PRINCIPAL DISTRICT COURT : : KADAPA

Establishment/ Dis.No: 7383 **Date:** 20.11.2026.

Communicated the copy of Proceedings of the Hon'ble High Court of A.P., Amaravathi in Order ROC.No.631/2026-B.Spl., dated 18.11.2026 and dt.19.11.2026.

PRINCIPAL DISTRICT JUDGE,
KADAPA.

To
The I Additional District Judge, Kadapa.
The IV Additional District Judge, Kadapa.
The VI Additional District Judge, Kadapa.
The VII Additional District Judge, Kadapa.
The Judge, Special Court for trial of Offences under POCSO Act, 2012, Kadapa.
The Principal Civil Judge's Court (Senior Division), Kadapa.
The Secretary, District Legal Services Authority, Kadapa.
The Principal Civil Judge (Junior Division), Kadapa.
The Superintendent (Accounts, Nazarath, Copyist & Record Room) and OP Cell incharge, Civil and Criminal Sections, Principal District Court, Kadapa.

The Court Manager, Principal District Court, Kadapa.

The System Officer, e-courts Project, District Court, Kadapa (with a direction to send e-mails to the concerned and upload the same in the District Court's website).

Stock File.

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PROCEEDINGS OF THE HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

SUB: ANDHRA PRADESH STATE JUDICIAL ACADEMY – TRAINING - Nomination of 07 District Judges (Entry Level) by Direct Recruitment to undergo **04 weeks of Practical Training** from 23.11.2026 to 20.12.2026 at District Headquarters - **Relief arrangements orders – Issued.**

READ: 1. High Court's Proceedings Roc.No.631/2026-B.Spl., dated 11.08.2026.
2. Letter Roc.No.294/APJA/2026, dated 17.11.2026 from the Director, APJA.

ORDER ROC.NO.631/2026-B.SPL. DATED:18.12.2026

The High Court in its proceedings 1st read above, has nominated the 07 District Judges (Entry Level) who were appointed by Direct Recruitment to undergo 12 weeks Institutional Training (Basic Course) from 31.08.2026 to 22.11.2026 at Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.

Now, having considered the request of the Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District, vide letter 2nd read above, the High Court made the following order:-

The following newly appointed 07 District Judges (Entry Level) are nominated to undergo **04 weeks of Practical Training from 23.11.2026 to 20.12.2026 at District Headquarters.**

SL NO	NAME AND DESIGNATION OF THE OFFICER
1.	SRI PRAVEER BHANJ DEO, XI Additional District and Sessions Judge, Tadepalligudem, West Godavari District.
2.	SMT. BANDELA SNEHA, VIII Additional District and Sessions Judge, Chittoor.
3.	SMT. CHEBOLU DURGA POORNIMA, Special Judge for trial of cases under SCs and STs (POA) Act-cum-X Additional District and Sessions Judge, Krishna at Machilipatnam.
4.	SRI CETTY MURALI KRISHNA, V Additional District and Sessions Judge-cum-Special Court for trial of offences against Women, Vizianagaram.
5.	MS. NADUPURI NAGA PRASANNA BHARATHI, Special Judge for trial of cases under SCs and STs (POA) Act-cum-IV Additional District and Sessions Judge,Srikakulam.
6.	MS. LALAWSAH PEDAHGADI, Additional District and Sessions Judge, Srikalahasti, Chittoor District.

7.	SMT. THIRAVALLURU PRATHIMA, VII Additional District and Sessions Judge-cum-Special Court for trial of offences against Women, Kadapa.

