

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

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

SUB :- PRACTICAL TRAINING – CIVIL JUDGES (JUNIOR DIVISION) –
Nomination of Four (4) Civil Judges (Junior Division) in the unit of
West Godavari to undergo 04 Weeks Practical Training from
15.09.2025 to 11.10.2025 at District Head Quarters, Eluru – Orders –
Issued.

REF :- 1. Hon'ble High Court's proceedings in ROC.No.681/2025-B.Spl.,
Dt.21.08.2025 – Practical Training from 15.09.2025 to 11.10.2025
at District Head Quarters, Eluru.
2. Office Note Dt.29.08.2025 and orders thereon.

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ORDER :: DATED : 29-08-2025

The Hon'ble High Court has nominated Civil Judges (Junior Division) working
in the State of Andhra Pradesh to participate in 04 Weeks Practical Training from
15.09.2025 to 11.10.2025 at District Headquarters of their respective District. The
following Civil Judges (Junior Division) are nominated in the Unit of West Godavari.

S.No.	Name & Designation of the Officer
1.	Ms. V.S.N. LAKSHMI LAVANYA P., Additional Civil Judge's Court (Junior Division), Palakol.
2.	Ms. RACHANA BANDI, II Additional Civil Judge (Junior Division), Eluru.
3.	SMT. K. KRISHNA VENI, II Additional Civil Judge (Junior Division), Tanuku.
4.	SRI SHAKE KHWAJA RAHIMAN, I Additional Civil Judge (Junior Division), Nidadavole.

As directed, the following schedule is fixed for the purpose of Practical Training
to the nominated Officers at District Headquarters, Eluru.

**The II Additional District & Sessions Judge, West Godavari, Eluru, is
nominated as in-charge for training programme.**

All the Trainee Officers are requested to attend the Chambers of Hon'ble
Principal District Judge, West Godavari, Eluru, on **every Friday** after Court hours for
interaction.

THE SCHEDULE IS FIXED AS FOLLOWS :

S.No.	Date	Topics	(With whom the Trainee Officer share the Bench & Office) 10.30 A.M., to 2.00 P.M. 2.30 P.M., to 5.00 P.M.
1.	From 15.09.2025 & 16.09.2025	<u>PRACTICAL TRAINING :-</u> <u>TRAINING IN THE TRIAL COURTS :</u> <u>The Practical Training on the following aspects :</u>	
		1. Observation of Court Proceedings.	Principal Civil Judge's Court (Junior Division), Eluru (S.Nos.1 & 2 of Trainee Officers) on 15.09.2025
		2. Procedure of endorsement of receipt of F.I.Rs.	
		3. Observation of Remand Proceedings.	
		4. Observation of Police Custody Orders.	I Additional Civil Judge's Court (Junior Division), Eluru (S.Nos.3 & 4 of Trainee Officers) on 15.09.2025
		5. Observation of Test Identification Parade Proceedings.	
		6. Observation of writing orders in bail applications.	Principal Civil Judge's Court (Junior Division), Eluru (S.Nos.3 & 4 of Trainee Officers) on 16.09.2025
		7. Observation of writing of orders in disposal of property.	
		8. Observation of charge sheets	
		9. Observation of procedure on framing of charges	I Additional Civil Judge's Court (Junior Division), Eluru (S.Nos.1 & 2 of Trainee Officers) on 16.09.2025
		10. Observation of recording of evidence	
		11. Observation of trial of various types of cases	
		12. Observation of Sec.313 Cr.P.C. Examination	
		13. Observation of Docket Writing	

2.	From 17.09.2025 & 18.09.2025	<u>TRAINING IN THE CIVIL JUDGE (JUNIOR DIVISION) COURTS :</u> <u>The Practical Training on the following aspects :</u> 1. Observation of Court Proceedings. 2. Registration of Plaints, O.Ps., and Interlocutory Applications. 3. Observation of framing of issues. 4. Observation of various types of orders in Interlocutory Applications. 5. Observation of recording of evidence. 6. Observation of Trial of various types of suits. 7. Observation of Docket Writing.	Special Judicial Magistrate of I Class Court (Mobile), Eluru. (S.Nos.1 & 2 of Trainee Officers) on 17.09.2025 Special Judicial Magistrate of I Class Court (Excise), Eluru. (S.Nos.3 & 4 of Trainee Officers) on 17.09.2025 Special Judicial Magistrate of I Class Court (Mobile), Eluru. (S.Nos.3 & 4 of Trainee Officers) on 18.09.2025 Special Judicial Magistrate of I Class Court (Excise), Eluru. (S.Nos.1 & 2 of Trainee Officers) on 18.09.2025
3.	From 19.09.2025 & 20.09.2025	<u>Training in the Section work of District Courts :-</u> 1. Observation of filing system of various types of cases. 2. Checking of Civil and Criminal Proceedings. 3. Observation of maintenance of various Registers on Civil and Criminal side. 4. Observation of maintenance of accounts and registers. 5. Procedure in issuance of Cheques. 6. Verification of registers and maintenance of property. 7. Destruction of property in disposed cases.	<u>19.09.2025 :</u> Observation of Section work in Principal District Judge's Court, West Godavari, Eluru (S.Nos.1 to 4 of Trainee Officers) <u>20.09.2025 :</u> Observation of Section work in I Additional District & Sessions Judge's Court, Eluru (S.Nos.1 to 4 of Trainee Officers)

