

PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE, KADAPA

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

Establishment / Dis No. 3061

Dated: 19.05.2026

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: 03.02.2026. 3. Circular of the District Court, Kadapa in Dis.No.632, dt: 03.02.2026. 4. Office note and orders thereon.

:: ORDER DATED: 19.05.2026::

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 G.Hari Babu, Record Assistant	Principal Civil Judge's Court (Senior Division) Rajampet working on deputation in Special Court for Trial of Offences under POCSO Act, 2012, Kadapa	Transferred and posted to act as Record Assistant, Special Court for Trial of Offences under POCSO Act, 2012, Kadapa by cancelling his earlier orders of deputation vice Sri V.Lokeshwara transferred.
2	Sri V. Lokeshwara Record Assistant	Special Court for Trial of Offences under POCSO Act, 2012, Kadapa working on deputation in Principal Civil Judge's Court (Junior Division) Rayachoty	Transferred and posted to act as Record Assistant in Civil Judge's Court (Junior Division) Lakkireddipalli vice Sri V. Siva Prasad Reddy transferred.

S.No.	Name and Designation of the employee	Place of working	New Place of posting
3	Sri V. Siva Prasad Reddy Record Assistant	Civil Judge's Court (Junior Division) Lakkireddipalli	Transferred and posted to act as Record Assistant , Principal Civil Judge's Court (Senior Division), Rajampet vice G.Hari Babu, transferred. On joining, the individual is deputed to work in Additional Civil Judge's Court (Junior Division), Rayachoty.
4	Sri P. Muni Subbaiah Record Assistant	II Additional Civil Judge's Court (Junior Division), Kadapa	Transferred and posted to act as Record Assistant, V Additional District Judge's Court, Rayachoty in the existing vacancy. On joining the individual is deputed to work in Principal Civil Judge's Court (Junior Division) Rayachoty.
5	Smt C. Sunitha Record Assistant	Civil Judge's Court (Junior Division) Rajampet working on deputation in Civil Judge's Court (Junior Division), Kamalapuram	Transferred and posted to act as Record Assistant, II Additional Civil Judge's Court (Junior Division), Kadapa vice Sri P.Muni Subbaiah transferred.
6	Sri S. Anjaneya Record Assistant	Civil Judge's Court (Junior Division) Jammalamadugu	Transferred and posted to act as Record Assistant, Additional Civil Judge's Court (Senior Division), Proddatur in existing vacancy. On joining the individual deputed to work in II Additional District Judge's Court, Kadapa at Proddatur.
7	Sri S. Santhamma Record Assistant	Additional Civil Judge's Court (Senior Division), Kadapa working on deputation in Civil Judge's Court (Junior Division) Jammalamadugu	Transferred and posted to act as Record Assistant, VIII Additional District Judge's Court, Proddatur in the existing vacancy by cancelling her earlier orders of deputation.

S.No.	Name and Designation of the employee	Place of working	New Place of posting
8	Sri B. Suhasini Devi Roneo Operator/ Record Assistant	Principal District Court, Kadapa.	Transferred and posted to act Principal Civil Judge's Court (Junior Division), Badvel in the existing vacancy. On joining the individual is deputed to work in Central Record room, Principal District Court, Kadapa until further orders.
9	Smt L. Lakshmi Devi Record Assistant	VII Additional District Judge's Court, Kadapa working on deputation in Principal District Court, Kadapa	Transferred and posted to act as Record Assistant, Civil Judge's Court (Junior Division), Kamalapuram in the existing vacancy by cancelling her earlier orders of deputation. Note:- The application of the individual submitted to the Hon'ble High Court. if the Hon'ble High Court consider the application of the individual, steps shall be taken accordingly

Note :

1. The above individuals who are under Orders are directed to relive and join duty in their respective posts **on or before 2.01.2026.**
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. 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. All Judicial Officers, Kadapa District.
2. The Superintendent (Accounts, Process, Record, Copyist), Principal District Court, Kadapa.
3. System Officer, e-Courts, Kadapa (with a direction to send e-mails to the concerned and upload the same in the District Court website).
4. Stock File.