



**PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU**

**ESTABLISHMENT SECTION - 07/2024**

**DATE : 12-08-2024**

**C I R C U L A R**

Sub:- PUBLIC SERVICES – A.P.J.M.S.S. – Declaration of probation of the employees in the Unit of West Godavari, who have completed the period of probation in the respective categories – Certain information and proposals - Called for.

- Ref:-
1. G.O.S.No. 76 Law (LA&J-Home-Courts.D) Department, dated 15.05.2019.
  2. Rule 13 and 14(3)(i) of A.P. Judicial Ministerial and Subordinate Service Rules, 2019.
  3. Applications submitted by Smt. Md.Ashrafunnisa, Smt. A.V.Jaya Lakshmi, Smt. Ch.Satyavathi and Sri N.Suresh Kumar, Stenographers Grade-III, dated 06.07.2024.
  4. Office note dated 12.08.2024 and orders thereon.

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Adverting to subject cited supra, all the Judicial Officers in the District Unit are hereby requested to submit proposals for declaration of probation in respect of eligible employees working in their respective Courts (Direct recruited and on promotion) as on **31.08.2024**, under A.P. Judicial Ministerial and Subordinate Service Rules, 2019 (including Process Servers and Office Subordinates).

**As per Rule.13 of A.P. Judicial Ministerial and Subordinate Service Rules, 2019:-**

- (a) Every person appointed by direct recruitment to any post in the service shall, from the date on which he commences probation, be on probation for a total period of two years on duty within a continuous period of three years.
- (b) Every person appointed to any of the posts either by promotion or by transfer shall, from the date on which he/she commences probation, be on probation for a total period of one year on duty within a continuous period of two years.

Send the details of eligible members in the annexed proforma.

- Note:-**
- 1) The concerned Chief Ministerial Officers shall certify as to the correctness of the information being furnished, with reference to the Service Register of the concerned individuals.
  - 2) If no such employees are available, a NIL report should be submitted to the District Court, Eluru.
  - 3) The Service Registers of the employees are to be sent along with information.
  - 4) The proposals shall be reached the Office on or before **21.08.2024.**

**Encl:**

Proforma.

To  
All the Judicial Officers in the District.

C. Purnima Devi  
PRL. DISTRICT JUDGE  
W.G., ELURU.

**Copy to:**

The Senior Superintendents, Account Section and Central Nazareth Section and Superintendent, Copyist Establishment, Prl. District Court, W.G., Eluru, with a direction to furnish information to the Chief Administrative Officer within the stipulated time.

The Incharge System Officer, e-Courts Project, Principal District Court, Eluru, with a direction to upload the same in the District Court's website and send mails to the concerned Courts.

DIS NO. 5548

DT: 13/8/24

## PROFORMA FOR DECLARATION OF PROBATION

1.	Service, Class or Category	:	
2.	Name and designation of the Probationer	:	
3.	Date of appointment to the service	:	
4.	Date from which working in the present post	:	
5.	Period of Probation prescribed	:	
6.	Period of service in such Class or Category or in the higher service of category which counts for probation in the category in Question	:	
7.	Date of completion of Probation	:	
8.	Tests, if any to be passed during probation	:	
9.	Whether the probationer has passed them before date of completion of probation and if not whether he has applied for the tests before the expiry of the period of probation	:	
10.	Date of publication of results of the tests	:	
11.	Period spent on leave during the period under probation, all leaves except Casual Leaves	:	
12.	Punishments, if any	:	
13.	Whether he/she is an approved probationer in the former category (Dis. No. and date)	:	
14.	Date of submission of probationer's case for orders of the appointment authority	:	
15.	Remarks of the Presiding Officer as to conduct and working of probationer/employee	:	

**SIGNATURE OF THE OFFICER**