4.	22.09.2025	Observation in the Court of Civil Judge (Senior Division)	Observation of proceedings in Principal Civil Judge (Senior Division) Court, Eluru. (S.Nos.1 & 2 of Trainee Officers) Observation of proceedings in Additional Civil Judge (Senior Division) Court, Eluru. (S.Nos.3 & 4 of Trainee Officers)
5.	23.09.2025	<u>Observation in the court of District and Sessions Judge :</u>	Observation of Court Proceedings in I Additional District & Sessions Judge's Court, Eluru, West Godavari, (S.Nos.1 & 2 of Trainee Officers) Observation of Court Proceedings in II Additional District & Sessions Judge's Court, Eluru, West Godavari, (S.Nos.3 & 4 of Trainee Officers)
6.	24.09.2025 & 25.09.2025	<u>Observation of work in the Nazarath and Copyist Establishment :</u> 1. Observation of procedure of issuing process and service. 2. Observation of compliance of copy applications. 3. Verification of Registers, maintained in the Nazarath. 4. Verification of Registers of Copyist Establishment.	<u>24.09.2025</u> Principal District Court Nazarath Section (S.Nos.1 to 4 of Trainee Officers) <u>25.09.2025</u> Principal District Court Copyist Establishment Section (S.Nos.1 to 4 of Trainee Officers)
7.	26.09.2025	<u>Observation of Record Room :</u> 1. Verification of registers in the record room. 2. Procedure of destruction of records.	Principal District Court Record Room, West Godavari, Eluru (S.Nos.1 to 4 of Trainee Officers)

8.	27.09.2025	<u>Visit to Revenue Offices :</u>		1. District Collector, Eluru. 2. Revenue Divisional Officer, Eluru. 3. Visit of Grama Sachivayalam, Kandrikagudem, Eluru. (S.Nos.1 to 4 of Trainee Officers)
		1.	Village Level Office.	
		2.	Mandal / Tahsildar Office	
		3.	Revenue Divisional Office/Revenue.	
		4.	District Collectorate.	
			For interaction with the Officials concerned and observation of maintenance of revenue records and registers.	
9.	29.09.2025	<u>Visit to District Treasury :</u>		District Treasury Office, Collectorate Compound, Eluru. (S.Nos.1 to 4 of Trainee Officers)
		1.	Observation of Maintenance of Records, Registers and Accounts.	
		2.	Observation of processing of bills and reconciliation statements.	
10.	03.10.2025 & 04.10.2025	<u>Training in the Office of District Legal Services Authority :</u>		District Legal Services Authority, District Court Complex, West Godavari, Eluru. Legal Literacy Camp fixed by Secretary, D.L.S.A., Eluru. (S.Nos.1 to 4 of Trainee Officers)
		1.	Observation of Lok Adalaths / Mediation.	
		2.	Observation of Legal Literacy Camp	
11.	06.10.2025	<u>Visit to Offices of Sub-Registrar & District Registrar :</u>		District Registrar's Office, Eluru. (S.Nos.1 to 4 of Trainee Officers)
		1.	Observation of registration of documents.	
		2.	Observation of various registers.	
		3.	Interaction with Sub-Registrars and District Registrar to understand the functioning of Registration and Stamps Department.	
12.	07.10.2025	<u>Visit to Police Stations :</u>		II Town Police Station, Eluru (S.Nos.1 to 4 of Trainee Officers)
		1.	Observation of General Diary, F.I.R. Register and other Registers.	
		2.	Interaction with the Inspection and Deputy Superintendent of Police to understand the powers and functions of Police Officers.	

