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

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

SUB :- **TRAINING – DISTRICT JUDICIARY – WEST GODAVARI UNIT** – Annual Academic Calendar for the year 2026–2027 – Special Training Programmes P-38 to P-42 – **Conduct of Training Programme for all Ministerial Staff working in the Unit on 21.11.2026 (Saturday) through Video Conference** (Except Process Servers and Office Subordinates) – Orders – Issued.

REF :-
1. Letter of the Director, Andhra Pradesh State Judicial Academy, Kaza, Mangalagiri, in ROC.No.437/APSJA/2026, Dt.04.11.2026.
2. Office Note Dt.18-11-2026 and orders thereon.

- - - -

ORDER :: DATED : 18-11-2026

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

The Director, Andhra Pradesh State Judicial Academy, Kaza, Mangalagiri, vide reference 1st cited, has instructed all the Unit Heads to conduct the Special Training Programmes specified under Programmes P-38 to P-42 of the Annual Academic Calendar for the year 2026–2027, on the topics mentioned in the respective Annexures, on or before 15.12.2026.

In pursuance of the said instructions, it is hereby ordered to conduct a **Training Programme for all the Ministerial Staff working in the Unit of West Godavari District** (Except Process Servers and Office Subordinates) **on 21.11.2026 (Saturday), from 10:30 AM to 05:00 PM, through Video Conference (VC),** covering the topics prescribed by the Andhra Pradesh State Judicial Academy, as applicable to the respective cadres.

Ms. K. Syamala Devi, Retired District Judge, is hereby nominated as the Resource Person to conduct the above Training Programme.

The schedule and venue arrangements for the said Training Programme shall be as follows :-

1. Date and Timings :-

- Date : 21.11.2026 (Saturday).
- Training Session : 10:30 AM to 01:30 PM.
- Lunch Break : 01:30 PM to 02:30 PM.
- Training Session : 02:30 PM to 05:00 PM.

2. Venue and Mode of Training :-

a. All the Ministerial Staff working in the Courts situated outside Eluru shall attend the Training Programme through Video Conference.

b. The Senior Officer concerned at each station is hereby directed to make necessary arrangements for conducting the Training Programme through Video Conference at one common place at their respective station, ensuring that all the Staff Members (Except Process Servers and Office Subordinates) concerned attend the programme collectively.

c. All the Ministerial Staff working at Eluru (Except Process Servers and Office Subordinates) shall attend the Training Programme physically at the Principal District Court, Eluru, on the above-mentioned date and timings.

d. The link for joining the Online Training Programme through Video Conference will be communicated separately in due course.

3. Instructions to the Senior Officers at Other Stations :-

The Senior Officers concerned at all stations are hereby directed to :-

a. Make necessary arrangements for providing a suitable venue, Video Conference facility, internet connectivity and other required technical facilities to ensure the smooth and uninterrupted conduct of the Training Programme.

b. Ensure that all the Ministerial Staff (Except Process Servers and Office Subordinates) working under their respective control attend the Training Programme without fail.

c. Maintain a separate Attendance Sheet containing the names, designations and signatures of all the Staff Members attending the Training Programme at their respective stations.

d. Ensure that the Staff Members attend the entire Training Programme punctually and participate in the sessions without leaving the venue during the scheduled timings, except during the lunch break.

e. Submit the duly signed Attendance Sheet of all the Staff Members to the Principal District Court, Eluru, immediately after completion of the Training Programme, without fail.

4. Directions to All Judicial Officers in the Unit of West Godavari :-

All the Judicial Officers in the Unit are hereby directed to permit the Ministerial Staff members (Except Process Servers and Office Subordinates) working in their respective Courts to attend the above Training Programme as per the schedule mentioned hereinabove and extend necessary cooperation for its successful conduct.

All the Judicial Officers concerned are hereby directed **not to grant any kind of leave or permission to the Ministerial Staff** (Except Process Servers and Office Subordinates) **working under their control on 21.11.2026**, except in cases of extreme urgency warranting consideration under the rules.

5. Attendance and Compulsory Participation :-

The attendance of all the nominated staff members is compulsory. All the staff members shall attend the Training Programme punctually and remain present throughout the sessions.

Any request for cancellation of nomination will not be entertained under any circumstances. All the Judicial Officers concerned shall ensure strict compliance with these instructions and shall not permit any staff member to abstain from the Training Programme on grounds of personal convenience.

6. General Instructions :-

All the Senior Judicial Officers concerned shall ensure that the necessary arrangements are completed well in advance and that the Training Programme is conducted effectively without any technical interruptions.

The **following topics** prescribed by the Andhra Pradesh State Judicial Academy shall be covered cadre-wise, as applicable to the respective categories of Ministerial Staff, and the participants shall make effective use of the Training Programme to improve their knowledge and efficiency in the discharge of their official duties.

