

**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 **COPYIST** 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 COPYISTS ::

Dis.No. 3896

DATED : 10-05-2024

Pursuant to the Circular of the Hon'ble High Court under reference 1st cited, the Principal District Court, West Godavari, Eluru under 2nd reference cited, called for the list of employees in the cadre of **COPYIST**, who have completed three (03) years in their station or seat and **Two (02)** applications were received with three options. On perusal, on the strength of their given options, vacancy position, following 8th reference cited above and for administrative convenience, the following orders are hereby passed.

S.No.	Name & Designation to the Employee	Place of Working	New Place of Posting
1.	Sri A. Chandra Sekhara Raju, Copyist.	III Additional District Court, Bhimavaram.	Transferred and posted as Copyist, XI Additional District Court, Tadepalligudem, in the existing vacancy.
2.	Sri Shaik Imam, Copyist.	XI Additional District Court, Tadepalligudem.	Transferred and posted as Copyist, Principal Civil Judge's Court (Junior Division), Nidadavole, in the existing vacancy.

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 4th 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. Purnima Devi
**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.