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

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

SUB :- **PRACTICAL TRAINING – CIVIL JUDGES (JUNIOR DIVISION)** – Nomination of two (2) Civil Judges (Junior Division) in the Unit of West Godavari to undergo **06 weeks Field / Practical Training scheduled to be held from 08.11.2026 to 19.12.2026** at District Headquarters, Eluru – Orders – Issued.

REF :-
1. Hon'ble High Court's Proceedings in ROC.No.775/2026-B.Spl., Dt.23.09.2026.
2. Hon'ble High Court's Proceedings in ROC.No.775/2026-B.Spl., Dt.30.10.2026.
3. Office Note Dt.31.10.2026 and orders thereon.

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ORDER :: DATED : 03-11-2026

In view of the references cited, the Principal District and Sessions Judge, West Godavari, Eluru, passed the following Order :-

The Hon'ble High Court of Andhra Pradesh has nominated the following Civil Judge (Junior Division) in the Unit of West Godavari under the reference 2nd cited, to participate in **06 weeks Field / Practical Training scheduled to be held from 08.11.2026 to 19.12.2026** at District Headquarters, Eluru.

S.No.	Nominated Trainee Officers
1.	**Ms. VENNAPUSA SUPRIYA,** II Additional Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Tadepalligudem.
2.	**Ms. VATTIKUTI DIVYA CHOWDARY,** I Additional Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Kovvur.

As directed by the Hon'ble High Court, the following schedule is fixed for the purpose of Practical Training to the nominated Officers at District Headquarters, Eluru **from 08.11.2026 to 19.12.2026.**

The Special Judge for Trial of Cases under SCs & STs (POA) Act-cum-VIII Additional District & Sessions Judge, West Godavari, Eluru is nominated as in-charge for the training programme.

The Trainee Officer is instructed to attend the Chambers of the Principal District Judge, West Godavari, Eluru ***on every Friday*** after Court hours for interaction.

S.No.	Date	Topics	(With whom the Trainee Officer share the Bench & Office) 10:30 AM., to 02:00 PM., & 02:30 PM., to 05:00 PM.
		OBSERVATION OF COURT PROCEEDINGS IN CIVIL COURT (JUNIOR DIVISION) 3 WEEKS	
1.	**From 09.11.2026 to 21.11.2026**	**Observation of Bench Proceedings** (2 weeks) :- ➢ Observation of open court proceedings ➢ Registration of plaints, original petitions (O.Ps) and interlocutory applications ➢ Framing of issues in various categories of suits ➢ Observation of the various types of orders passed on interlocutory applications ➢ Recording of evidence, including translation and dictation ➢ Incidental matters arising during the course of trial ➢ Daily docket writing & observation of Case flow management ➢ Such other proceedings before the Civil Court.	Principal Civil Judge's Court (Junior Division), Eluru **from 09.11.2026 to 13.11.2026** I Additional Civil Judge's Court (Junior Division), Eluru **from 16.11.2026 to 21.11.2026**
2.	**23.11.2026, 28.11.2026**	**Observation of Office and Judicial Administration** (1 week) :- ➢ Filing system for various types of suits and petitions ➢ Scrutiny and registration of suits and petitions ➢ Maintenance of the various registers kept by the civil court ➢ Maintenance of account registers and other office administration records ➢ Preparation of salary and other bills and their presentation to the Treasury ➢ Understanding the CFMS and the Nidhi portal, and the role of the Drawing and Disbursing Officer (DDO) therein ➢ Procedure for issuance of cheques to beneficiaries ➢ Procedure for consignment of records ➢ Such other miscellaneous work regularly attended in the Civil Court sections.	Principal Civil Judge's Court (Junior Division), Eluru **from 23.11.2026 to 25.11.2026** I Additional Civil Judge's Court (Junior Division), Eluru **from 26.11.2026 to 28.11.2026**

OBSERVATION OF COURT PROCEEDINGS IN CRIMINAL COURT (JFCM) (3 WEEKS)

