

**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 **RECORD ASSISTANT** 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.
  10. Requests of the Staff Members in the Unit of West Godavari.
  11. Requests of the Judicial Officers in the Unit of West Godavari.

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**:: TRANSFER PROCEEDINGS OF RECORD ASSISTANT ::**

**Dis.No.** 3959/15-5-2024

**DATED : 14-05-2024**

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 **RECORD ASSISTANT**, who have completed three (03) years in their station or seat and **Ten (10)** applications were received with three options. On perusal, on the strength of their given options, vacancy position, and to accommodate the vacant posts on request of the Officers and Staff 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.	<b>Smt. G. Kanaka Durga,</b> Record Assistant.	Principal District Court, Eluru.	Transferred and posted as Record Assistant in II Additional Civil Judge's Court (Junior Division), Tadepalligudem.



S.No.	Name & Designation to the Employee	Place of Working	New Place of Posting
2.	<b>Smt. B. Krishna Kumari @ Krishnaveni,</b> Record Assistant	Family Court-cum-VII Additional District Court, Eluru, working on deputation in Principal Civil Judge's Court (Junior Division), Narsapur.	Deputation to work in Principal Civil Judge's Court (Junior Division), Narsapur is hereby cancelled, transferred and posted as Record Assistant in II Additional Civil Judge's Court (Junior Division), Bhimavaram, VICE Sri S. Hari Krishna, transferred.
3.	<b>Sri Gangupalli Srinu,</b> Record Assistant.	Additional Civil Judge's Court (Senior Division), Eluru.	Transferred and posted as Record Assistant in I Additional Civil Judge's Court (Junior Division), Kovvur, VICE Smt. M. Swarna Kumari, transferred.
4.	<b>Sri Ch. Surendra Babu,</b> Record Assistant.	Civil Judge's Court (Senior Division), Tadepalligudem.	Transferred and posted as Record Assistant in II Additional Civil Judge's Court (Junior Division), Tanuku, VICE Sri P. Ravi Babu, transferred.
5.	<b>Sri Y. Adinarayana,</b> Record Assistant.	Principal Civil Judge's Court (Junior Division), Palakol.	Transferred and posted as Record Assistant in Additional Civil Judge's Court (Junior Division), Narsapur, VICE Sri D. Ravindra Reddy, transferred.
6.	<b>Smt. G. Raja Rajeswari,</b> Record Assistant.	Principal Civil Judge's Court (Junior Division), Tanuku.	Transferred and posted as Record Assistant in XI Additional District Court, Tadepalligudem.
7.	<b>Smt. M. Swarna Kumari,</b> Record Assistant.	I Additional Civil Judge's Court (Junior Division), Kovvur.	Transferred and posted as Record Assistant in Principal Civil Judge's Court (Junior Division), Tanuku, VICE, Smt. G. Raja Rajeswari, transferred.
8.	<b>Sri S. Hari Krishna,</b> Record Assistant	II Additional Civil Judge's Court (Junior Division), Bhimavaram.	Transferred and posted as Record Assistant in Civil Judge (Senior Division), Tadepalligudem, VICE Sri Ch. Surendra Babu, transferred.
9.	<b>Sri P. Ravi Babu,</b> Record Assistant.	II Additional Civil Judge's Court (Junior Division), Tanuku, working on deputation in II Additional Civil Judge's Court (Junior Division), Eluru.	Deputation to work in II Additional Civil Judge's Court (Junior Division), Eluru is hereby cancelled, transferred and posted as Record Assistant in Principal District Court, Eluru.



S.No.	Name & Designation to the Employee	Place of Working	New Place of Posting
10.	Smt. P.V. Ramana, Record Assistant.	II Additional Civil Judge's Court (Junior Division), Eluru, working on deputation in II Additional Civil Judge's Court (Junior Division), Tadepalligudem.	Deputation to work in II Additional Civil Judge's Court (Junior Division), Tadepalligudem, is hereby cancelled, transferred and posted as Record Assistant in Additional Civil Judge's Court (Senior Division), Eluru, VICE Sri Gangupalli Srinu transferred.  Further deputed to work in Principal Civil Judge's Court (Senior Division), Eluru, until further orders.
11.	Sri D. Ravindra Reddy, Record Assistant.	Additional Civil Judge's Court (Junior Division), Narsapur working on deputation in Principal Civil Judge's Court (Junior Division), Kovvur.	Transferred and posted as Record Assistant in Principal Civil Judge's Court (Junior Division), Kovvur, by cancelling his deputation, VICE, Sri G. Babji, transferred.
12.	Sri G. Babji, Record Assistant.	Principal Civil Judge's Court (Junior Division), Kovvur, working on deputation in Principal Civil Judge's Court (Junior Division), Palakol.	Transferred and posted as Record Assistant in Principal Civil Judge's Court (Junior Division), Palakol, by cancelling his deputation, VICE Sri Y. Adinarayana, transferred.

**S.No.5** – Sri Y. Adinarayana, Record Assistant, opted for Narsapur, Tanuku and Tadepalligudem. But on medical grounds specifically requested for Narsapur. Hence, to accommodate him in Additional Civil Judge's Court (Junior Division), Narsapur, Sri D. Ravindra Reddy, Record Assistant and Sri G. Babji, Record Assistant are transferred.

The staff members are directed to get relieved and join in their new station / duty on or before **21.05.2024**.

- 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. Purnachandrababu*  
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.