

**OFFICIAL MEMORANDUM**

Sub: 13<sup>th</sup> Finance Commission – Renewal agreements from certain staff members working in the Courts of Special Magistrate Kovur, Venkatagiri, Sullurpet, Kavali and Atmakur for a period of one (1) year from 1.4.2021 to 31.3.2022 – Called for – Regarding.

- Ref: 1. G.O.Ms. No.35, LAW (LA & J Home Courts - C) Department, dated 31.3.2011.  
2. G.O.Rt.No.344 LAW (L, LA & J Home Courts - A) Department, dated 9.4.2020.  
3. G.O.Rt.No.780, LAW (L, LA & J Home Courts.A) Department dated 31.8.2021.  
4. Hon'ble High Court's letter R.O.C. No.701/E1/2010 dated 3.9.2021.

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With reference to above, the Special Magistrates of Kovur, Venkatagiri, Sullurpet, Kavali and Atmakur are requested to obtain renewal agreements from the following staff members for the period mentioned against their names as per the reference 4<sup>th</sup> cited and submit the said agreements IMMEDIATELY. The prescribed proforma of agreement is enclosed herewith.

<i>Special Magistrate Court, Kovur</i>		
Sl.No.	Name & Designation of the employee SARVASRI	Remarks
1.	Md.Immam Mohiddin, Head Clerk	New agreement from 1.4.2021 to 31.3.2022
2.	Sk.Shavul Hameed, Junior Assistant	New agreement from 1.4.2021 to 1.2.2022
3.	K.Subba Rao, Junior Assistant	New agreement from 1.4.2021 to 31.3.2022
4.	G.Balagangadharam, Typist	-do-
5.	S.Mahesh Babji, Typist	-do-
6.	B.Bala Subrahmanyam, Attender	-do-
7.	Sk.Fiaz Basha, Attender	-do-
8.	Sk.Aleel Ahmad, Attender	-do-
<i>Special Magistrate Court, Venkatagiri</i>		
1.	D.Sai Kumar, Junior Assistant	New agreement from 1.4.2021 to 31.3.2022
2.	B.Bala Nagaiah, Junior Assistant	-do-

3.	B.Krishna Kumari, Junior Assistant	-do-
4.	K.Kishore Kumar, Personal Assistant	-do-
5.	A.Suneel, Typist	-do-
6.	Md.Javeed, Typist	-do-
7.	Sk.Khaleel Basha, Attender	-do-
8.	K.Shyam Sundar, Attender	-do-
<b><i>Special Magistrate Court, Sullurpet</i></b>		
1.	A.Roop Kumar, Junior Assistant	New agreement from 1.4.2021 to 31.3.2022
2.	M.Nirosha, Junior Assistant	-do-
3.	Y.Polamma, Junior Assistant	-do-
4.	R.Sreedevi, Personal Assistant	-do-
5.	P.Padmavathi, Typist	-do-
6.	P.Sravani, Typist	-do-
7.	A.Rupa, Attender	-do-
8.	B.Siva Kumar, Attender	-do-
<b><i>Special Magistrate Court, Kavali</i></b>		
1.	K.Malakondaiah, Head Clerk	New agreement from 1.4.2021 to 31.3.2022
2.	B.Nageswara Rao, Junior Assistant	-do-
3.	K.Neelima, Junior Assistant	-do-
4.	A.Govinda Rao, Junior Assistant	-do-
5.	P.Ramana Reddy, Personal Assistant	-do-
6.	T.Suneetha, Typist	-do-
7.	D.Pullaiiah, Attender	-do-
8.	M.Tirupathi Rao, Attender	-do-

