PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE :: WEST GODAVARI :: ELURU

Present :- **Siripurapu Sreedevi,**
Principal District Judge, West Godavari, Eluru.

SUB :- PUBLIC SERVICES – A.P.J.M.S.S – Internal transfers of staff members in the cadre of **TYPIST** who have completed three (03) years of service in particular station / seat – Orders – Issued.

REF :-
1. Hon'ble High Court's Circular ROC.No.1576/2019-C-3, Dt.02.01.2021.
2. Principal District Court's Circular in Dis.No.584, Dt.28.01.2026.
3. Applications received from certain employees working in the Unit of West Godavari, seeking retention in the same station.
4. Principal District Court's letter in Dis.No.2018, Dt.30.03.2026 addressed to the Hon'ble High Court.
5. Requests of the Judicial Officers in the Unit of West Godavari.
6. Requests of the Staff Members in the Unit of West Godavari.

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:: TRANSFER PROCEEDINGS OF THE TYPIST ::

ORDER :: DATED : 24-05-2026

Pursuant to the Circular of the Hon'ble High Court under reference 1st cited, the Principal District Court, West Godavari, Eluru under 2nd reference cited, called for the list of employees in the cadre of **TYPIST**, who have completed three (03) years in their station or seat and **Five (05)** applications were received with three options. On perusal, on the strength of their given options, vacancy position, and to accommodate the vacant posts on request of the Officers and Staff and for administrative convenience, the Principal District Judge, West Godavari, Eluru, has passed the following Order :

S.No.	Name & Designation to the Employee	Place of Working	New Place of Posting
1.	**MD. HAFEEJA BEGUM,** Typist.	Special Court for Trial of Offences under Protection of Children from Sexual Offences (POCSO) Act, 2012, Eluru.	Transferred and posted as Typist in II Additional Civil Judge's Court (Junior Division), Tadepalligudem, ***VICE*** A. Vimalavathi transferred.
2.	**Y. DURGA PRASAD,** Typist.	I Additional Civil Judge's Court (Junior Division), Tanuku.	Transferred and posted as Typist in Additional Civil Judge's Court (Junior Division), Palakol, ***VICE*** B. Simhadri transferred.

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3.	**A. VIMALAVATHI,** Typist.	II Additional Civil Judge's Court (Junior Division), Tadepalligudem.	Transferred and posted as Typist in I Additional Civil Judge's Court (Junior Division), Tanuku, ***VICE*** Y. Durga Prasad, transferred.
4.	**B. SIMHADRI,** Typist.	Additional Civil Judge's Court (Junior Division), Palakol, working on deputation in II Additional Civil Judge's Court (Junior Division), Bhimavaram.	Deputation to work in II Additional Civil Judge's Court (Junior Division), Bhimavaram ***is hereby cancelled.*** Transferred and posted as Typist in II Additional Civil Judge's Court (Junior Division), Bhimavaram, ***in the existing vacancy.***
5.	**B. RAMA RAO,** Typist.	Principal Civil Judge's Court (Senior Division), Kovvur.	Transferred and posted as Typist in Principal Civil Judge's Court (Junior Division), Nidadavole, ***in the existing vacancy.***

The staff members are directed to be relieved and to be joined in their new station/duty on or before **15-06-2026.**

Note :- 1. The Presiding Officer / Incharge Presiding Officer is hereby directed to relieve the staff member who is under transfer.

2. The staff member who is under transfer shall hand over charge to the immediate senior member after completing all pending work, if any, and it should be duly attested by the Presiding Officer.

3. The Presiding Officers concerned shall make the necessary in-charge arrangements for the place of the above individuals, and the individuals are directed to hand over the charge to the new assignee as per Principal District Court's Circular and ***submit the charge list to the Principal District Court, Eluru.***

In any case the staff member concerned could not handover the charge within time, they shall complete it within four weeks from the date of assuming charge at the new station and complete the pending charge, handover to the successor or to the member nominated by the Presiding Officer concerned.

Any deviation in the above without prior approval by the Principal District Court beyond four weeks, the person concerned who did not handover the charge shall be held liable further irrespective of any other conditions. This condition is placed as this Office is

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receiving lot of representations for non-handing over of charges for years together which clearly leading to different departmental proceedings causing inconvenience to the staff members and to administration.

The Presiding Officer concerned shall take precautions by passing appropriate office orders by passing in-charge arrangements regarding handing over of the charge by the staff members concerned and to see that no such above stated circumstances would arise in future. In Charge List specific focus should be regarding compliance of appeal records, copy applications, issues, judgments, fair copies etc.

4. The order placed in the Principal District Court's website **https://westgodavari.dcourts.gov.in/** & the downloaded copy from the Website is valid for relieving and joining duty.

5. In any case, the staff member who is under transfer as per the above proceedings is availing Leave / Casual Leave / Earned Leave / Special Casual Leave or any kind of leave shall proceed and join duty in the new station, immediately on completion of leave.

6. All the copies are communicated through e-mail followed by hard copy.

7. For all convenience purpose, all the staff members who are under transfer shall be deemed to be working as on **30.04.2026.**

8. ***The Judicial Officers concerned are hereby requested to issue orders*** to the Staff Member concerned to make an entry in the Service Register of the transferred employee, ***with regard to the condition specified against the S.No.7, along with the employee's joining details.***

PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

To

1. All the Judicial Officers in the District Unit.
2. The individuals through the Presiding Officers.
3. The Chairman, PLAPUS, Eluru.
4. The Secretary, DLSA, Eluru.
5. The Superintendent, Accounts Section, 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 the Officers.

Dis.No.3542
Dt.24/05/2026