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PRINCIPAL DISTRICT COURT, WEST GODAVARI AT ELURU.

ecourts/ 03/2026 Date: 08-04-2026

CIRCULAR

Sub: **PUBLIC SERVICES** - Attending of Nazarath Section work by the Field Assistants and Process Servers who are working in other Courts, other than Nazarath Section control - Certain Instruction - Issued - Regarding.

Ref:
1) Hon'ble High Court's letter in Roc.No.552/2019-CPS Dated 15.09.2022.
2) Hon'ble High Court's Gazette Notification in Roc.No.165/2021-CPS Dated 17.04.2023.
3) Hon'ble High Court's letter in Roc.No.165/2021-CPS Dated 05.05.2023.
4) Principal District Court's proceedings in Dis.No.2707 dated 12.05.2023.
5) Principal District Court's circular in Dis.No.4031 dated 17.07.2023.
6) Principal District Court's instructions in Dis.No.7379 dated 23.12.2023.
7) Hon'ble High Court's proceedings in Roc. No.338/2026-B.Spl. Dated 02.04.2026.

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In the light of the directions received from the Hon'ble High Court and after completion of training to all the Field Assistants and Process Servers vide reference 7th cited above, regarding the service of summons in the District Judiciary, West Godavari Unit the undersigned is issuing the following order to all Field Assistants and Process Servers working in this unit.

Order:

Several Instances have been brought to the notice of the undersigned that Process Servers and Fleld Assistants who are not working under the control of Nazarath Section are not attending the duties of serving of Process/Summons/Warrants. As such, the Nazarath sections In the unit of West Godavari have been facing much Inconvenience In serving the process of

summons, notices, etc., and executing warrants, thereby causing abnormal delay In dealing with the cases by most of the courts.

For effective advancement In the serving of summons and warrants, the Field Assistants and Process Servers In the District shall be under the authority of the Nazarath Sections at all locations where these sections are established. Consequently, the Central Nazir and Deputy Nazlrs of the respective courts are instructed to ensure the appropriate allocation of process papers to the Process Servers and Warrants to the Field Assistants working in other courts other than the Nazarath Section occasionally only when there is extreme need in service of Summons and Warrants. This is to facilitate the speedy progress in serving of summons and the NSTEP initiative. This approach aims to streamline operations and improve efficiency within the Judicial system and to keep the optimum use of mobile phones allotted for NSTEP.

Further, the Field Assistants and Process Servers working in Courts other than the Nazarath Section are directed to fulfill the duties assigned by the Central Nazir or Deputy Nazirs, in addition to the responsibilities assigned by their respective Courts.

The Judicial Officer of their respective Courts are instructed to permit the Field Assistants and Process Servers working under their control to attend the duties as and when they were er:igaged with process, summons and warrants.

Any deviation in this regard viewed seriously.

PRL. DISTRICT JUDGE,
W.G., ELURU.

To:

1. All the Judicial Officers In the Unit of West Godavari.
2. All the Nodal Officers for eCourts Project In the unit of West Godavari.

Dis.No. 2380
Dated: 08.04.2026.