

B. RAJASEKHAR,
REGISTRAR (IT-CUM-CPC)
FAC REGISTRAR (VIGILANCE)



AMARAVATI,
DT:06.03.2020.

ROC.NO.123/2020-B.SPL.

Sir/Madam,

SUB: Revised Guidelines for transfers and postings of Judicial Officers of all cadres working in the State of Andhra Pradesh - Regarding.

REF: High Court's Letter Roc.No.4173/2009-B.Spl., dated 13.07.2009.

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With reference to the above subject and reference cited, I am to state that Revised Guidelines for transfers and postings of Judicial Officers of all cadres working in the State of Andhra Pradesh have been approved by the High Court.

I am directed to forward herewith the said revised Guidelines and to request you to communicate the same to all the Judicial Officers working in your Unit under acknowledgement.

I am further directed that the Judicial Officers of all cadres who are completing 3 years of stay at their present stations may submit their representations afresh by 16th March, 2020.

These revised Guidelines are also placed in the High Court website <http://hc.ap.nic.in>.

Yours sincerely,

REGISTRAR (I.T-CUM-C.P.C)
FAC REGISTRAR (VIGILANCE)

To

1. The Prl. Secretary to Hon'ble the Chief Justice and Personal Secretaries to Hon'ble Judges (for placing before their Lordships kind perusal).
2. The Registrar General and Other Registrars, High Court of Andhra Pradesh.

3. The Registrar, I.T-cum-Central Project Coordinator, High Court of Andhra Pradesh (with a request to direct the concerned to upload the proceedings in the High Court's Website)
4. The Secretary to Government, Law (L.A & J - SC.F), Department, Government of Andhra Pradesh, Amaravathi.
5. The Member Secretary, Andhra Pradesh State Legal Services Authority, Amaravathi.
6. The Secretary, Andhra Pradesh High Court Legal Services Committee, Amaravathi.
7. **THE PRL. DISTRICT AND SESSIONS JUDGES:**
Ananthapuram, Chittoor, East Godavari at Rajahmundry, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, Vizainagaram and West Godavari.
8. The Chairman, Industrial Tribunals-cum-Presiding Officer, Labour Court in the State of Andhra Pradesh.

REVISED GUIDELINES FOR TRANSFERS AND POSTINGS OF JUDICIAL OFFICERS OF ALL CADRES WORKING IN THE STATE OF ANDHRA PRADESH

This transfer policy is issued by the High Court of Andhra Pradesh for governance of the general transfers and postings of the Judicial Officers in all cadres working in the State of Andhra Pradesh. The Appropriate Committee of Hon'ble Judges dealing with transfers and postings/Hon'ble the Chief Justice reserves right of transfers and postings considering the performance of the Officers and for Administrative reasons in appropriate cases. The final approval shall be subject to the decision of the Hon'ble the Chief Justice.

The guidelines/transfer policy may be relaxed generally or in individual cases by the Hon'ble The Chief Justice in respect of all or any Judicial Officers and specifically with respect to Judicial Officers posted in the Registry of the High Court and in the State Government. Consequently promotions/postings continuance, prematurely or beyond the normal tenure of such Judicial Officers shall be decided by the Hon'ble The Chief Justice.

(i) "For the purpose of the guidelines ----

a) The places available for posting shall be divided into categories mentioned as A, B and C for Principal District and Sessions Judges, Additional District and Sessions Judges including the Officers posted in the Tribunals etc, Civil Judges (Senior Division) and Civil Judges (Junior Division) as notified by the Hon'ble Chief Justice from time to time.

(List of Categories is appended as Annexure – I).

a.1) The Judicial Officers working as Principal District and Sessions Judges and Additional District and Sessions Judges including the Officers posted in the Tribunals etc., Civil Judges (Senior Division) and Civil Judges (Junior Division), as the case may be, who have completed their normal tenure of posting at a place, may submit their representations (applications) with options for posting at two places from each category except the category in which the Officer is serving. For example, if a Judicial Officer is serving in Category A, he has to opt for two (2) places each from categories B and C.
(Annexure II)

a.2) In case of Civil Judges (Senior & Junior Division), they will not be posted in the sub - Category of places in which they are

presently serving as mentioned in the categories in Annexure – I for the next transfer, as far as possible. (For Ex, if an Officer is working at Major City at the time of transfer, he/she will be posted in the courts situated in a Town or Mandal, as the case may be. Likewise, if an Officer is working at Town at the time of transfer, he/she will be posted in the courts situated in a Mandal or Major City, as the case may be. Similarly if an Officer is working in a Mandal at the time of transfer, he/she will be posted in the courts situated in a Major City or in a Town, as the case may be).

(ii) Normal period of incumbency of every Officer in a particular station will be three (3) years. However, in cases where the Officer/Spouse/Children/dependant first degree relative is suffering from serious and chronic ailments, they are entitled to make request application of transfer before completion of three years at the place of working on production of all relevant medical records duly certified by a Medical Officer not below the rank of Civil Surgeon in the Government Service and in case of treatment in private hospitals, the certificate given by the private hospital to be countersigned by a Medical Officer not below the rank of Civil Surgeon in the Government Service. Other medical grounds which are not considered as serious medical grounds by the Committee concerned will not be entertained.