S.No.	Name of the Topic	Covered for the Cadres
1.	➢ Checking and numbering of cases i) Checking of Suits ii) Checking of Appeals iii) Checking of Other Original Petitions iv) Checking of Private Complaints v) Checking of Charge Sheets	Chief Administrative Officer. Senior Superintendent. Superintendent. Senior Assistant.
2.	➢ Checking and numbering of cases i) Checking of Interlocutory Applications. ii) Checking of Execution Petitions	Senior Assistant. Junior Assistant.
3.	➢ Preparation of decrees and decretal orders.	Stenographer. Typist.
4.	➢ Preparation of Release Orders and Warrants.	Senior Assistant. Junior Assistant. Record Assistant.
5.	➢ Preparation and submission of Statistics Periodically	Senior Assistant. Junior Assistant. Typist.
6.	➢ Preparation of Statements, Nazarath related issues	Field Assistant.
7.	➢ Copyist Establishment	Examiners. Copyist.
8.	➢ Maintenance and Destruction of Records	Senior Superintendent. Superintendent. Senior Assistant. Junior Assistant.

S.No.	Name of the Topic	Covered for the Cadres
9.	➢ CCTNS (Crime and Criminal Tracking Network and Systems) and ICJS Integration (Interoperable Criminal Justice System) :- Linking Police databases with the broader legal and penal ecosystem to create a single, paperless flow of data across India's justice delivery system.	Chief Administrative Officer. Senior Superintendent. Superintendent. Senior Assistant. Stenographers. Junior Assistant. Typist. Field Assistant.
10.	➢ Maintenance of Registers	Chief Administrative Officer. Senior Superintendent. Superintendent. Senior Assistant. Junior Assistant.
11.	➢ Reconciliation of Accounts	Chief Administrative Officer. Senior Superintendent. Superintendent. Senior Assistant. Junior Assistant.
12.	➢ Staff Discipline and Departmental Enquiries	Chief Administrative Officers. Senior Superintendent. Superintendent. Stenographer. Senior Assistant. Junior Assistant. Typist. Field Assistant.
13.	➢ Leave Rules	Chief Administrative Officer. Senior Superintendent. Superintendent. Stenographer. Senior Assistant. Junior Assistant. Typist. Field Assistant.
14.	➢ Protection of Women at workplace from sexual harassment	Chief Administrative Officer. Senior Superintendent. Superintendent. Stenographer. Senior Assistant. Junior Assistant. Typist. Field Assistant.
15.	➢ Right to Information Act	Chief Administrative Officer. Senior Superintendent. Superintendent.

S.No.	Name of the Topic	Covered for the Cadres
16.	➢ Preparation of Office Notes and Correspondence – Interdepartmental Communication	Chief Administrative Officer. Senior Superintendent. Superintendent. Stenographer. Senior Assistant. Junior Assistant. Typist. Field Assistant.
17.	➢ Treasury Rules	Chief Administrative Officer. Senior Superintendent. Superintendent. Stenographer. Senior Assistant. Junior Assistant. Typist. Field Assistant.
18.	➢ Cheque Powers of DDO	Chief Administrative Officer. Senior Superintendent. Superintendent. Senior Assistant. Junior Assistant. Field Assistant
19.	➢ Cause List, Diary – Importance and Maintenance.	Senior Assistant. Junior Assistant. Stenographer. Typist.
20.	➢ Interplay between New and Old Criminal Laws and Old and New Criminal Cases relevant for the staff	Chief Administrative Officer. Senior Superintendent. Superintendent. Stenographer. Senior Assistant. Junior Assistant. Typist. Field Assistant.

The link for the Online Training Programme will be notified separately.

All the Judicial Officers concerned are hereby directed to implement these instructions scrupulously and ensure the successful completion of the Training Programme.

The above instructions shall be followed scrupulously.

PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

.... 7

To

1. All the Judicial Officers in the Unit of West Godavari.
2. The Senior Superintendents, Accounts Section & Op-Cell, Central Nazarath, Principal District Court, Eluru, with a direction of communicate these proceedings to the Staff working in their section.
3. The Senior Superintendent, Superintendents, P.Tr., Section, Copyist Establishment and Central Record Room of the Principal District Court, Eluru, with a direction of communicate these proceedings to the Staff working in their section.
4. 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 all the Judicial Officers.

Copy to :

1. **The Director**, Andhra Pradesh State Judicial Academy, Kaza, Mangalagiri, (along with covering letter).
2. **Smt. K. Syamala Devi**, Retired District Judge, Resource Person.
3. All the Staff Members through their Officers concerned.
4. The Senior Superintendents, Accounts Section & Central Nazarath, Principal District Court, Eluru, are hereby directed to make necessary arrangements at Principal District Court, Eluru for conducting Training Programme on 21.11.2026.
5. The System In-charge (e-Courts), Principal District Court, Eluru is hereby directed to make necessary arrangements for conducting the Training Programme through Video Conference at Principal District Court, Eluru.

ON. 8082
dt. 18-11-26