

**PROCEEDINGS OF THE HIGH COURT OF ANDHRA PRADESH AT
AMARAVATI**

SUB: ANDHRA PRADESH JUDICIAL ACADEMY – PRACTICAL TRAINING – Nomination of Civil Judges (Junior Division) Batch-V to undergo **04 weeks of Practical Training** which is scheduled to be held from **31.08.2026 to 27.09.2026** at their respective District headquarters and to undergo 08 weeks of Institutional Training (Final Phase) from 28.09.2026 to 21.11.2026 at Andhra Pradesh Judicial Academy – Relief Arrangements - Regarding.

REF: Letter Roc.No.143/APJA/2025, dated 03.08.2026 from the Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.

ORDER ROC.NO.255/2025-B.SPL. DATED:10.08.2026

Having considered the request of the Director, Andhra Pradesh State Judicial Academy vide letter above, the High Court has made the following Order:

The following Civil Judges (Junior Division) are nominated to undergo **04 weeks of Practical Training** which is scheduled to be held from **31.08.2026 to 27.09.2026** at their respective District headquarters and to undergo 08 weeks of Institutional Training (Final Phase) from 28.09.2026 to 21.11.2026 at A.P. Judicial Academy.

All the trainee Civil Judges (Junior Division) are directed to report before the Principal District Judges concerned to attend the Practical Training from 31.08.2026 to 27.09.2026 and further to report before the Director, Andhra Pradesh Judicial Academy on 28.09.2026 at 08:30 A.M. to undergo 08 weeks Institutional Training from 28.09.2026 to 21.11.2026 at Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.

SL. NO.	NAME AND DESIGNATION OF THE OFFICER
1.	MS. YARRAM SHALINI REDDY, Additional Civil Judge (Junior Division) Ongole, Prakasam District
2.	SRI KAMISSETTY SURYA TEJA, Additional Civil Judge (Junior Division), Tiruvur, Krishna District
3.	MS. SUNKARA SRIREKHA, Additional Civil Judge (Junior Division), Amalapuram, East Godavari District
4.	MS. KEMBURU NYMSHA, Civil Judge (Junior Division), Rajam, Srikakulam District
5.	MS. NUTHANAGANTI TEJASWINI, Additional Civil Judge (Junior Division), Rayachoti, Kadapa District
6.	MS. SHAIK ROSHAN, II Additional Civil Judge (Junior Division) (Juvenile Court), Ongole, Prakasam District,

7.	MS. KOMMURI SAI MONICA RAO, VI Additional Civil Judge (Junior Division), Rajamahendravaram, East Godavari District.
8.	SRI P.MUKESH KUMAR, Additional Civil Judge (Junior Division), Badvel, Kadapa District
9.	SRI SHAKE KHWAJA RAHIMAN, I Additional Civil Judge (Junior Division), Nidadavole, West Godavari District
10.	MS. MOGURAM GAYATHRI, II Additional Civil Judge (Junior Division), Narsaraopeta, Guntur District
11.	MS. VINDELA GEETHA BHARGAVI, Additional Civil Judge (Junior Division), Repalle, Guntur District

All the Unit Heads are requested to make necessary alternate incharge arrangements during the period of absence of the above officers who are nominated to participate in the above said training programmes from 31.08.2026 to 27.09.2026 at their respective District Headquarters and from 28.09.2026 to 21.11.2026 at Andhra Pradesh Judicial Academy and intimate the same to the High Court for record purpose.

On return from the training, the officers mentioned in column no.2 shall rejoin duty in their respective post and also the posts which they are holding full additional charge.

The schedule of the Practical training from 31.08.2026 to 27.09.2026 is as follows:

PRACTICAL TRAINING :-

1 Training in the Trial Courts. (31.08.2026 to 02.09.2026) – 3 days

The Practical Training on the following aspects

- Observation of Court Proceedings
- Procedure of endorsement of receipt of F.I.Rs
- Observation of Remand Proceedings
- Observation of Police Custody Orders
- Observation of Test Identification Parade Proceedings
- Observation of writing orders in bail applications
- Observation of writing of orders in disposal of property
- Observation of charge sheets
- Observation of procedure on framing of charges
- Observation of recording of evidence
- Observation of trial of various types of cases
- Observation of Sec. 313 Cr.P.C Examination
- Observation of Docket writing

2. Training in the JCJ Courts (03.09.2026 & 05.09.2026) – 2 days

The Practical Training on the following aspects

- Observation of Court Proceedings
- Registration of complaints, O.P.s and Interlocutory applications
- Observation of framing of issues
- Observation of various types of orders in Interlocutory applications
- Observation of recording of evidence
- Observation of Trial of various types of suits
- Observation of docket writing

3. Training in the Section work of District Courts (07.09.2026 & 08.09.2026) – 2days

- Observation of filing system of various types of cases
- Checking of Civil and Criminal Proceedings
- Observation of maintenance of various registers on Civil and Criminal side
- Observation of maintenance of accounts and registers.
- Procedure in issuance of cheques
- Verification of registers and maintenance of property
- Destruction of property in disposed cases

