



PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

OFFICIAL INTIMATION

SUB :- PUBLIC SERVICES – A.P.J.M.S.S – Particulars of employees for preparation of **Annual Gradation List as on 01.07.2026** – Called for – Regarding.

REF :- 1. Hon'ble High Court's Circular in ROC.No.1237/88-C3, Dt.25.05.1970.
2. Office Note Dt.10.07.2026 and orders thereon.

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All the Judicial Officers in the Unit of West Godavari are hereby directed to obtain the service particulars of each employee working in their respective Courts **as on 31.07.2026**, in the proforma enclosed, for preparation of **Annual Gradation List, 2026**.

The particulars shall be sent to this Court **on or before 25-07-2026** without fail.

The Chief Administrative Officers/Senior Superintendents/Superintendents/In-charge Superintendents are hereby directed to take steps and shall see that all the relevant particulars are submitted in time.

It is to inform that, the Gradation List of the regular staff working in the Unit of West Godavari for the year **2026** is scheduled to complete.

Principal District Court, W.G.,
Eluru, Dated 10-07-2026.


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

Encl :
Proforma

To
All the Judicial Officers in the District Unit.
The Official Receiver, Eluru.

Copy to :

1. The Senior Superintendents, Account Section, Central Nazareth Section, Superintendent, Copyist Establishment, Principal District Court, West Godavari, Eluru, to obtain the information from the individuals working in their respective Sections within the stipulated period and hand over the same in C.A.Os branch.
2. 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. 4528
DATE 10/07/26

P R O F O R M A

1.	Name and Designation of the Employee	:	
2.	Date of Birth	:	
3.	Date of entry into Government Service & Category	:	
4.	Pay as on 31.07.2026	:	
5.	Date from which continuously working in the Government Service and category	:	
6.	Date from which continuously working in the present category	:	
7.	Date from which continuously working in the Present Station	:	
8.	Dates of promotion to which categories	:	
9.	Date of Regularization in each category	:	
10.	Date of Declaration of Probation in each category	:	
11.	Date of Confirmation in which category	:	
12.	Educational Qualifications	:	
13.	Technical Qualifications	:	
14.	Departmental Tests Passed	:	
15.	Religion and Caste OC/BC/SC/ST If SC / ST : The Sub-caste, Group & Caste Serial Number must be specified.	:	
16.	Date of joining in this Unit from another Unit	:	

Certified that the above information furnished by me is complete and correct to the best of my knowledge.

**Signature and Designation
of the Employee.**

Certified that I have verified the particulars furnished by the individual with reference to the acquittance register and Service Register of the employee.

Signature of the C.M.O.

Signature of the Officer