



PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

C I R C U L A R

SUB :- Establishment – West Godavari District Judiciary – Collection of staff particulars and recent passport-size photograph – Entry of details in the prescribed Google Sheet – Instructions – Issued.

REF :- Office Note Dt. 24-09-2026 and orders thereon.

It is hereby informed that the particulars of all the staff working in the Unit of West Godavari are required to be updated in the prescribed format.

Accordingly, **all the staff working in the Unit of West Godavari are hereby directed to enter their required particulars and upload/attach their recent passport-size photograph in the designated column of the Google Sheet provided for the purpose.**

The following instructions shall be strictly followed :-

- 1. Separate sheets have been provided for each cadre.** Every employee shall enter the particulars only in the sheet pertaining to his/her respective cadre.
- 2. The Mobile Number and Native Place** shall be entered correctly in the respective columns.
- 3. A recent passport-size photograph** shall be uploaded/attached in the designated column provided for the purpose.
- 4. All the particulars shall be furnished strictly in the prescribed format** mentioned in the Google Sheet.
- 5. The employees shall carefully verify the particulars entered by them before submission and ensure that the information furnished is correct and complete.**

6. The prescribed Google Sheet may be accessed through the following link :-

Google Sheet LINK :-

https://docs.google.com/spreadsheets/d/1j3g9Xc6uZWbBchh2V8VooQh42RXrz3X4xkz_7-qza3o/edit?usp=sharing

All the Presiding Officers are hereby instructed to direct the Senior Superintendents / Superintendent / In-charge Superintendent of their Courts concerned ~~are directed~~ to bring these instructions to the notice of all the Staff Members working under their control and ensure that the required particulars are furnished correctly on or before 9-10-2026.

The above instructions must be followed without exception. Any deviation in this regard will be viewed seriously.

Principal District Court, W.G.,
Eluru, Dated 24-09-2026.


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

To

1. All the Judicial Officers in the Unit of West Godavari.
2. The Official Receiver, West Godavari, Eluru.
3. The Senior Superintendents / Superintendents, Accounts Section, Central Nazarath, OP-Cell, P.Tr Section, Copyist Section, Central Record Room of the Principal District Court, Eluru.
4. The In-charge System Officer (e-Courts project), Principal District Court, Eluru, with a direction to place the same in the Principal District Court's **website** and send **e-mails** to all the Officers in the unit of West Godavari.

DIS NO. 6777
DATE 24/09/26