

PROCEEDINGS OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE: SURYAPET

Present:- Sri S. Goverdhan Reddy,
Prl. Dist.& Sessions Judge,
Suryapet

Procdgs. Dis.No. 168) /2024/A1.

Dated: 05 -07-2024.

Sub:- ANNUAL GRADATION LIST as on 01-07-2024 –
Information – Called for – Regarding.

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All the Judicial Officers in the District Unit are directed to furnish information regarding the employees working under their control as on 01-07-2024 in the proforma prescribed by 15-07-2024 without fail.

The particulars furnished should be in accordance with the Service Registers, fairly typed or handwritten on a full scape size paper for each employee and they should be prepared in a booklet form with the signature of the said employee in proof of correctness of the information furnished.

PROFORMA

01	Name of the Employee	
02	Designation	
03	Date of Birth	
04	Whether SC/ST/BC if so furnish whether Group A,B.C or D	
05	Date of entry into service and post in which he/she entered into service	
06	Date of Temporary appointment if any to the present Category/Post	
07	Date w.e.f. which he/she was placed on probation and services were regularized in the present category/post.	
08	Date w.e.f. which his/her probation was declared in the present category/post.	
09	Date of confirmation in the present category/post.	
10	Details of dates of subsequent promotions, declaration of probation etc., till the promotion to the present post/category.	
11	Qualifications as on date	
12	Departmental tests passed as on date.	
13	Pay as on 01-07-2024	
14	Native Place, District	
15	Places where he/she worked earlier with span of period	
16	Remarks of the officer.	

This information should reach the Principal District and Sessions Court, Suryapet by 15 -07-2024 without fail.


**PRL. DISTRICT & SESSIONS JUDGE,
SURYAPET.**

To
All the Presiding Judicial Officers in Suryapet District Unit.