

**PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE ::
WEST GODAVARI :: ELURU**

Present :- **Siripurapu Sreedevi**,
Principal District Judge, West Godavari, Eluru.

SUB :- e-Courts – Phase-III – DIGITIZATION OF RECORDS – Hon'ble High Court addressed a letter directed to provide required man power on permanent basis for Scanning and Digitization Service (Version.2) – Certain staff are directed to attend the Digitization Work in the District Court Digitization Centers – Orders – Issued.

- REF :-**
1. Hon'ble High Court's ROC.No.2423/2023-CPS, Dt.07.03.2025.
 2. Principal District Court's Proceedings in Dis.No.1294, Dt.11.03.2025 – The Principal Civil Judge (Senior Division), Eluru appointed as Nodal Officer to oversee the Scanning and Digitization process in the District Court Digitization Centers.
 3. Hon'ble High Court's letter in ROC.No.2423/2023-CPS (Phase-III), Dt.18.10.2023.
 4. Hon'ble High Court's letter in ROC.No.2423/2023-CPS, Dt.18.06.2025.

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ORDER :: DATED : 24-06-2025

In view of the references cited, and as per the directions of the Hon'ble High Court under the reference 4th cited, the Principal District and Sessions Judge, West Godavari, Eluru, passed the following Order :-

S.No.	Name & Designation of the Employee	Place of Working	New Role	Responsibilities
1.	Smt. A. Lakshmi Devi , Superintendent.	POCSO Court, Eluru working on deputation in Principal District Court, Eluru.	Quality Auditor	Directed to verify all the listed quality check parameters to ensure the data moving to DMS is at par with all quality standards.
			Record Manager	Directed to attend the work for safe execution of files handover takes over from the scanning agency with proper inventory management.
2.	Sri A. Gopala Krishna , Process Server.	Principal District Court, Eluru.	Office Subordinate	Directed to attend the work relating to safe movement of files from record room to scanning room and vice versa.

- Note :-**
1. Smt. A. Lakshmi Devi, Superintendent is hereby directed to attend the above entrusted works with the assistance of Sri A. Gopala Krishna, Process Server, in addition to attending the regular duties of the Central Record Room.
 2. Sri A. Gopala Krishna, Process Server, Principal District Court, Eluru is hereby directed to attend the above allotted works in addition to attending the regular duties of the Central Record Room.
 3. The above individuals are hereby directed to **immediately** attend the above entrusted works under the supervision of the Principal Civil Judge (Senior Division), Eluru-cum-Nodal Officer of Digitization Process.


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

To

The individuals through the Chief Administrative Officer,
Principal District Court, Eluru.

Copy to :

1. The Principal Civil Judge (Senior Division), Eluru-cum-Nodal Officer to oversee the Scanning and Digitization process in the District Court Digitization Centers, with a direction to monitor the works assigned to the above-mentioned Staff Members.
2. All the Judicial Officers in the Unit.
3. The Senior Superintendents, Accounts Section, Central Nazareth, Principal District Court, Eluru.
4. The Superintendent, Central Record Room, Principal District Court, Eluru.
5. The Superintendents, Bench Section, Copyist 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.

Dis No. 3365

DT: 24/6/15