PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

ESTABLISHMENT SECTION - 04/2024 **DATE : 22-03-2024.**

C I R C U L A R

SUB :- PUBLIC SERVICES Non-entry of relevant information in Service Registers Receiving different applications claiming death benefits on the untimely death of employees - Causing delay in processing the much-needed benefits to family members - Nomination of staff members to verify/inspect the Service Registers of employees- Regarding.

REF :- Principal District Court's circular in Dis.No.5630, Dt.01.11.2022.

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It is brought to the notice of this office that, in certain cases, non-entry in the service registers of relevant information, educational qualifications, declaration of probation, earned or medical leaves, etc. is causing much difficulty while probation or promotion of staff members are taken up, and in certain cases where the staff member, who unfortunately met with untimely death while considering the relevant supportive measures for the bereaved family, is receiving different applications, which is causing delay in processing the much-needed benefits to the concerned family members. It is noted that one of the reasons is the non-entries of relevant information in the service registers of the concerned.

Hence, to avoid delay in processing the required probation, promotion, or death benefits to meet the needs of the staff and family members, it is proposed to make an inspection of the service registers of all the employees of the district unit, West Godavari.

Therefore, the Chief Administrative Officers or Senior Superintendents or Superintendents and In-charge Superintendents of respective courts are hereby directed to inspect the service registers of the employees working in their respective courts as to entries made in the service registers as required by procedure.

The following CAOs / Senior Superintendents / Superintendents are nominated to verify and inspect the service registers of staff members working either on regular or deputation and see that the information is entered properly.

S.No.	Chief Administrative Officer / Senior Superintendent / Superintendent Nominated	Name of the Courts to be Inspected
1.	Chief Administrative Officer, Principal District Court, Eluru.	Service Registers of the Staff Members working in the Courts at Eluru.
2.	Chief Administrative Officer, POCSO Court, Eluru.	Service Registers of the Staff Members working in the POCSO Court at Eluru.
3.	Chief Administrative Officer, IX Additional District Court, Kovvur.	Service Registers of the Staff Members working in the Courts at Kovvur.
4.	Chief Administrative Officer, X Additional District Court, Narsapur.	Service Registers of the Staff Members working in the Courts at Narsapur.
5.	Chief Administrative Officer, POCSO Court, Bhimavaram.	Service Registers of the Staff Members working in the Courts at Bhimavaram.
6.	Senior Superintendent, Civil Judge's Court (Senior Division), Tanuku.	Service Registers of the Staff Members working in the Courts at Tanuku.
7.	Senior Superintendent, XI Additional District Court, Tadepalligudem.	Service Registers of the Staff Members working in the Courts at Tadepalligudem.
8.	Superintendent, Civil Judge's Court (Junior Division), Bhimadole.	Service Registers of the Staff Members working in the Court at Bhimadole.
9.	Superintendent, Principal Civil Judge's Court (Junior Division), Palakol.	Service Registers of the Staff Members working in the Courts at Palakol.
10.	Superintendent, Principal Civil Judge's Court (Junior Division), Nidadavole.	Service Registers of the Staff Members working in the Courts at Nidadavole.
11.	Superintendent, Principal Civil Judge's Court (Junior Division), Jangareddigudem.	Service Registers of the Staff Members working in the Courts at Jangareddigudem.
12.	Superintendent, Civil Judge's Court (Junior Division), Chintalapudi.	Service Registers of the Staff Members working in the Court at Chintalapudi.

The list of employees and data upgraded has to be submitted **by 15.04.2024** in the following given format.

FORMAT

DIVISION :

S.No.	Name of the Court	Name of the Employee	Whether all the necessary information is entered	If not entered, has the entries are made	Remarks (any entries that are missing)

This process has to start on March 1st of every year and be completed by March 31st by the above-nominated working CAOs, Senior Superintendents and Superintendents, and submit the upgraded data in the prescribed format to this Court by April 15th of every year.

C. Ramakotaiah
PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

To

All the Judicial Officers in the Unit of West Godavari.

Copy to :

1. The above mentioned CAOs / Senior Superintendents / Superintendents.
2. The Senior Superintendent, Accounts Section, Central Nazarath, Principal District Court, Eluru.
3. The Superintendent, Copyist Section, Principal District Court, Eluru.
4. The In-charge System Officer (e-Courts), Principal District Court, Eluru, is hereby directed to place the same in the **website** of Principal District Court and send **e-mails** to the Officers.

DIS.NO-1897
Dt - 22-3-2024