PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

C I R C U L A R

SUB :- **COURTS** - Instances have come to the notice of the Principal District Judge, West Godavari, Eluru, that certain important communications being sent through the official e-mail IDs of the Courts, as well as the personal e-mail IDs of the Presiding Officers in the Unit of West Godavari, are not being promptly checked and acknowledged – Certain Instructions – Issued.

REF :- Office Note Dt.03.12.2025 and orders thereon.

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Instances have come to the notice of the Principal District Judge, West Godavari, Eluru, that certain important communications being sent through the official e-mail IDs of the Courts, as well as the personal e-mail IDs of the Presiding Officers in the Unit of West Godavari, are not being promptly checked and acknowledged.

All the Judicial Officers in the Unit of West Godavari are hereby instructed to check **their personal e-mail IDs** (given by the Hon'ble High Court) and direct the concerned to **regularly check the official Court e-mail IDs as well used for communication from the Principal District Court, West Godavari, Eluru. Timely action on the instructions, correspondence, and directions received through e-mail is essential for the smooth functioning of the Courts and for effective administrative coordination.**

Henceforth, all Judicial Officers in the Unit of West Godavari shall ensure that their e-mails are checked **at least twice a day**-once in the forenoon, during the lunch break and before leaving the office for the day, and appropriate action should be taken without delay, and direct the concerned to **regularly check the official e-mail IDs of their Courts**.

All the Judicial Officers in the Unit of West Godavari are directed to follow the above directions scrupulously.

Any deviation in this regard will be viewed seriously.

Principal District Court, W.G.,
Eluru, Dated 03-12-2025.

PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

Copy to :

1. All the Judicial Officers in the Unit of West Godavari, should acknowledge receipt of the circular to this Court, for record purpose.
2. The Chairman, PLAPUS, Eluru.
3. The Secretary, DLSA, Eluru.
4. The Official Receiver, Eluru.
5. The Senior Superintendent, Accounts Section, Central Nazarath, OP-Cell, 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 all the Officers in the Unit of West Godavari.

DIS NO. 7051
DATE 03.12.25