

COVID-19 TEAM, W.G., ELURU, DT.16.07.2020

All the Judicial Officers in the Unit of West Godavari, are requested to instruct their Superintendents to furnish the information in the following proforma once in a week on every Thursday by 4.00 p.m. (next to be sent on 23.07.2020) to the District Court, W.G., Eluru E-mail I.D. If any person in the list sent as on 16.7.2020 is discharged, mention the same in the column prescribed with date of discharge. If any further positive cases are reported after 16.07.2020 add them to the list with complete particulars in the prescribed columns in the list, to submit consolidated report weekly to the Hon'ble High Court. They are also requested to take steps to get COVID-19 tests due to the left over staff members.

PROFORMA

S.No.	Name of the Court	No. of tests conducted so far	No. of persons found positive so far	Name of the officer/staff/family member	Designation	Place of working	Name of immediate contact person and mobile number	Admitted in	Under Treatment /Quarantine/ Discharged



**II ADDL. DISTRICT JUDGE,
W.G., ELURU.**

To
All the Judicial Officers working in the Unit.

Copy to:
The Incharge System Officer, Principal District Court, W.G., Eluru, with a direction to upload the same in the official website of District Court and also send emails to all the Courts.