

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

SUB: ANDHRA PRADESH JUDICIAL ACADEMY – PRACTICAL TRAINING – Nomination of 19 Civil Judges (Junior Division) to participate in 04 Weeks Practical Training from 07.04.2025 to 03.05.2025 at their respective District headquarters – Relief Arrangements - Regarding.

REF: 1. G.O.Ms.No.89, Law (L and LA&J-Home-Courts. A) Department, dated 31.07.2024.
2. High Court's Notification No.529/2024-B.Spl., dated 13.08.2024
3. Letters Roc.No.450/APJA/2024, dated 29.03.2025 from the Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.

ORDER ROC.NO.638/2024-B.SPL. DATED:01.04.2025

Having considered the letter of the Director, Andhra Pradesh State Judicial Academy vide letter 3rd above, the High Court has made the following Order:

The following 19 Civil Judges (Junior Division) are nominated to participate in 04 Weeks Practical Training from 07.04.2025 to 03.05.2025 at their respective district headquarters.

All the trainee Civil Judges (Junior Division) are directed to report before the Principal District Judges concerned to attend the Practical Training from 07.04.2025 to 03.05.2025.

SL. NO.	NAME AND DESIGNATION OF THE OFFICER
1.	Ms. P.Alekya, Additonal Civil Judge (Junior Division), Gurazala, Guntur District.
2.	Ms. Lalitha Lakshmi Harika Kota, I Additional Civil Judge (Junior Division), Hindupur, Ananthapuramu District.
3.	Ms. G.Aparna, I Additional Civil Judge (Junior Division), (Juvenile Court), Kurnool.
4.	Sri Prakya Venkata Harish, I Additional Civil Judge (Junior Division), Dharmavaram, Ananthapuramu District.
5.	Ms. K.Nikhitha, Civil Judge (Junior Division), Darsi, Prakasam District.
6.	Ms. B.Jaswanthi Yadav, Civil Judge (Junior Division), Kothapeta, East Godavari District.
7.	Ms. B.Swetha, Civil Judge (Junior Division), Gooty, Ananthapuramu District.
8.	Ms. M.Asha Priya, Judicial Magistrate of First Class, Special Mobile Court, Kadapa.
9.	Sri P.Prasanth, Additonal Civil Judge (Junior Division), Macherla, Guntur District.
10.	Smt. V.Venkata Aparna, Additonal Civil Judge (Junior Division), Pithapuram, East Godavari District.

11.	Ms. S.Shiva Namratha, I Additonal Civil Judge (Junior Division), Kovur, Nellore district.
12.	Sri K.Krishnavamsi, Principal Civil Judge (Junior Division), Punganur, Chittoor District.
13.	Sri M.Rohith, Additonal Civil Judge (Junior Division), Narsipatnam, Visakhapatnam District.
14.	Ms. P.Vennela, Judicial Magistrate of First Class, Special Mobile Court-cum-V Additional Civil Judge (Junior Division), Chittoor.
15.	Sri P.Varun Teja, Additonal Civil Judge (Junior Division), Kuppam, Chittoor District.
16.	Ms. D.Pavani, Special Judicial Magistrate of First Class, Excise Court, Ananthapuramu.
17.	Smt. S.Lakshmi Karri, Principal Civil Judge (Junior Division), Nandyal, Kurnool District.
18.	Ms. P.Hema, Civil Judge (Junior Division), Yemmiganur, Kurnool District.
19.	Ms. K.Krishnaveni, Civil Judge (Junior Division), Tadipatri, Ananthapuramu 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 programme from 07.04.2025 to 03.05.2025 at their respective District Headquarters 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 07.04.2025 to 03.05.2025 is as follows:

PRACTICAL TRAINING :-

1 Training in the Trial Courts. (07.04.2025 & 08.04.2025) – 2 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 (09.04.2025 to 11.04.2025) – 3 days

The Practical Training on the following aspects

- Observation of Court Proceedings
- Registration of complaints, O.Ps 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 (15.04.2025 to 16.04.2025) – 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 (17.04.2025)

5. Observation in the Court of District and Sessions Judge (19.04.2025)

6. Observation of work in the Nazareth and Copyist Establishment (21.04.2025 & 22.04.2025) – 2days

- 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 (23.04.2025)

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

8. Visit to Revenue Offices **(24.04.2025)**

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

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

9. Visit to District Treasury **(25.04.2025)**

- 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 **(26.04.2025 & 28.04.2025) – 2days**

- Observation of Lok Adalaths/Mediation
- Observation of Legal Literacy Camp

11. Visit to offices of Sub-Registrar and District Registrar **(29.04.2025)**

- 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 **(30.04.2025)**

- 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: **(01.05.2025)**

- District/Central Prison/Sub-Jail

14. Visit to Juvenile Homes: **(02.05.2025)**

15. Preparation of observation notes on Civil and Criminal side and submit to District Courts: **(03.05.2025)**

- 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 – 12.04.2025, 13.04.2025, 14.04.2025, 18.04.2025, 20.04.2025, 27.04.2025.

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

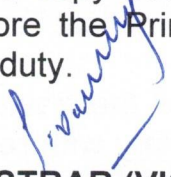
- i) All the trainee Civil Judges (Junior Division), shall be under the control of the Principal District Judge concerned during the said Practical Training from **07.04.2025 to 03.05.2025.**
- ii) All the trainee Civil Judges (Junior Division), shall maintain a daily diary with regard to the practical 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 07.04.2025 to 03.05.2025 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:

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.


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**
Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Kurnool, Nellore, Prakasam at Ongole, Visakhapatnam.
7. **THE ADDITIONAL DISTRICT JUDGES**
Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Kurnool, Nellore, Prakasam at Ongole, Visakhapatnam.
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)
Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Kurnool, Nellore, Prakasam at Ongole, and Visakhapatnam.