

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 one (1) Civil Judge (Junior Division) in the Unit of West Godavari to undergo **04 weeks Practical Training scheduled from 06.04.2026 to 02.05.2026** at District Headquarters, Eluru - Orders - Issued.

REF :- 1. Hon'ble High Court's Proceedings in ROC.No.681/2025-B.Spl., Dt.02.04.2026 - Practical Training scheduled from 06.04.2026 to 02.05.2026.
2. Office Note Dt.04.04.2026 and orders thereon.

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ORDER :: DATED : 04-03-2026

In view of the references cited, the Principal District and Sessions Judge, West Godavari, Eluru, passed the following Order :-

The Hon'ble High Court of Andhra Pradesh has nominated the following Civil Judge (Junior Division) in the Unit of West Godavari to participate in **04 weeks Practical Training scheduled from 06.04.2026 to 02.05.2026** at District Headquarters, Eluru.

S.No.	Nominated Trainee Officers
1.	Sri Shake Khwaja Rahiman, I Additional Civil Judge (Junior Division), Nidadavole.

As directed by the Hon'ble High Court, 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 the training programme.

The Trainee Officer is requested to attend the Chambers of the Principal District Judge, West Godavari, Eluru *on every Friday* after Court hours for interaction.

S.No.	Date	Topics	(With whom the Trainee Officer share the Bench & Office) 10:30 AM., to 02:00 PM., & 02:30 PM., to 05:00 PM.
1.	From 06.04.2026 to 08.04.2026 (3 Days)	PRACTICAL TRAINING : TRAINING IN THE TRAIL COURTS : THE PRACTICAL TRAINING ON THE FOLLOWING ASPECTS : ➤ Observation of Court Proceedings. ➤ Procedure of endorsement of receipt of FIRs. ➤ Observation of Remand Proceedings. ➤ Observation of Police Custody Orders. ➤ Observation of Test Identification Parade Proceedings. ➤ Observation of Writing of Orders in the disposal of property. ➤ Observation of Charge Sheets. ➤ Observation of Procedure of Framing of Charges. ➤ Observation of Recording of Evidence. ➤ Observation of Trail of Various Types of Cases. ➤ Observation of Sec. 313 Cr.P.C. Examination. ➤ Observation of Docket Writing.	Principal Civil Judge's Court (Junior Division), Eluru on 06.04.2026 I Additional Civil Judge's Court (Junior Division), Eluru on 07.04.2026 II Additional Civil Judge's Court (Junior Division), Eluru on 08.04.2026
2.	09.04.2026, 10.04.2026 & 13.04.2026 (3 Days)	TRAINING IN THE CIVIL JUDGE'S COURTS (JUNIOR DIVISION) : THE PRACTICAL TRAINING ON THE FOLLOWING ASPECTS : ➤ Observation of Court Proceedings. ➤ Registration of Complaints, OPs., and Interlocutory Applications. ➤ Observation of Framing of Issues. ➤ Observation of various types of Orders in Interlocutory Applications. ➤ Observation of Recording of Evidence. ➤ Observation of Trial of various types of Suits. ➤ Observation of Docket Writing.	Special Judicial Magistrate of I Class (Mobile) Court-cum-III Additional Civil Judge's Court (Junior Division), Eluru on 09.04.2026 Special Judicial Magistrate of I Class (Excise) Court-cum-IV Additional Civil Judge's Court (Junior Division), Eluru on 10.04.2026 Principal Civil Judge's Court (Junior Division), Eluru on 09.04.2026

