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PRINCIPAL DISTRICT COURT, WEST GODAVARI AT ELURU.

eCourts / 05 / 2026

Date: 21-05-2026

C I R C U L A R

Sub: **PUBLIC SERVICES** - NSTEP - SAMSUNG Mobile phones -
Retaining of Samsung Mobile phones under their control -
Certain Instruction - Issued - R egarding.

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Instances have come to the notice of this Court that the presiding officers are forwarding the Samsung Galaxy A03 Mobile phones received by them from the Field Assistants/ Process Servers who retired from service on attaining age of superannuation to the undersigned. Therefore, the undersigned is pleased to pass the following order.

All Senior Judicial Officers under whose supervision Field Assistants and Process Servers work in their respective Court Complexes are directed to take the following actions upon the occurrence of any of the events listed below:

1. Upon an employee (Field Assistant or Process Server) retiring on attaining the age of superannuation, being dismissed or removed from service, the Senior Judicial Officer must take possession of the Samsung Galaxy A03 mobile phone, the associated Airtel SIM card, and all related accessories (charger, cable, etc.) from the outgoing employee.
2. The Senior Judicial Officer must then transfer this device and its accessories to a newly appointed Field Assistant or Process Server.
3. In the event of loss of a mobile phone, the Senior Judicial Officer must ensure that the matter is promptly reported to this Court, following the due procedure.

The receipt of this circular may be acknowledged.


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

To

- 1) All the Judicial Officers in the District Judiciary, West Godavari District.
- 2) All the Nodal Officers under eCourts Project in the District Judiciary, West Godavari District for information.

Dis.No. 3487
Dated : 21-05-2026.