

Principal District Court, Kadapa,
Dated: 15.06.2026.

OFFICIAL MEMORANDUM

Sub:- Public Services – A.P.J.M.S.S. - **Chief Administrative Officers** – Filling up of **ONE (01)** post of Chief Administrative Officer (Category-1) by way of selection from the post of Senior Superintendent (Category-2) and Stenographer Grade-I (Category-4) in the ratio of 05:01 - Service particulars, Service Registers and Special Confidential Reports of certain Stenographers Grade-I – Called for – Regarding.

- Ref:-
1. Circular of the Hon'ble High Court in Roc.No.2536/98-C.I(1) dated 23.3.1999
 2. G.O.Ms.No.5, SOCIAL WELFARE (SW.ROR.1) Department, dt:14.02.2003.
 3. Circular of the Hon'ble High Court in ROC.No.496/2003-C.I (3), dt:30.12.2003.
 4. G.O.Ms.No. 2, Social Welfare Department, dated 09.01.2004.
 5. G.O.Ms.No.23, Department for Women, Children, Differently abled and Senior Citizens, dated 26.05.2011
 6. G.O.Ms.No.42, Department for Women, Children, Differently abled and Senior Citizens, dated 19.10.2011
 7. Circular No.1/2012 of the Hon'ble High Court of Andhra Pradesh vide R.O.C.No. 1901/SO/2011, dated 17.01.2012.
 8. Circular of the Hon'ble High Court in R.O.C.No. 2403/2013-C.1, dated 27.11.2013
 9. G.O. Ms.No. 76, Law (L.A.&J Home Courts-D) Department, Dt. 15.05.2019.
 10. G.O.Ms.No.2, Department for Women, Children, Differently abled and Senior Citizens, dated 19.02.2020.
 11. G.O.Ms.No. 151, Law (LA & J – Home Courts.A) Department, dated 17.10.2022, vide Gazette Notification No. 970, dated 18.10.2022.
 12. Letter of the Hon'ble High Court in R.O.C.No. 781/2022-C-1, dated 27.10.2022.
 13. G.O.Ms.No. 98, Law (LA & J – Home – Courts.A), Department, dated 27.06.2025
 14. Provisional Gradation list for the year 2025 communicated by the District Court, Kadapa in Dis.No. 2390, dated 22.04.2026.
 15. G.O.Ms.No.65, Law (L AND LA & J -HOME -COURTS -A), DEPARTMENT, Dated 06.04.2026.
 16. Office note and Orders thereon.

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It is proposed to fill up One vacancy in the category of Chief Administrative Officer (Category-1) by way of selection of eligible candidates from the feeder category of Stenographer Grade-I (Category -4).

It is to inform that as per the Gradation List for the year, 2025, the Service Registers with upto-date entries, Service Particulars of the individuals along with Special Confidential Reports of the following individuals have been called for by 18.06.2026, for consideration for promotion to the post of Chief Administrative Officer, on existing vacancy of **ONE (01)** post in the ratio of 1:3.

S. No.	Name and Designation of the Employee
1.	Sri V.Nagaraju, VI Additional District Judge's Court, Kadapa
2.	Sri J.Anand, II Additional District Judge's Court, Kadapa at Proddatur working on deputation in VII Additional District Judge's Court, Kadapa
3.	Sri P. Venkata Subbaiah, Stenographer Grade- I, V Additional District Judge's Court, Rajachoty.

It is further informed that the individuals who have acquired the requisite qualifications for the post of Chief Administrative Officer as on date as per APJMSS Rules, 2019 and also who have completed 2 years of Service in the category of Stenographer Grade - I may submit their applications and objections if any by 18.06.2026, for consideration for promotion to the post of Chief Administrative Officer.

The Officers under whom the above employees are working, are requested to submit the service particulars of the Stenographers Grade - I of their respective Courts and forward the same to this Office along with the Service Registers and Special Confidential Reports by 18.06.2026 without fail.


PRINCIPAL DISTRICT JUDGE,
KADAPA.

To

1. The VI Additional District Judge, Kadapa.
2. The II Additional District Judge, Kadapa at Proddatur.
3. The V Additional District Judge, Rajachoty.
4. The VII Additional District Judge, Kadapa.
5. The Judge, Special Court for Trial of Offences under POCSO Act, Kadapa.
6. The Stock file.

Dix. NO. 3476
15-6-2026