

**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 – Particulars of employees for preparation of Annual Gradation List as on 01.07.2024 – Called for – Regarding.

REF :- 1. Hon'ble High Court's Circular in ROC.No.1237/88-C3, Dt.25.05.1970.
2. Office Note Dt.25.06.2024 and orders thereon.

ORDER :: DATED : 29-06-2024

It is hereby informed that the Annual Gradation List for the year 2024 for the staff working in District Unit, West Godavari is proposed to be prepared.

Hence, all the Judicial Officers are hereby directed to obtain the service particulars of each employee working in their respective Courts regular or on deputation (as on 01.07.2024) in the prescribed proforma annexed herewith. The particulars shall reach to this Office on or before 15.07.2024 without fail.

The Chief Administrative Officer/Senior Superintendent /Superintendent are hereby directed to take steps and see that all the relevant particulars are obtained from the staff and place before the Presiding Officer within time. Care to be taken to collect the information even in case the staff is on Earned Leave/Medical Leave/Casual Leave.

Encl :
Proforma

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

To
All the Judicial Officers in the District Unit.

Copy to :

1. The Superintendents, Account Section, Central Nazareth Section, Copyist Establishment, Principal District Court, West Godavari, Eluru, to obtain the information from the individuals working in their respective Sections within the stipulated period and hand over the same in C.A.Os branch.
2. The Chief Administrative Officer, Principal District Court, Eluru for record purpose.
3. The System In-charge (e-Courts), Principal District Court, Eluru, is hereby directed to place the same in the **web site** of Principal District Court and send **e-mails** to the Officers.

Dis No. 4733

Dt: 29/6/24

PROFORMA

1.	Name and Designation of the employee	:	
2.	Religion and Caste OC/BC/SC/ST	:	
3.	Date of Birth	:	
4.	Pay as on 01.01.2024	:	
5.	Date of entry into Govt. service and category	:	
6.	Date from which continuously working in the Government Service and category	:	
7.	Date from which continuously working in the present category	:	
8.	Date from which continuously working in the present Station	:	
9.	Dates of promotion to which categories	:	
10.	Date of Regularization in each category	:	
11.	Date of Declaration of Probation in each category	:	
12.	Date of Confirmation in which category	:	
13.	Educational Qualifications	:	
14.	Technical Qualifications	:	
15.	Departmental Tests passed	:	
16.	Date of joining in this Unit from other Unit	:	

Certified that the above information furnished by me is complete and correct to the best of my knowledge.

**Signature and Designation
of the Employee.**

Certified that I have verified the particulars furnished by the individual with reference to the acquittance register and Service Register of the employee.

Signature of the C.M.O.

Signature of the Officer.