

PROCEEDINGS OF THE CHAIRMAN-CUM-PRL.DISTRICT JUDGE,  
DISTRICT LEGAL SERVICES AUTHORITY, WEST GODAVARI, ELURU

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

**SUB :-** Public Services - DLSA., W.G., Eluru – Transfers of certain Typist-cum-Assistants, Mandal Legal Services Committees in the unit of DLSA, W.G.Dt – Orders – Issued.

- REF :-**
1. A.P.State Legal Services Authority Service Rules, 1999.
  2. Transfer guidelines issued by the A.P.State Legal Services Authority, Amaravathi in Roc.No.22-E1/APSLSA/2021, Dt:18.3.2021.
  3. Circular in Dis.No.401, Dt:1.3.2024 of the District Legal Services Authority, West Godavari, Eluru.
  4. Office Note Dt.02.05.2024 and orders thereon.

**ORDER :: DATED : 10-05-2024**

Referring to the subject and transfer guidelines issued by the Hon'ble A.P.State Legal Services Authority, Amaravathi under reference No.2, and on considering the two options given by the respective staff members, the following transfer orders are issued to the Typist-cum-Assistants in the unit of District Legal Services Authority, West Godavari, Eluru.

S.No.	Name & Designation of the Employee	Place of working	New place of posting
1.	<b>Smt. P.V.Bhavani</b> Typist-cum-Assistant	Mandal Legal Services Committee, Tanuku	Transferred and posted as Typist-cum-Assistant in Mandal Legal Services Committee, Tadevalligudem.
2.	<b>Smt. M. Rama Kumari,</b> Typist-cum-Assistant	Mandal Legal Services Committee, Kovvur.	Retained at Kovvur on her request for one year.
3.	<b>Sri Md. Khader Mohiddin,</b> Typist-cum-Assistant	Mandal Legal Services Committee, Narsapur.	Transferred and posted as Typist-cum-Assistant in Mandal Legal Services Committee, Bhimavaram, VICE Smt. G. Sasikala transferred.
4.	<b>Smt. G. Sasikala</b> Typist-cum-Assistant	Mandal Legal Services Committee, Bhimavaram	Transferred and posted as Typist-cum-Assistant in Mandal Legal Services Committee, Narsapur, VICE Sri Md. Khader Mohiddin.

S.No.	Name & Designation of the Employee	Place of working	New place of posting
5.	Sri M. Michale Raju, Typist-cum-Assistant	Mandal Legal Services Committee, Chintalapudi.	Transferred and posted as Typist-cum-Assistant in Mandal Legal Services Committee, Tanuku, VICE Smt. P.V. Bhavani, transferred.

S.No.2 – Smt. M. Rama Kumari, Typist-cum-Assistant requested for retention for one year at Kovvur in the transfer list of five candidates. Only one candidate given second option as Kovvur. No other candidates opted for Kovvur. Hence, her request is considered.

The staff members are directed to get relieved and join in their new station / duty on or before 15-5-2024.

- Note:**
1. The Chairman, MLSC is hereby directed to relieve the staff member who is under transfer.
  2. The staff member who is under transfer shall handover charge to the successor after completing all pending work, if any, and it should be duly attested by the Chairman, MLSC.
  3. The concerned Chairman, MLSC shall make the necessary incharge arrangements for the place of the above individuals, and the individuals are directed to handover charge and charge list is properly handover by keeping a copy to the Chairman, DLSA, Eluru.

In case the concerned staff member could not handover the charge within time, they shall complete it within 4 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 Chairman, MLSC.

Any deviation in the above without prior approval by the Chairman, MLSC beyond 4 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 Chairman, MLSC shall take precautions passing appropriate office orders by placing in-charge while handling 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 concerned Chairman, MLSC 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. In any

setbacks, the individuals are liable to attend and clear them in proper proceedings.

5. 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.
6. 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.
7. All the copies are communicated through e-mail followed by hard copy.

*C. Purnaiah*  
Chairman-cum-Prl. District  
Judge, District Legal Services  
Authority West Godavari, Eluru.

1. The individuals through their respective Presiding Officers.
2. All the Chairmen, Mandal Legal Services Committees at Tadepalligudem, Tanuku, Kovvur, Narsapuram, Bhimavaram and Chintalapudi.

Copy to :

1. The Secretary, District Legal Services Authority, West Godavari, Eluru
2. The Member Secretary, Hon'ble A.P. State Legal Services Authority, Amaravathi- for information.
3. The incharge System Officer, e-courts, W.G, Euru – to place in the District Court Website.

*DIS. NO: 796*  
*10/5/2024*