Schedule of Practical Training at their respective Headquarters from 23.11.2026 to 20.12.2026 (04 weeks) is as follows:

PRACTICAL TRAINING

1. **Training in Principal District court both civil and criminal side. (Three Days) (23.11.2026 to 25.11.2026)**

   The Practical Training on the following aspects

   - Observation of call work and docket writing
   - Observation of hearing and passing of orders in regular as well as anticipatory Bail Petitions.
   - Observation of hearing the Criminal appeals.
   - Observation of hearing the Criminal Revisions.
   - Observation of hearing Transfer Crl.M.Ps
   - Observation of recording of evidence in Sessions cases as to marking of contradictions and omissions, documents and MOs etc.
   - Observation of checking and registration of sessions cases on PRC cases, Original Suits, MVOPs, Guardian petitions and Divorce petitions.
   - Observation of orders as to sentencing and final disposal in Sessions cases.
   - Observation of disposal of case property after conclusion of trial
   - Observation of recording the evidence in Civil Suits, MVOPs Guardian OPs and Divorce OPs.
   - Observation of THE Judgments and orders passed in Civil Suits, MVOPs, Guardian Ops, Transfer Ops and Divorce Ops.
   - Observation of hearing of out of order petitions and orders passed thereon.
   - Observation of Settlement of issues and framing of charges.
   - Observation of maintenance of accounts.
   - Deposits in MVOPs and issuance of Cheques.
   - Lapsed deposits.
   - Observation of the administration work in the Principal District Court.
   - Observation of procedure in conducting Departmental Enquiries.
   - Observation of inspection notes

2. **Training in First Additional District Court both on Civil and Criminal Side (Three Days) (26.11.2026, 27.11.2026 and 30.11.2026)**

   The Practical Training on the following aspects

- Observation of call work and docket writing
- Observation of hearing and passing of orders in regular as well as anticipatory Bail Petitions more particularly in NDPS cases
- Observation of hearing the Criminal Appeals.
- Observation of hearing the Criminal Revisions.
- Observation of recording of evidence in Sessions cases as to marking of contradictions and omissions, documents and MOs etc.
- Observation of checking and registering the Sessions Cases under NDPS Act.
- Observation of orders as to sentencing and final disposal in Sessions cases.
- Observation of disposal of case property after conclusion of trial, more particularly in NDPS cases.

3. **Training in the Nazarat of District Court (One Day) (28.11.2026)**

- Observation of all the registers maintained in the Nazarat.
- Observation of preparation of process and return off process
- Observation of entrustment of duties to process servers
- Observation of intimation of served process to the court concerned.
- Observation of Preparation of sale papers and sale proceedings.
- Observation of the conduct of sale proceedings in any one of the courts on any working day, with prior intimation to the District Judge.

4. **Trainee officers shall attend the State Judicial Officers conference scheduled to be held on 29.11.2026.**

5. **Training in the court of Judicial Magistrate of First Class (One Day) (01.12.2026)**

- Observation of call work and docket writing.
- Observation of hearing and passing of orders in regular Bail Petitions.
- Observation of Passing of remand orders, police custody orders, procedure while taking custody of an accused and property custody orders.
- Observation of recording of evidence in criminal cases as to marking of contradictions and omissions, documents and MOs etc.
- Observation of checking and registration of complaints under Sec.138 NI Act and other private complaints.
- Observation of conversion of Criminal Cases in to LPCs.
- Observation of the committal orders in PRCs.
- Observation of the administration work in the Court of Judicial Magistrate of First Class.

- Observation of maintenance of record room and property room of the court.

6. **Training in Family Court both civil and Criminal side (Three Days) (02.12.2026 to 04.12.2026)**

The Practical Training on the following aspects:

- Observation of call work and docket writing.
- Observation of hearing and passing of orders in regular as well as in anticipatory Bail Petitions.
- Observation of hearing the Criminal Appeals.
- Observation of hearing the Criminal Revisions.
- Observation of recording of evidence in Sessions cases as to marking of contradictions and omissions, documents and MOs etc.
- Observation of checking and registration of Family Court OPs
- Observation of orders as to sentencing and final disposal in Sessions cases.
- Observation of disposal of case property after conclusion of trial.
- Observation of recording the evidence in Civil Suits, MVOPs, Guardian OPs and Divorce OPs relating to Family Court.
- Observation of conciliation procedure in matrimonial cases.
- Observation of reference orders passed while referring the matters to medication.
- Observation of the Judgments and orders passed in civil Suits, FCOPS, MVOPs, Guardian OPs and Divorce OPs.
- Observation of hearing the Child Custody petitions, orders passed thereon.
- Observation of settlement of issues and framing of charges if such cases are pending in Family Court,
- Observation of the Registers and administration work in Family Court.