(iii) Officer will not be posted in the native District and the District where they had practiced.

(iv) Every Officer shall serve in different regions (categories A, B and C) of the State at-least for one term of three years.

(v) No officer who has already worked in one District for six years will be posted in the same District again.

(vi) Subject to administrative exigencies, request of any Officer having his/her spouse in employment will ordinarily be considered for posting in the same Station/District. This will however, be subject to the other Guidelines.

(vii) The Judicial Officer **completing three years by the end of September of a Calendar Year** and the other Officers making request for transfer are to forward their written representations giving in case of Judicial Officers working as Principal District & Sessions Judges and Additional District and Sessions Judges or in the Tribunals, four places of their option two from each category other than the category in which they are serving; in case of Civil Judges (Senior division) four places of their option, two from each category other than the category in which

they are serving; in case of Civil Judges (Junior Division), six places, two from each category other than the category in which they are serving to be received in the Registry of the High Court on or before 28th February of every Calendar Year. Applications not in compliance with these guidelines will not be considered. The Representations reached after 28th February may not be considered. The representations received after 1st June and before 28th February will be considered for the current year.

(Revised transfer application format is appended as Annexure – III).

(viii) The Senior Civil Judges and Junior Civil Judges are to submit their representations through the concerned District Judge, who has to offer his specific remarks on the said representations.

(ix) Officer making requests on the grounds of health or education of their children have to furnish all details.

(x) If an officer is not shifted during the General Transfers, he or she will not be disturbed normally till the next General Transfers except on promotion or on a genuine request or for administrative reasons.

(xi) First posting will be in existing vacancies. This will however be subject to the condition that persons who are likely to complete three years of service by the succeeding 1st June, may be considered for such posting. All cases of initial posting or posting on transfer will be subject to review at the time of the General Transfers.

(xii) Requests of Officers for transfer will be considered only after they complete the first three years of service. However, in exceptional cases viz., the Officer/Spouse/ Children/dependant first degree relative is suffering from serious and chronic ailments, they are entitled to make request application of transfer during the first three years of service on production of all relevant medical records duly certified by a Medical Officer not below the rank of Civil Surgeon in the Government Service and in case of treatment in private hospitals, the certificate given by the private hospital to be countersigned by a Medical Officer not below the rank of Civil Surgeon in the Government Service. This will be subject to the satisfaction of the Committee. Officers are not entitled for request transfer as a matter of right.

(xiii) Officers employed from other service shall not be posted in Districts where they had worked before their entry into Andhra Pradesh State Judicial Service.

(xiv) No officer shall be sent on deputation to Ex-cadre posts for more than three years. On completion of three years, the officer on deputation shall be recalled and posted in regular service.

(xv) Where there are more Courts of the same category at a particular place, the transferred Judicial Officer shall ordinarily be posted to the existing vacancy. In the case of Principal Court, inter-se-seniority of the Officers working at the place will be followed.

(xvi) Subject to the general policy regarding transfers, as far as possible, officers having good performance, quantitatively and qualitatively, for the last three years shall be accommodated at the place of their choice, while affecting their transfers.

(xvii) After completion of the three years period in the particular Station, generally the Officer will be transferred. However, in exceptional circumstances, at the request of the Officer, he/she may be retained in the place of working if the Officer/Spouse/Children/dependant first degree relative is suffering from serious and chronic ailments and taking treatment in the Hospital situated at the place of working on production of all relevant medical records duly certified by a Medical Officer not below the rank of Civil Surgeon in the Government Service and in case of treatment in private hospitals, the certificate given by the private hospital to be countersigned by a Medical Officer not below the rank of Civil Surgeon in the Government Service. This will be subject to the satisfaction of the Committee concerned. Officers are not entitled for request of retention as a matter of right.

ENCLOSURE:

Annexure – I: Categories of places of postings.

Annexure – II: Categories of order of preference.

Annexure – III: Application for transfer and postings of Judicial Officers working in the State of Andhra Pradesh.

ANNEXURE-I

CATEGORIES OF PLACES OF POSTING

CATEGORY – A		
Major City	Town	Mandal
<u>SRIKAKULAM DISTRICT</u>		
Srikakulam	<ol style="list-style-type: none">1. Sompeta2. Tekkali3. Rajam4. Laxmipeta	<ol style="list-style-type: none">1. Amudalavalasa2. Ichapuram3. Kotabommali4. Narasannapet5. Palakonda6. Palasa7. Pathapatnam8. Kothuru9. Ponduru
<u>VIZIANAGARAM DISTRICT</u>		
Vizianagaram	<ol style="list-style-type: none">1. Parvathipuram2. Bobbili	<ol style="list-style-type: none">1. Cheepurupalli2. Gajapathinagaram3. Kothavalasa4. Kurupam5. Salur6. Srungavarapukota
<u>VISAKHAPATNAM DISTRICT</u>		
Visakhapatnam	<ol style="list-style-type: none">1. Gajuwaka2. Chodavaram3. Narsipatnam4. Anakapalle5. Yellamanchili	<ol style="list-style-type: none">1. Araku2. Chinthapalli3. Madugula4. Paderu5. Bheemunipatnam
<u>EAST GODAVARI DISTRICT</u>		
<ol style="list-style-type: none">1. Rajamahendravaram2. Kakinada	<ol style="list-style-type: none">1. Amalapuram2. Razole3. Ramachandrapuram4. Peddapuram5. Pithapuram6. Kothapeta	<ol style="list-style-type: none">1. Addateegala2. Alamuru3. Anaparthi4. Mummidivaram5. Prathipadu6. Rampachodavaram7. Tuni