9.	V.Mamesh, Attender	-do-
<i>Special Magistrate Court, Atmakur</i>		
1.	P.Jayakoteswara Rao, Head Clerk	New agreement from 1.4.2021 to 31.3.2022
2.	Md.Abdul Azeez, Junior Assistant	-do-
3.	Ch.Phaneendra, Junior Assistant	-do-
4.	P.Vijaya Keerthika, Junior Assistant	-do-
5.	N.Manoj, Personal Assistant	-do-
6.	D.Nirish, Typist	-do-
7.	D.Hari, Typist	-do-
8.	B.Balaramaiah, Attender	-do-
9.	Ch.Sai Prasad, Attender	-do-

  
Principal District & Sessions Judge  
NELLORE

To

- The Special Magistrate, Kovur.
- The Special Magistrate, Venkatagiri.
- The Special Magistrate, Sullurpet.
- The Special Magistrate, Kavali.
- The Special Magistrate, Atmakur.

Copy to

- The System Officer, Principal District Court, Nellore with a direction to place the same in the District Court Website.
- The file/-

Dis No. 3498 /2021  
Dated 6.9.2021

ON ₹.110/- NON-JUDICIAL STAMP PAPER

DEED OF AGREEMENT

This indenture of agreement made and executed on this \_\_\_ day of \_\_\_, 2021 between the Principal District & Sessions Judge, Nellore (**hereinafter referred to as 'the first party'**) and Sri/Smt \_\_\_, S/o, W/o, D/o \_\_\_, D.No. \_\_\_, \_\_\_ Street, \_\_\_ Town/Village, \_\_\_ Mandal, \_\_\_ District, Pin - \_\_\_ (**hereinafter referred to as 'the second party'**).

WITNESSES

WHEREAS a scheme has been proposed pursuant to the recommendations made by 13<sup>th</sup> Finance Commission to establish Special Magistrate Courts in SPSR Nellore District.

WHEREAS application has been submitted by the second party seeking appointment to work as \_\_\_ in one of such courts.

WHEREAS the State Government has issued orders in G.O.Ms.No.35, LAW (LA & J Home Courts. C) Department, dated 31.3.2011.

WHEREAS the Principal District & Sessions Judge, Nellore, by his proceedings in R.C.A. No. \_\_\_ / \_\_\_, dated communicated in Dis No. \_\_\_, dated \_\_\_ appointed the second party to the post of \_\_\_ on contract basis.

WHEREAS it is agreed between the first party and second party to follow the conditions enumerated infra for the purpose of working in Special Magistrate Courts.

1. The tenure of appointment on the contract basis is for the period commencing from 1.4.2021 to 31.3.2022.
2. During the contract period, the second party shall work in the court to which he/she is appointed and shall render unblemished service.
3. During the tenure of this appointment and in working in the court, the second party shall follow the norms of discipline which the employee of regular court follow like attending the court during regular working hours etc.,
4. During the period in lieu of services, rendered by the second party the later shall be paid:
  - a. ₹. \_\_\_ per month as remuneration for contract employees. This shall be in addition to the terminal benefits if any, the second party is getting from his/her previous employment.
  - b. The place of posting shall not be considered as a permanent agreement even in the tenure period and the second party shall be enable to transferred to such other place as may be directed by the first party.
  - c. The postings and transfers of the contract employees shall be at the discretion of the first party and necessitated by Administrative exigencies.
  - d. The Second party shall be entitled to such consolidated remuneration as may be determined from time to time by the Government/High Court.

- e. The services of the second party are liable to be terminated at any time without assigning any reasons and without any notice and the appointment is purely temporarily on Adhoc basis.
- f. The second party shall be required to discharge his/her duties sincerely, courteously and honestly to the satisfaction of the Presiding Officer.
- g. This contract of appointment shall automatically ceases to be in operation from the AN of 31.3.2022 unless a fresh proposal is made by the first party and a fresh contract is entered into or on completion of the age of 70 years by the second party, whichever is earlier.

IN WITNESS WHEREOF both the parties have subscribed their signatures on this \_\_\_ day of \_\_\_, 2021 in the presence of the witnesses mentioned below.

FIRST PARTY

SECOND PARTY

WITNESSES

1.

2.