.2026 - Call for – Regarding.

Establishment/ Dis.No: 632

Date: 03.02.2026.

CIRCULAR

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 30.04.2026, 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 30.04.2026, in respective Courts for their transfer, in the prescribed proforma, on or before **28.02.2026**

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 **28.02.2026**

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.


**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

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