3.	15.04.2026 & 16.04.2026 (2 Days)	TRAINING IN THE SECTION WORK OF DISTRICT COURTS : THE PRACTICAL TRAINING ON THE FOLLOWING ASPECTS : ➤ Observation of filing system of various types of cases. ➤ Checking of Civil and Criminal Proceedings. ➤ Observation of maintenance of various registers on Civil and Criminal side. ➤ Observation of maintenance of accounts and registers. ➤ Procedure in issuance of Cheques. ➤ Verification of registers and maintenance of property. ➤ Destruction of Property in Disposed Cases.	15.04.2026 Principal District Court, Eluru 16.04.2026 I Additional District & Sessions Court, Eluru
4.	17.04.2026	OBSERVATION IN THE COURT OF CIVIL JUDGE (SENIOR DIVISION).	Principal Civil Judge's Court (Senior Division), Eluru
5.	18.04.2026	OBSERVATION IN THE COURT OF DISTRICT AND SESSIONS JUDGE.	I Additional District & Sessions Court, Eluru
6.	20.04.2026	OBSERVATION OF WORK IN THE NAZARATH AND COPYIST ESTABLISHMENTS : ➤ Observation of Procedure of issuing Process and Service. ➤ Observation of Compliance of Copy Applications. ➤ Verification of Registers, maintained in the Nazarath. ➤ Verification of Registers, maintained in the Copyist Establishment.	Central Nazarath Section, Principal District Court, Eluru
7.	21.04.2026	OBSERVATION OF CENTRAL RECORD ROOM : ➤ Verification of Registers in the Central Record Room. ➤ Procedure of Destruction of Records.	Central Record Room, Principal District Court, Eluru
8.	22.04.2026 & 23.04.2026 (2 Days)	VISIT TO REVENUE OFFICES : ➤ Village Level Office. ➤ Mandal / Tahsildar Office. ➤ Revenue Divisional Office / Revenue. ➤ District Collectorate. ➤ Revenue Courts Visit. For interaction with the Officials concerned and observation of Maintenance of Revenue Records and Registers.	22.04.2026 1. District Collectorate, Eluru. 2. Revenue Divisional Office, Eluru. 23.04.2026 Visit of Grama Sachivalayam, Kandrikagudem, Eluru
9.	24.04.2026	VISIT TO DISTRICT TREASURY : ➤ Observation of Maintenance of Records, Registers and Accounts. ➤ Observation of Processing of Bills and Reconciliation Statements.	District Treasury Office, Collectorate Compound, Eluru.

10.	25.04.2026	TRAINING IN THE OFFICE OF DISTRICT LEGAL SERVICES AUTHORITY : ➤ Observation of Lok Adalath / Mediation. ➤ Observation of Legal Literacy Camp.	District Legal Services Authority (DLSA), Eluru.
11.	27.04.2026	VISIT TO OFFICES OF SUB REGISTRAR AND DISTRICT REGISTRAR : ➤ Observation of Registration of Documents. ➤ Observation of various Registers. ➤ Interaction with Sub-Registrars and District Registrar to understand functioning of Registration and Stamps Department.	District Registrar Office, Eluru.
12.	28.04.2026 & 29.04.2026 (2 Days)	VISIT TO POLICE STATIONS : ➤ Observation of General Diary, F.I.R. Register and other Registers. ➤ Interaction with the Inspection and Dy. Superintendent of Police to understand the powers and functions of Police Officers.	28.04.2026 2 Town Police Station, Eluru. 29.04.2026 3 Town Police Station, Eluru.
13.	30.04.2026	VISIT TO PRISONS : ➤ District / Central Prison / Sub Jail.	District Jail, Eluru
14.	01.05.2026	VISIT TO JUVENILE HOMES :	Extension Home for Boys, Sanivarapu Peta, Eluru.
15.	02.05.2026	PREPARATION OF OBSERVATION NOTES ON CIVIL AND CRIMINAL SIDE AND SUBMIT TO DISTRICT COURTS : ➤ After observation of all the Registers and Records stated above, the Trainee Officer has to prepare inspection notes on Civil and Criminal side under the supervision of the in-charge District Judge of the Training Programme.	
Public Holidays : 11.04.2026, 12.04.2026, 14.04.2026, 19.04.2026 and 26.04.2026.			

All the Trainee Officer 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 Officer has to prepares inspection notes on Civil and Criminal Side under the supervision of the in-charge District Judge of the Training Programme.

- All Trainee Civil Judge (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 Officer will undergo training and also visit, are requested to cooperate with the Trainee Officer.


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

To

Sri Shake Khwaja Rahiman,
I Additional Civil Judge (Junior Division), Nidadavole.

Copy to :

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

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 and III 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.
11. The Senior Superintendents, Accounts Section, Central Nazareth, Principal District Court, West Godavari, Eluru.
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 concerned.

DIS NO. 2259
DATE 04/04/26