CATEGORY – B		
Major City	Town	Mandal
<u>WEST GODAVARI DISTRICT</u>		
Eluru	<ol style="list-style-type: none"> 1. Kovvur 2. Bhimavaram 3. Tanuku 4. Narsapur 5. Tadepalligudem 	<ol style="list-style-type: none"> 1. Chintalapudi 2. Bhimadole 3. Jangareddigudem 4. Nidadavole 5. Palakole
<u>KRISHNA DISTRICT</u>		
<ol style="list-style-type: none"> 1. Machilipatnam 2. Vijayawada 	<ol style="list-style-type: none"> 1. Gudiwada 2. Nuzvid 3. Nandigama 4. Avanigadda 5. Kaikalur 6. Gannavaram 	<ol style="list-style-type: none"> 1. Movva 2. Bantumilli 3. Mylavaram 4. Vuyyuru 5. Jaggaiahpet 6. Tiruvuru
<u>GUNTUR DISTRICT</u>		
Guntur	<ol style="list-style-type: none"> 1. Bapatla 2. Narsaraopet 3. Gurazala 4. Tenali 5. Repalle 6. Mangalagiri 	<ol style="list-style-type: none"> 1. Piduguralla 2. Vinukonda 3. Macherla 4. Sattenapalli 5. Ponnur 6. Chilakaluripeta
<u>PRAKASAM DISTRICT</u>		
Ongole	<ol style="list-style-type: none"> 1. Markapur 2. Addanki 3. Kandukur 4. Chirala 5. Parchur 6. Darsi 	<ol style="list-style-type: none"> 1. Giddalur 2. Kangiri 3. Podili
<u>SPSR NELLORE DISTRICT</u>		
Nellore	<ol style="list-style-type: none"> 1. Gudur 2. Kavali 3. Kovur 4. Atmakur 	<ol style="list-style-type: none"> 1. Kota 2. Venkatagiri 3. Udayagiri 4. Naidupet 5. Sullurpet

CATEGORY – C

Major City	Town	Mandal
<u>CHITTOOR DISTRICT</u>		
1. Chittoor 2. Tirupathi	1. Piler 2. Madanapalle 3. Srikalahasthi 4. Palamaner 5. Puttur 6. Punganur	1. Kuppam 2. Nagari 3. Pakala 4. Satyaveedu 5. Vayalpadu 6. Thamballapalle
<u>YSR KADAPA DISTRICT</u>		
Kadapa	1. Rayachoti 2. Proddatur 3. Rajampet 4. Badwel	1. Jammalamadugu 2. Kamalapuram 3. Mydukur 4. Nandalur 5. Pulivendla 6. Railwaykoduru 7. Sidhout 8. Lakkireddipalle
<u>KURNOOL DISTRICT</u>		
Kurnool	1. Allagadda 2. Adoni 3. Nandyal 4. Atmakur 5. Nandikotkur	1. Alur 2. Banaganapalle 3. Koilkuntla 4. Pathikonda 5. Yemmiganur 6. Dhone
<u>ANANTHAPURAMU DISTRICT</u>		
Ananthapuramu	1. Penukonda 2. Kadiri 3. Hindupur 4. Gooty 5. Dharmavaram	1. Kadiri 2. Kalyandurg 3. Madakasira 4. Rayadurg 5. Tadipatri 6. Uravakonda 7. Puttaparthi 8. Gunthakal

ANNEXURE-II
CATEGORIES AND ORDER OF PREFERENCE

Category in which the Officer is serving	Order of preference
'A'	1.C 2.B
'B'	1.C 2.A
'C'	1.A 2.B

ANNEXURE – III

APPLICATION FOR TRANSFER AND POSTING OF JUDICIAL OFFICERS WORKING IN THE STATE OF ANDHRA PRADESH

1. Name of Judicial Officer :
(BLOCK LETTERS)

2. Designation :

3. Present post and place of work :

4. Category of present posting :

5. Date of joining in the present :
place of posting

6. Native place of the Officer and :
District

7. Place of practice of the Officer :
and District as Advocate prior
to joining the service

8. Places where the Officer and :
spouse have properties

9. Place of close relations of the :
Officer and spouse with details
of relationship

10. Places in which the Officer :
worked previously (the tenure
of each posting with
designation)

11. Mention stations of preference : Category _____:
in order category wise

- 1.
- 2.

Category _____:

- 1.
- 2.

12. Reasons for seeking transfer :
to any particular station

The details mentioned above are true to the best of my knowledge.

Enclosures if any:

Station:
Date:

Signature and Designation