PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

ESTABLISHMENT SECTION - 05/2024 **DATE : 22-03-2024.**

C I R C U L A R

SUB :- PUBLIC SERVICES - Transfers and deputations of employees Non handing over of detailed charge to incoming members - Leading to misplacement of records or documents and non-compliance of Copy Applications - Further leading to Disciplinary actions - Necessary Instructions - Issued.

REF :- Principal District Court's Circular Dt.30.01.2016.

It is brought to the notice while there are deputations/directions/transfers of the staff members, there arising gap in handing over charge by the outgoing staff to incoming members. This, leading to different issues such as records misplacement or documents or non-compliance of copy applications or lack of run-on-note files etc., which leading to delay in the progress of the respective, taking time of the concerned and this office in regularize in the work and sometimes leading to disciplinary proceedings placing unit into embarrassment.

Therefore, it is felt necessary to issue some guidelines that are not exhaustive to fix these issues. In continuation of the Circular Dt.30.01.2016 and that, as three years general transfers are there, for smooth administration and hassle-free transfer of charges, it is hereby instructed that :

i. Presiding Officers of the concerned Courts whenever receive transfer or deputation or direction orders from the District Court to the staff working in the said Office, shall invariably make out in-charge arrangements to the next senior most person in the same cadre or above or below if in the same cadre no person is available.

ii. Presiding Officers shall take care that the outgoing employee shall furnish the charge list including the copy applications if any submitted to the Copyist Department complied and pending during his tenure before leaving the Office.

iii. B-Register to be properly signed by the Presiding Officer before relieving the concerned person.

iv. With regard to other than Junior Assistants who are attending bench work such as Senior Superintendent, Superintendent, Senior Assistants, Typist and Stenographers etc., the Presiding Officer shall make in-charge arrangements immediately on receiving the proceedings and shall make out a charge list applicable to the above respective persons.

v. The presiding officer shall forward the copy of charge list (handover/taken over) along relieving and joining of the said staff member so as to maintain the record by the Principal District Court as well as concerned Court.

vi. The in-charge of Record Rooms shall prepare a charge list properly before relieving the staff and to see that the charge shall be properly hand over to the in-charge.

The respective Chief Administrative Officer / Senior Superintendent / Superintendent / in-charges are responsible to place before the Presiding Officer for appropriate direction, and see that there is smooth transition of charges.

The above instructions shall be followed scrupulously and any deviation will be viewed seriously.

Note :- All the staff are hereby informed that while relieving and joining, they should follow the procedure, and any discrepancy is to be placed before the Presiding Officer for necessary instructions.

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

To

All the Judicial Officers in the Unit of West Godavari.

Copy to :

1. The Superintendents, Establishment Section, Accounts Section, Central Nazarath, PTR Section, OP-Cell Section, Copyist Section, Computer Server Room, Principal District Court, Eluru.
2. 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.1908
Dt.22-3-2024