7. **Training in the office/section of Principal District Court (One day) (05.12.2026)**

- Registering of Original Suits, Original Petitions, Sessions Cases, Civil and Criminal Appeals. Transfer OPs, Guardian petitions and Caveat petitions.
- Observation of Proper maintenance of all registers.
- Observation of Proper remittance of fines to Government in time.
- Observation of collection of Court Fee on different kinds of suits, MVOPs, Appeals, CMAs, Guardian OPs Arbitration OPs, EPs and Arbitration EPs.
- Observation of depositing the court fee amount to Registrar, Stamps and Registration Department periodically and the accrued interest on principle to be submitted to the Principal District Court

simultaneously for onward submission to the Chief Justice Relief Fund by way of demand draft.

- Observation of reasons for not receiving the trial court records in civil and criminal appeals.
- Observation of proper maintenance of case properties received from Magistrate Courts.
- Observation of the maintenance of records, steps taken for destruction of records in record room and steps taken for preservation of old records. In District Court record room.

8. Training in POCSO Court (Three Days) (07.12.2026 to 09.12.2026)

The Practical Training on the following aspects

- Observation of call work and docket writing
- Observation of hearing and passing of orders in regular as well as anticipatory Bail Petitions.
- Observation of hearing the Criminal Appeals if any.
- Observation of hearing the Criminal Revisions if any.
- Observation of recording of evidence in Sessions cases as to marking of contradictions and omissions, documents and MOs etc.
- Observation of proceedings in Spl. Court for POCSO cases and mandate to provide child friendly atmosphere.
- Observation of the care taken by presiding officer while recording the evidence of child witness more particularly tender age child witnesses.
- Observation of complete trial procedure in POCSO cases.
- Observation of recording of evidence in Criminal cases as to marking of contradictions and omissions, documents and MOs etc.
- Observation of procedure to pay compensation to victims.
- Observation of the procedure in recording the evidence through video conferencing in case of tendered age child witnesses.

9. Training in Special Court for the trial of offences under SC & ST (POA) Act (three Days) (10.12.2026, 11.12.2026 and 14.12.2026)

The Practical Training on the following aspects

- Observation of call work and docket writing.
- Observation of hearing and passing of orders in regular as well as anticipatory Bail Petitions.
- Observation of hearing the Criminal Appeals if any.
- Observation of hearing the Criminal Revisions if any.
- Observation of recording of evidence in Sessions cases as to marking of contradictions and omissions, documents and MOs etc.
- Observation of proceedings in Spl. Court for Trial of offences under SC&ST (POA) Act.

- Observation of the care taken by presiding officer while recording the evidence of vulnerable witnesses.
- Observation of complete trial procedure in the cases under SC&ST (POA) Act.
- Observation of procedure to pay compensation to victims.
- Observation of recording of evidence in Criminal cases as to marking of contradictions and omissions, documents and MOs etc.
- Observation of the civil case proceedings conduct in this court if any.

10. Training in District Legal Services Authority (one Day) (12.12.2026)

The Practical Training on the following aspects

- Observation of entire work procedure in District Legal Services Authority and mediation procedure.
- Observation of procedure for registration of PLCs and disposal of PLCs.
- Observation of complete procedure in conducting Mega Lok-adalat on 12.12.2026.
- Observation how to prepare Lok-adalat awards in different types of cases.
- Observation of payment of compensation to acid victims, hit and run cases etc.