3.	**30.11.2026 to 11.12.2026**	**Observation of Bench Proceedings** *(2 weeks)* ➢ Observation of open court proceedings ➢ Procedure for endorsement of receipt of F.I.Rs ➢ Remand proceedings ➢ Police custody orders ➢ Test Identification Parade proceedings ➢ Recording of 164 Cr.P.C Proceedings ➢ Writing of orders on bail applications ➢ Examination of charge sheets and taking cognizance thereon ➢ Procedure on final/closure report ➢ Procedure for private complaints and taking cognizance thereof ➢ Observation of Committal proceedings and orders thereon (PRCs) ➢ Procedure for framing of charges ➢ Various incidental aspects during inquiry and trial ➢ Trial of various categories of cases ➢ Recording of evidence ➢ Examination of the accused under Section 313 Cr.P.C. (Section-351 BNSS) ➢ Writing of orders on disposal of case property ➢ Daily docket writing and case flow management ➢ Such other proceedings before the Criminal Court.	II Additional Civil Judge's Court (Junior Division)-cum-Judicial Magistrate of First Class Court, Eluru **from 30.11.2026 to 05.12.2026** Special Judicial Magistrate of First Class Court (Mobile)-cum-III Additional Civil Judge's Court (Junior Division), Eluru **from 07.12.2026 to 12.12.2026**
4.	**14.12.2026 to 18.12.2026**	**Observation of Office and Judicial Administration (1 week) :-** ➢ Filing system for various types of complaint cases and police cases ➢ Scrutiny of charge sheets, complaint cases and other petitions ➢ Maintenance of the various registers on the criminal side ➢ Property registers and consignment of records ➢ Verification of registers and upkeep of case property ➢ Procedure for destruction of property in disposed cases ➢ Such other miscellaneous work regularly attended in the Criminal Court sections.	II Additional Civil Judge's Court (Junior Division)-cum-Judicial Magistrate of First Class Court, Eluru **from 14.12.2026 to 16.12.2026** Special Judicial Magistrate of First Class Court (Mobile)-cum-III Additional Civil Judge's Court (Junior Division), Eluru **from 17.12.2026 & 18.12.2026**
5.	**19.12.2026**	**PREPARATION OF OBSERVATION NOTES ON CIVIL AND CRIMINAL SIDE :-** ➢ After observation of all the above, the trainee officers have to prepare brief note on Civil and Criminal side under the supervision of the in-charge District Judge of the training programme and submit the copy to Andhra Pradesh State Judicial Academy and retain the original copy with the trainee officers.	--

Public Holidays : 08.11.2026, 14.11.2026, 15.11.2026, 22.11.2026, 29.11.2026, 06.12.2026 & 13.12.2026

The Trainee Officers shall report before the Special Judge for Trial of Cases under SCs & STs (POA) Act-cum-VIII Additional District & Sessions Judge, Eluru, on every day at 10:15 A.M., in the morning hours and put their signatures in Attendance Sheet and also shall report at 5:15 P.M., on every day and appraise every day training programme and seek guidance and assistance, if any, and also obtain the signature of the Special Judge for Trial of Cases under SCs & STs (POA) Act-cum-VIII Additional District & Sessions Judge, Eluru, in their respective training notes (Dairy).

- The trainee Civil Judges (Junior Division), are under the control of the Principal District Judge, West Godavari, Eluru during the said Practical Training from **08.11.2026 to 19.12.2026.**

- The Trainee Civil Judges (Junior Division) shall maintain a Daily Diary with regard to the practical training and submit a report at the end of each day to the incharge District Judge nominated, for scrutiny.

The Officers concerned, before whom the Trainee Officers will undergo training and also visit, are requested to cooperate with the Trainee Officer.

It is hereby directed that the Judicial Officers concerned shall instruct the Senior Superintendents / Superintendents / Superintendents-in-Charge of their respective Courts to make all necessary arrangements to ensure that the Officers undergoing training do not face any inconvenience. They shall ensure that all the aforementioned relevant registers are made available to the Officers undergoing training during the training period and that the contents thereof are duly explained to them in an appropriate manner.

PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

To
Ms. VENNAPUSA SUPRIYA,
II Additional Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class,
Tadepalligudem.

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Ms. VATTIKUTI DIVYA CHOWDARY,
I Additional Civil Judge (Junior Division)-cum-Judicial Magistrate of First Class, Kovvur.

Copy to :

1. The I Additional District & Sessions Judge, West Godavari, Eluru, for information.
2. The Special Judge for Trial of Cases under SCs & STs (POA) Act-cum-VIII Additional District & Sessions Judge, Eluru.
3. The Principal Civil Judge (Junior Division), Eluru.
4. The I Additional Civil Judge (Junior Division), Eluru.
5. The II Additional Civil Judge (Junior Division), Eluru.
6. The Special Judicial Magistrate of I Class (Mobile)-cum-III Additional Civil Judge (Junior Division), Eluru, for information.
7. All the Judicial Officers in the Unit.
8. The Chief Administrative Officer, Principal District Court, Eluru.
9. The Senior Superintendents, Accounts Section, Central Nazarath, Principal District Court, West Godavari, Eluru.
10. The Superintendents, P.Tr., Section, Copyist Establishment and Central Record Room of the Principal District Court, Eluru.
11. 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 concerned.

DIS NO. 7746
DATE 03/11/26