13.	08.10.2025	Visits to Prisons : District/Central Prison/ Sub Jail	District Jail, Eluru. (S.Nos.1 to 4 of Trainee Officers)
14.	09.10.2025	Visit to Juvenile Home	Extension Home for Boys, Sanivarapupeta, Eluru. (S.Nos.1 to 4 of Trainee Officers)
15.	10.10.2025	<u>Preparation of observation notes on Civil and Criminal side and submit to District Courts :</u> After observation of all the Registers and Records stated above, the Trainee Officers (S.Nos.1 to 4) have to prepare inspection notes on Civil and Criminal side under the Supervision of the in charge of the training programme.	

All the Trainee Officers shall report before the II Additional District Judge, Eluru, on every day at 10.15 A.M., in the morning hours and put their signatures in Attendance Sheet and also shall report at 5.15 P.M., on every day and appraise every day training programme and seek guidance and assistance, if any, and also obtain the signature of II Additional District Judge, Eluru, in their respective training notes (Dairy).

- After observation of all the Registers and Records stated above, the Trainee Officers have to prepares inspection notes on Civil and Criminal Side under the supervision of the in-charge District Judge of the Training Programme.
- All the trainee Civil Judges (Junior Division) shall maintain a Daily Diary with regard to the practical training and submit a report at the end of each day to the incharge District Judge nominated, for scrutiny.

All the Officers, before whom the Trainee Officers will undergo training and also visit, are requested to cooperate with the Trainee Officers.


PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU

Copies to :-

1. The I Additional District & Sessions Judge's Court, West Godavari, Eluru, for information.
2. The II Additional District & Sessions Judge's Court, West Godavari, Eluru, for information.
3. The Principal Civil Judge (Senior Division), Eluru, for information.

4. The Additional Civil Judge (Senior Division), Eluru, for information.
5. The Secretary, District Legal Services Authority, West Godavari, Eluru, for information.
6. The Principal Civil Judge (Junior Division), Eluru, for information.
7. The I Additional Civil Judge (Junior Division), Eluru, for information.
8. The Special Judicial Magistrate of I Class (Mobile)-cum-III Additional Civil Judge (Junior Division), Eluru, for information.
9. The Special Judicial Magistrate of I Class (Excise)-cum-IV Additional Civil Judge (Junior Division), Eluru, for information.
10. The Chairman, PLAPUS, Eluru, for information.
11. The Secretary, DLSA, Eluru, for information.
12. All the Judicial Officers in the District Unit.

Copies to Trainee Officers :-

1. **Ms. V.S.N. LAKSHMI LAVANYA P.,**
Additional Civil Judge's Court (Junior Division), Palakol.
2. **Ms. RACHANA BANDI,**
II Additional Civil Judge (Junior Division), Eluru.
3. **SMT. K. KRISHNA VENI,**
II Additional Civil Judge (Junior Division), Tanuku.
4. **SRI SHAKE KHWAJA RAHIMAN,**
I Additional Civil Judge (Junior Division), Nidadavole.

Copies to other Officers :-

1. The District Collector, Eluru District, Eluru, for information, and with a request to instruct the concerned to make necessary arrangements for the visit of Trainee Judicial Officers, and to provide relevant material on the scheduled days.
2. The District Treasury Officer, Eluru, for information, and with a request to instruct the concerned to make necessary arrangements for the visit of Trainee Judicial Officers, and to provide relevant material on the scheduled days.
3. The District Registrar, Eluru, for information, and with a request to instruct the concerned to make necessary arrangements for the visit of Trainee Judicial Officers, and to provide relevant material on the scheduled days.
4. The Superintendent of Police, Eluru District, Eluru, for information and with a request to instruct the concerned to make necessary arrangements for the visit of Trainee Judicial Officers, and to provide relevant material on the scheduled days.
5. The Station House Officer, Eluru II Town Police Station, for information, and the above Officers will be visiting the Police Stations for interaction with the officials concerned and observation of General Diary, FIR Register and other registers.
6. The Revenue Divisional Officer, Eluru, for information.
7. The Tahsildar, Eluru, for information.
8. The Superintendent, District Jail, Eluru, for information, and with a request to instruct the concerned to make necessary arrangements for the visit of Trainee Judicial Officers, and to provide relevant material on the scheduled days.

9. The Superintendent, Extension Home for Boys, Sanivarapupeta, Eluru, for information, and with a request to instruct the concerned to make necessary arrangements for the visit of Trainee Judicial Officers, and to provide relevant material on the scheduled days.
10. The Chief Administrative Officer, Principal District Court, Eluru, for information.
11. The Senior Superintendents, Accounts Section, Central Nazareth, for information.
12. The Superintendents, P.T.R Section, Copyist Establishment, and Central Record Room of the Principal District Court, Eluru, for information.
13. The Ward Secretary, Grama Sachivalayam, Kandrikagudem, Eluru, for information.
14. 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 in the Unit of West Godavari.

Dis 4763
29/8/25