



PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

ESTABLISHMENT SECTION

DATE : 30-01-2024.

C I R C U L A R

SUB :- PUBLIC SERVICES - A.P.J.M.S.S - Internal transfers of Staff Members during summer vacation, 2024 - 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 30.04.2024** - Call for - Regarding.

REF :- 1. Hon'ble High Court's Circular ROC.No.1576/2019-C-3, Dt.02.01.2021.
2. Office Note Dt.29.01.2024 and orders thereon.

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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 30.04.2024**, 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 30.04.2024**, in respective Courts for their transfer, in the prescribed proforma, **on or before 29.02.2024.**

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 within that year (retention for a year only), along with specific remarks/recommendations and with supporting material, **on or before 29.02.2024.**

C. Gunkhambam
**PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.**

To

1. All the Judicial Officers in the Unit. (Except DLSA, Special Judicial Magistrate of II Class Courts).
2. The Superintendents, Accounts Section, Central Nazareth, Central Record Room & Copyist Establishment, Principal District Court, West Godavari, Eluru.
3. The In-charge System Officer, e-Courts Project, Server Room, Principal District Court, Eluru, with a direction to send emails to all the Courts and to upload the same in the Principal District Court's website.

DIS NO. 657

DATE 30/1/24

PROFORMA

NAME OF THE COURT :

S.No.	Name of the Employee & Designation	Date from which working in present Station	Years Completed	Regular Court Period	Deputation Court Period	Previous Working Station of the Employee	Native Place of the Employee	3 Places of option of Employees			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 within one year	Widows who lost their spouse within that year		

OFFICER REMARKS / RECOMMENDATIONS :

Signature of the C.M.O.

Signature of the Presiding Officer.