



PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

C I R C U L A R

SUB :- PUBLIC SERVICES – A.P.J.M.S.S – Internal transfers of Staff Members during summer vacation, **2025** – Information with regard to 3 places of option of Employees for transfer who complete 3 (three) years of stay in particular station/seat **as on 30-04-2025** – Call for – Regarding.

REF :- 1. Hon'ble High Court's Circular ROC.No.1576/2019-C-3, Dt.02.01.2021.
2. Office Note Dt.03.02.2025 and orders thereon.

Adverting to above reference, for internal transfer of Subordinate Staff Members, who have completed 3 (three) years of service in particular station/seat **as on 30-04-2025**, all the Judicial Officers in the Unit are directed to obtain and forward 3 places of option of Employees, who have completed 3 years of service in particular station / seat **as on 30-04-2025**, in respective Courts for their transfer, in the prescribed proforma, **on or before 01-03-2025**.

All the Judicial Officers are further directed to submit the request applications of employees who are seeking retention on (i) Spouse grounds; (ii) Medical grounds; (iii) Retiring from service within one year; (iv) Widows who lost their spouse within that year (retention for a year only), along with specific remarks/recommendations and with supporting material, **on or before 01-03-2025**.

Principal District Court, W.G.,
Eluru, Dated 03-02-2025.


**PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU**

To

1. All the Judicial Officers in the Unit. (Except PLAPUS & DLSA and Special Judicial Magistrate of II Class Courts).
2. The Superintendents, Accounts Section, Central Nazarath, Central Record Room & Copyist Establishment, Principal District Court, West Godavari, Eluru.
3. The In-charge System Officer, e-Courts Project, Server Room, Principal District Court, Eluru, with a direction to send **emails** to all the Courts and to upload the same in the Principal District Court's **website**.

o/s. no. 631
02.3.2.2025

PROFORMA

NAME OF THE COURT :

S.No.	Name of the Employee & Designation	Date from which working in present Station	Years Completed	Regular Court Period	Deputation Court Period	Previous Working Station of the Employee	Native Place of the Employee	3 Places of option of Employees			Reasons for transfer / Retention after completion of 3 years in a particular station (Supporting documents should be enclosed)					Signature of the Employee		
								Option 1	Option 2	Option 3	Spouse Grounds	Medical Grounds	Retiring from service within one year	Widows who lost their spouse within that year				

OFFICER REMARKS / RECOMMENDATIONS :

Signature of the C.M.O.

Signature of the Presiding Officer