



PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

C I R C U L A R

SUB :- PUBLIC SERVICES – A.P.J.M.S.S – **Declaration of Probation** of the employees in the Unit of West Godavari, who have completed the period of Probation in the respective categories – Certain information and proposals – Certain information and proposals – Called for as on 30.04.2026 – **Revised Circular** – Issued.

REF :- 1. G.O.MS.No.76, Law (LA&J-Home-Courts.D) Department, Dt.15.05.2019.
2. Rule-13 and 14 (3)(i) of A.P. Judicial Ministerial and Subordinate Service Rules, 2019.
3. Office Note Dt.11.05.2026 and orders thereon.
4. Principal District Court's Circular in Dis.No.3237, Dt.11.05.2026.
5. Representation received from some of the Office Subordinates in the Unit of West Godavari on 12.05.2026.
6. Office Note Dt.13.05.2026 and orders thereon.

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It is to inform that a representation received from certain Office Subordinates working in the Unit of West Godavari under the reference 5th cited, that though they have completed the prescribed period of probation and rendered the requisite service of three years in their respective categories, their probation has not yet been declared.

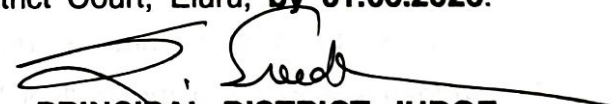
Hence, all the Judicial Officers in the Unit of West Godavari are hereby requested to submit proposals for declaration of probation in the annexed proforma in respect of eligible employees working in their respective Courts (Direct recruited and on promotion) as on **31.05.2026** instead of 30.04.2026, under A.P. Judicial Ministerial and Subordinate Service Rules, 2019 (including Process Servers and Office Subordinates).

**AS PER RULE-13 OF A.P. JUDICIAL MINISTERIAL &
SUBORDINATE SERVICE RULES, 2019**

- (a) Every person appointed by direct recruitment to any post in the service shall, from the date on which he commences probation, be on probation for a total period of two years on duty within a continuous period of three years.
- (b) Every person appointed to any of the posts either by promotion or by transfer shall, from the date on which he/she commences probation, be on probation for a total period of one year on duty within a continuous period of two years.

- Note :-**
1. The concerned Chief Administrative Officer / Senior Superintendents / Superintendents / Incharge Superintendent shall certify as to the correctness of the information being furnished, with reference to the Service Register of the concerned individuals.
 2. If no such employees are available, a **NIL** report should be submitted to the Principal District Court, Eluru.
 3. The Service Registers of the employees are to be sent along with information.
 4. The proposals shall be submitted to the Principal District Court, Eluru in the prescribed proforma on or before **01-06-2026**.
 5. If any court has already submitted the information in accordance with the Circular mentioned under the reference 4th cited, **such information must be re-verified** as per this Circular and submitted to the Principal District Court, Eluru, **by 01.06.2026**.

Principal District Court, W.G.,
Eluru, Dated 13-05-2026.


PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

Encls :
Proforma

To

All the Judicial Officers in the Unit of West Godavari.
The Official Receiver, Eluru.

Copy to :

The Senior Superintendents, Account Section and Central Nazareth Section and Superintendent, Copyist Establishment, Principal District Court, West Godavari, Eluru, with a direction to furnish information to the Chief Administrative Officer within the stipulated time.

The Incharge System Officer, e-Courts Project, Principal District Court, Eluru, with a direction to upload the same in the Principal District Court's **website** and send **e-mails** to all the Courts.

DIS NO. 3282
DATE 13/5/26