11. Training in Principal Civil Judge's Court, Senior Division (one day) (14.12.2026)

The Practical Training on the following aspects

- Observation of call work and docket writing.
- Observation of procedure for registration of civil suits,Execution petitions and petitions under the SARFAESI Act,
- Observation of procedure to appoint the commissions under the SARFAESI Act.
- Observation of recording of evidence, marking of documents, collection of stamp duty and penalty on documents,
- Observation of steps taken for disposal of Execution petitions, sale procedure and registration of claim petitions in Execution petitions
- Observation of procedure to appoint receiver and appointment of commissions for division of immovable properties in partition suits.
- Observation of passing of final decrees in partition suits and mortgage suits.
- Observation of the procedure in conducting mesne profits enquiry.
- Settlement of issues, passing orders on out of order petitions.

12. Training in Principal Civil Judge's Court, Junior Division (one day) (15.12.2026)

The Practical Training on the following aspects

- Observation of call work and docket writing.
- Observation of procedure for registration of civil sutis, Execution petitions, Caveat petitions, appointment of commissions.
- Observation of recording of evidence, marking of documents, collection of stamp duty penalty on documents.
- Observation of steps taken for disposal of Execution petitions, conduct of sale and registration of claim petitions in Execution petitions.
- Observation of procedure to appoint receiver and appointment of commissions for division of immovable properties.
- Observation of passing of final decrees in partition suits and mortgage suits.
- Observation of the procedure in conducting mesne profits enquiry.
- Settlemnt of issues, passing orders on out of order petitions.

13. Training in Principal District Court (One Day) (16.12.2026)

Observation of the entire court proceedings from 10:30 A.M. t o 05:00 P.M including the administration work and other relevant aspects.

14. Training in First Additional District Court (One Day) (17.12.2026)

Observation of the entire court proceedings from 10:30 A.M. t o 05:00 P.M including the administration work and other relevant aspects.

15. Training in Family Court (One Day) (18.12.2026)

Observation of the entire court proceedings from 10:30 A.M. t o 05:00 P.M including the administration work and other relevant aspects.

16. Training in Copyist department and Building maintenance in Principal District Court (One Day) (19.12.2026)

- Observation of the maintenance of Registers of the copyist department.
- Observation of work procedure in the copying department including call for copying charges,
- Observation of return of copy applications, representation, strike of procedure of copy applications, restoration of copy applications by setting aside struck of orders.
- Observation of maintenance of copier machines etc.

- Interact with CMO of the District court or Court Manager to know how to maintain court buildings in good condition and the steps taken by District Court for maintaining the court building in good condition and providing minimum need to stakeholders.
- Observation of how the furniture, including computers and other electronic gadgets in each court, are maintained.

Public Holidays – **29.11.2026** (State Judicial Officers' Conference), **06.12.2026**, **12.12.2026** (National Lok-Adalat day), **13.12.2026**, **20.12.2026**.

Instructions to all the Trainee District Judges

i) The trainee District Judges, are directed to report before the Principal District Judge concerned to attend practical training from 23.11.2026 to 20.12.2026. During the said training period, they shall be under the control of the Principal District Judge concerned.

ii) The trainee District Judges, shall submit the notes prepared by them during the course of practical training to the Judicial Academy, with a copy to the Principal District judge of their respective units.

Instructions to all the Unit Heads:

i) The Unit Heads are requested to permit the trainee District Judges to attend the practical training from 23.11.2026 to 20.12.2026 at their respective District Headquarters and give necessary instructions, as per the schedule.

ii) At the end of training period, the Unit Heads shall submit a report to the High Court with regard to the training undergone by the officers and the copy of the same to the APJA, Mangalagiri.

iii) The Unit Heads are requested to monitor the overall practical training programme.

iv) The Unit Heads are requested to nominate one Additional District Judge as the Nodal Officer to monitor the work undertaken by the trainee officers and to clarify any practical doubts that my arise during the course of their training.

v) The Unit Heads are requested to provide a suitable lunch room to the trainee District Judges.

vi) The trainee District Judges, may be allowed to sit along with the regular presiding officers of the District Judges Courts.

vii) The Unit Heads are requested to interact with the trainee District Judges once in a week and observe the notes prepared by them and to guide suitably.

viii) After completion of training period, the Unit Heads shall submit a comprehensive report about each trainee District Judges to the High Court and a copy to the Director, APJA, Mangalagiri.

