

**PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE ::  
WEST GODAVARI :: ELURU**

Present :- **Purushottam Kumar Chintalapudi,**  
Principal District Judge, West Godavari, Eluru.

**SUB :- PUBLIC SERVICES – A.P.J.M.S.S – Internal transfers of staff members in the cadre of **STENOGRAPHER GRADE-II** who have completed three (03) years of service in particular station / seat – Orders – Issued.**

- REF :-**
1. Hon'ble High Court's Circular in ROC.No.1576/2019-C.3, Dt.02.01.2021.
  2. Principal District Court's Circular No.01/2024, Dt.30.01.2024.
  3. Applications received from certain employees working in the Unit of West Godavari, seeking retention in the same station.
  4. Principal District Court's Circular No.05/2024, in Dis.No.1908, Dt.22.03.2024 – Handing over the charge of the employees.
  5. Office Note Dt.18.04.2024 and orders passed thereon.
  6. Principal District Court's letter in Dis.No.3449, Dt.20.04.2024 addressed to the Hon'ble High Court.
  7. Hon'ble High Court's letter in ROC.No.544/2024/C-3, Dt.03.05.2024.
  8. Office Note Dt.04.05.2024 and orders thereon.
  9. General Information in Dis.No.3757, Dt.04.05.2024.

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**:: TRANSFER PROCEEDINGS OF STENOGRAPHER GRADE-II ::**

**Dis.No. 3891**

**DATED : 10-05-2024**

Pursuant to the Circular of the Hon'ble High Court under reference 1<sup>st</sup> cited, the Principal District Court, West Godavari, Eluru under 2<sup>nd</sup> reference cited, called for the list of employees in the cadre of **Stenographer Grade-II**, who has completed three (03) years in his station or seat and **one (01)** application was received with three options. On perusal, on the strength of their given options, vacancy position, following 8<sup>th</sup> reference cited above and for administrative convenience, the following orders are hereby passed.

S.No.	Name & Designation of the Employee	Place of working	New place of posting
1.	Smt. G. Phani Jyothi, Stenographer Grade-II	Principal Civil Judge's Court (Senior Division), Eluru, working on deputation in Additional Civil Judge's Court (Senior Division), Eluru.	Deputation to work in Additional Civil Judge's Court (Senior Division), Eluru, is hereby cancelled.



S.No.	Name & Designation of the Employee	Place of working	New place of posting
2.	Sri N. Suresh, Stenographer Grade-II	Civil Judge's Court (Senior Division), Narsapur.	Transferred and posted as Stenographer Grade-II in Civil Judge's Court (Senior Division), Tanuku, VICE Smt. A.V. Jaya Lakshmi, transferred.
3.	Smt. A.V. Jaya Lakshmi, Stenographer Grade-II	Civil Judge's Court (Senior Division), Tanuku.	Transferred and posted as Stenographer Grade-II in Civil Judge's Court (Senior Division), Narsapur.  Further deputed to work in IV Additional District Court, Tanuku.
4.	Smt. Ch. Satyavathi, Stenographer Grade-II	Additional Civil Judge's Court (Senior Division), Eluru, working on deputation in IV Additional District Court Tanuku	Deputed to work in IV Additional District Court, Tanuku is hereby cancelled.

**S.No.1** - Smt. Ch. Phani Jyothi, Stenographer Grade-II, opted for Jangareddigudem, Bhimadole and Eluru. In Jangareddigudem and Bhimadole, no cadre of Grade-II Stenographer post and no vacancy in Grade-III Stenographer Post. Hence, to accommodate in the given option, her deputation in Additional Civil Judge's Court (Senior Division), Eluru is cancelled and she is reposted to original court at Eluru i.e., Principal Civil Judge's Court (Senior Division), Eluru.

**S.No.2** - Sri N. Suresh, Stenographer Grade-II requested for Bhimavaram, Tanuku and Kovvur, there are no vacancies in the cadre of Grade-II Stenographers in the above places, hence, for accommodating the request of the employee, **S.No.3** - Smt. A.V. Jaya Lakshmi, Stenographer Grade-II, Civil Judge's Court (Senior Division), Tanuku is transferred and posted at Civil Judge's Court (Senior Division), Narsapur and deputed to work at IV Additional District Court, Tanuku, while transferring Sri N. Suresh, Stenographer Grade-II to Civil Judge's Court (Senior Division), Tanuku.

Though **S.No.4** - Smt. Ch. Satyavathi, Stenographer Grade-II has not opted for three years general transfers, **more than three years** period completed at given station i.e., Civil Judge's Court (Senior Division), Tanuku and further in original Court there arose a vacancy in General Transfers list, no such staff member is available to accommodate, hence, her deputation is hereby cancelled.



The staff members are directed to get relieved and join in their new station / duty on or before **15.05.2024.**

- Note :-**
1. The Presiding Officer / Incharge Presiding Officer is hereby directed to relieve the staff member who is under transfer.
  2. The staff member who is under transfer shall hand over charge to the immediate senior member after completing all pending work, if any, and it should be duly attested by the Presiding Officer.
  3. The concerned Presiding Officers shall make the necessary in-charge arrangements for the place of the above individuals, and the individuals are directed to hand over the charge to the new assignee as per Principal District Court's Circular under the reference 4<sup>th</sup> cited and submit the charge list to the Principal District Court, Eluru.

In any case the concerned staff member could not handover the charge within time, they shall complete it within four weeks from the date of assuming charge at the new station and complete the pending charge, handover to the successor or to the member nominated by the concerned Presiding Officer.

Any deviation in the above without prior approval by the Principal District Court beyond four weeks, the concerned person who did not handover the charge shall be held liable in further irrespective of any other conditions. This condition is placed as this Office is receiving lot of representations for non-handing over of charges for years together which clearly leading to different departmental proceedings causing inconvenience to the staff members and to administration.

The concerned Presiding Officer shall take precautions passing appropriate office orders by placing in-charge while handing over the charge from the concerned staff members and see that no such stated circumstances of handing over charges would arise in future. Specific focus should be on appeal records, copy applications, issues, judgments, fair copies etc.

4. The order placed in the Principal District Court's website <http://districts.ecourts.gov.in/westgodavari> & the downloaded copy from the Website is valid for relieving and joining duty.
5. In any case, the staff member who is under transfer as per above proceedings is availing Leave / Casual Leave / Earned Leave / Special Casual Leave or any kind of leave shall proceed and join duty in the new station, immediately on completion of leave.
6. All the copies are communicated through e-mail followed by hard copy.
7. For all convenience purpose, all the staff members who are under transfer shall be deemed to be working as on **30.04.2024.**

*C. Prabhakar Kumar*  
**PRINCIPAL DISTRICT JUDGE,**  
**WEST GODAVARI, ELURU.**



**To**

1. All the Judicial Officers in the District Unit.
2. The individuals through the Presiding Officers.
3. The Chairman, PLAPUS, Eluru.
4. The Secretary, DLSA, Eluru.
5. The Superintendent, Accounts Section, Principal District Court, Eluru.
6. The System In-charge (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.