

**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 Record 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.

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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 Record Assistants in the unit of District Legal Services Authority, West Godavari, Eluru.

Sl. No.	Name & Designation of the Employee	Place of working	New place of posting
1.	Smt. D. Bhagya Rekha. Record Assistant	District Legal Services Authority, Eluru.	Transferred and posted as Record Assistant in Mandal Legal Services Committee, Chintalapudi.
2.	Smt. Kunaparaju Santhi, Record Assistant	Mandal Legal Services Committee, Bhimavaram.	Transferred and posted as Record Assistant in Mandal Legal Services Committee, Narsapur.
3.	Smt. V.V. Syamala, Record Assistant	Mandal Legal Services Committee, Tadepalligudem	Transferred and posted as Record Assistant in District Legal Services Authority, Eluru.
4.	Smt. Joga China Paidamma, Record Assistant	Mandal Legal Services Committee, Tanuku	Transferred and posted as Record Assistant in Mandal Legal Services Committee, Tadepalligudem.
5.	Sri Balina Venkateswara Rao Record Assistant.	Mandal Legal Services Committee, Kovvur.	Transferred and posted as Record Assistant in Mandal Legal Services Committee, Tanuku.
6.	Sri Bhimavarapu Satyanarayana Record Assistant	Mandal Legal Services Committee, Chintalapudi	Transferred and posted as Record Assistant in Mandal Legal Services Committee, Bhimavaram.

7.	Sri M. Sekhar Record Assistant	Mandal Legal Services Committee, Narsapur	Transferred and posted as Record Assistant in Mandal Legal Services Committee, Kovvur.
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S.No.4 – Smt. Joga China Paidamma, Record Assistant requested for retention at Tanuku. But, at Tanuku, S.No.5 – Sri B. Venkatewara Rao, was already posted. To accommodate her, two or three retentions have to be considered. Hence, her request is not considered and posted at Tadepalligudem.

S.No.1. Smt. D.Bhagya Rekha, Record Assistant requested for retention she has been working at DLSA, W.G, Eluru for 4 ½ years hence her retention is not considered.

S.No.4 Smt. Joga China Paidamma, Record Assistant requested for retention since she is working at Tanuku past 3 years hence her retention is not considered her request place Tadepalligudem is considered.

SI.No.7 MLSC, Narsapuram requested for Chintalapudi or Tadepalligudem since both posts are filled and there is only vacancy at Kovvuru. Though individual did not opt for it considering the existence he is posted at Kovvuru.

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. Sambasiva Kumar
Chairman-cum-Prl. District
Judge, District Legal Services
Authority West Godavari, Eluru.

To

1. The individuals through their respective Presiding Officers.
2. All the Chairmen, Mandal Legal Services Committees at Tadepalligudem, Tanuku, Kovvuru, 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.

DR. NO: 797
10/5/2024