The District and Sessions Judges, who are holding full additional charge of the posts during the training period of above 07 Officers, shall continue to be in full additional charge of those posts during the 04 weeks practical training period i.e., from 23.11.2026 to 20.12.2026. In case, the Officers who are holding full additional charge of the posts during the training period are on leave or absent for any other reasons, the respective unit heads are requested to make alternate in charge arrangements and inform the same to the High Court.

On return from the training, the Officers shall rejoin duty in their respective post(s).

Note: The Proceedings are placed in the High Court's Web Site **https://aphc.gov.in/** and the downloaded copy from the web site is valid for relieving, reporting before the Principal District Judge concerned and for rejoining the duty.

REGISTRAR (VIGILANCE)

To

1. The Officers concerned.
2. The Incharge Officers concerned.
3. The Registrar General, High Court of Andhra Pradesh (for information).
4. The Registrar (I.T)-cum-Central Project Coordinator, High Court of Andhra Pradesh **(with a request to direct the concerned to upload the proceedings in the High Court's website)**
5. The Principal District Judges, Chittoor, Kadapa, Krishna at Machilipatnam, Srikakulam, Viziangaram, West Godavari District.
6. The I Additional District and Sessions Judges, Chittoor, Kadapa, Krishna at Machilipatnam, Srikakulam, Viziangaram, West Godavari District.
7. The Director, Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.

8. The Administrative Officer, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.
9. The Member Secretary, Andhra Pradesh State Legal Services Authority, H.No.2-273/54-A, B.S.R Commercial Complex, Malkapuram Village, near Andhra Pradesh Secretariat, Amaravati, Opposite to Traffic Police Statition, Thulluru Mandal, Guntur District.
10. **THE DISTRICT TREASURY OFFICERS:**

    Chittoor, Kadapa, Krishna at Machilipatnam, Srikakulam, Viziangaram, West Godavari District.

PROCEEDINGS OF THE HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

SUB: ANDHRA PRADESH STATE JUDICIAL ACADEMY - TRAINING - Nomination of 07 District Judges (Entry Level) by Direct Recruitment to undergo **04 weeks of Practical Training** from 23.11.2026 to 20.12.2026 at District Headquarters – **Certain Instructions to the respective Unit Heads – Regarding.**

READ: High Court's Proceedings Roc.No.631/2026-B.Spl., dated 18.11.2026.

ORDER ROC.NO.631/2026-B.SPL. DATED:19.11.2026

The High Court in its proceedings read above has nominated the 07 District Judges (Entry Level) who were appointed by Direct Recruitment to undergo 04 weeks of Practical Training from 23.11.2026 to 20.12.2026 at District Headquarters issuing certain instructions to the Unit Heads and the Trainee Judicial Officers.

Now, in continuation of the above Proceedings, the High Court has made the following Order:

The Respective Unit Heads of the Trainee Judicial Officers are requested to inform the Judicial Officers undergoing practical training about Test Identification Parades and dying declarations as and when they are conducted.

REGISTRAR (VIGILANCE)

To

1. The Registrar General, High Court of Andhra Pradesh (for information)
2. The Principal District Judges, Chittoor, Kadapa, Krishna at Machilipatnam, Srikakulam, Viziangaram, West Godavari District.
3. The I Additional District and Sessions Judges, Chittoor, Kadapa, Krishna at Machilipatnam, Srikakulam, Viziangaram, West Godavari District.
4. The Director, Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.