4. Observation in the Court of Senior Civil Judge (09.09.2026)

5. Observation in the Court of District and Sessions Judge (10.09.2026)

6. Observation of work in the Nazareth and Copyist Establishment (11.09.2026)

- Observation of procedure of issuing process and service
- Observation of compliance of copy applications
- Verification of registers, maintained in the Nazareth
- Verification of registers of copyist establishment

7. Observation of Record Room (15.09.2026)

- Verification of registers in the record room
- Procedure of destruction of records

8. Visit to Revenue Offices (16.09.2026 & 17.09.2026) – 2 days

- Village Level Office
- Mandal/Thasildar Office
- Revenue Divisional Office/Revenue
- District Collectorate
- Revenue Courts Visit

For interaction with the officials concerned and observation of Maintenance of Revenue records and Registers

9. Visit to District Treasury **(18.09.2026)**
 - Observation of Maintenance of Records, Registers and Accounts
 - Observation of Processing of bills and reconciliation statements
10. Training in the office of District Legal Services Authority **(19.09.2026)**
 - Observation of Lok Adalaths/Mediation
 - Observation of Legal Literacy Camp
11. Visit to offices of Sub-Registrar and District Registrar **(21.09.2026)**
 - Observation of registration of documents
 - Observation of various registers
 - Interaction with Sub-Registrars and District Registrar to understand the functioning of Registration and Stamps Department
12. Visit to Police Stations **(22.09.2026 & 23.09.2026) – 2 days**
 - Observation of General Diary, FIR Register and other Registers
 - Interaction with the Inspection and Dy. Superintendent of Police to understand the powers and functions of police officers
13. Visit to Prisons: **(24.09.2026)**
 - District/Central Prison/Sub-Jail
14. Visit to Juvenile Homes: **(25.09.2026)**
15. Preparation of observation notes on Civil and Criminal side and submit to District Courts: **(26.09.2026)**
 - After observation of all the registers and records stated above, the trainee officers have to prepare inspection notes on civil and criminal side under the supervision of the in-charge District Judge of the training programme.

Public Holidays – 04.09.2026, 06.09.2026, 12.09.2026, 13.09.2026, 14.09.2026, 20.09.2026 & 27.09.2026.

Instructions to all the Trainee Civil Judges (Junior Division):

- i) All the trainee Civil Judges (Junior Division), shall be under the control of the Principal District Judge concerned and Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District, during the said Practical Training and Institutional Training from **31.08.2026 to 21.11.2026**

- ii) All 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 in charge District Judge nominated, for scrutiny.

Instructions to all the Unit Heads:

- i) All the Unit Heads are requested to permit the trainee Civil Judges (Junior Division) to attend the practical training from **31.08.2026 to 27.09.2026** at their respective District Headquarters and give necessary instructions, as per the schedule.
- ii) At the end of training period, the Unit Heads shall submit a report to the High Court with regard to the training undergone by the officers and copy of the same to the APJA, Mangalagiri.
- iii) All the Unit Heads are requested to instruct the officers, who are holding full additional charge of the posts of the trainee Civil Judges (Junior Division) to draw, pay and allowances of the officers during training period and send the same to the Officers.
- iv) All the Unit Heads are requested to monitor the overall practical training programme.
- v) All the Unit Heads are requested to nominate a senior District Judge as in-charge of the training programme.
- vi) All the Unit Heads are requested to provide a suitable lunch room to the trainee Civil Judges (Junior Division).
- vii) All the **trainee Civil Judges (Junior Division)**, may be allowed to sit along with the regular presiding officer of the Judicial Magistrate of First Class/Civil Judges (Junior Division) Courts
- viii) All the Unit Heads are requested to interact with the trainee Civil Judges (Junior Division) once in a week and observe the notes prepared by them and to guide suitably.
- ix) After completion of training period, the Unit Heads shall submit a comprehensive report about each trainee Civil Judge (Junior Division) to the High Court and the Director, APJA, Mangalagiri.

Note:

- i) After completion of the Practical Training on 27.09.2026, all the trainee Civil Judges (Junior Division) are directed to report before the Director, Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District to attend the 08 weeks Institutional Training from 28.09.2026 to 21.11.2026.

- ii) The Proceedings are placed in the High Court's Web Site <https://aphc.gov.in/> and the downloaded copy from the web site is valid for relieving, reporting before the Principal District Judge concerned and for rejoining the duty.

Handwritten signature and date 10/8/26

REGISTRAR (VIGILANCE)

To

1. The Officers and Incharge Officers concerned.
2. The Registrar General, and all other Registrars, High Court of Andhra Pradesh (for information).
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 Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.
5. The Member Secretary, Andhra Pradesh State Legal Services Authority, H.No.2-273/54-A, B.S.R Commercial Complex, Malkapuram Village, near Andhra Pradesh Secretariat, Amaravati, Opposite to Traffic Police Station, Thulluru Mandal, Guntur District.
- 6. THE PRINCIPAL DISTRICT JUDGES**
East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Prakasam at Ongole, Srikakulam, West Godavari at Eluru.
- 7. THE ADDITIONAL DISTRICT JUDGES**
East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Prakasam at Ongole, Srikakulam, West Godavari at Eluru.
8. The Administrative Officer, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District
- 9. THE DISTRICT TREASURY OFFICERS** (with a request to inform the same to the concerned sub treasury officers)
East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Prakasam at Ongole, Srikakulam, West Godavari at Eluru.