

DISTRICT AND SESSIONS COURT, KALPETTA, WAYANAD

District Court, Kalpetta, Wayanad,
Kalpetta North – 673 122
Phone : 04936 202277
e-mail : dtcourtkpt@kerala.gov.in
Dated: 23.01.2023

No.A1 – 8212/2022

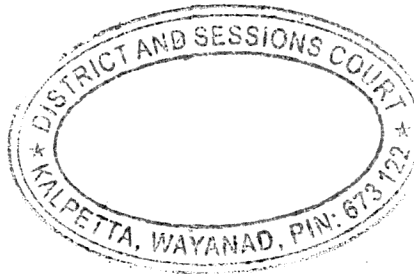
OFFICIAL MEMORANDUM

- Sub: - General transfer of employees – Regarding.
Ref:- 1. Official Memorandum No.C3-74712/2021 dated 19.11.2022
of the Honourable High Court of Kerala.
2. G.O.(P) No.3/2017/P&ARD dated 25.02.2017.
3. G.O.(P) No.12/04/P&ARD dated 10.07.2004.

As per the reference cited 1st paper above, the Honourable High Court of Kerala directed all the appointing authorities to effect general transfer of employees following the guidelines in reference cited 2nd paper above. Hence, all the Head of Offices under this Civil Judicial District are requested to obtain and forward the details of all the relevant employees of the categories Clerk/ Senior Clerk/ Bench Clerk Gr. III, Bench Clerk Gr. I, Junior Superintendent, Typist, Fair Copy Superintendent, Confidential Assistant, Attender and Amin in the following format within 28.02.2023. All pending transfer applications other than that of Last Grade Servants' will be treated as closed on issuance of General transfer Order. The following guidelines are issued.

Guidelines for Head of Offices

1. Verify correctness of all data furnished by employees.
2. Make sure that, the data furnished in remark column is in accordance with GOs/ Circulars and noted the GO/ circular properly. Directed to obtain and forward supporting documents for data furnished in remark column, if any, of Proforma.
3. Make sure all the concerned employees filed their proforma in time and an acknowledgement in writing stating that the notification has been brought to the notice of all employees working in his/ her administrative control and the fact shall be reported within 10.03.2023 and proforma received in the Office after 28.02.2023 will not be considered for transfer.
4. Proformas of employees those who shall complete 03 years of service as on 30.04.2023 in the present post and Station shall be forwarded.



(By Order)


SHERISTADAR

To,

(e-mail only)

1. The Additional District and Sessions Judge I, Kalpetta.
2. The Additional District and Sessions Judge II, Kalpetta.
3. The Motor Accidents Claims Tribunal, Kalpetta.
4. The Special Judge, Special Court for the trial of Offences under SC/ST (POA) Act cases, Mananthavady.
5. The Judge, Family Court, Kalpetta.
6. The Special Judge, Fast Track Special Court, Kalpetta.
7. The Special Judge, Fast Track Special Court, Sulthanbathery.
7. The Sub Judge, Sulthanbathery.
8. The Munsiff- Magistrate, Mananthavady.
10. The Munsiff- Magistrate, Kalpetta.
11. The Munsiff- Magistrate, Sulthanbathery.
12. The Nyayadhikari, Gram Nyayalaya, Kalpetta.
13. The File.

Copy to,

Section B3, District Court, Kalpetta.

R
24-1-23

(P.T.O)

PROFORMA

Name of Officer	:		
PEN	:		
Home Station	:		
Present post, Designation and Office	:		
Whether completed 03 years in the present post and station* (as on 30.04.2023).	:		
Station of choices in General Transfer	:	1.	
		2.	
Remarks**	:		

DECLARATION

I hereby declare that all the aforementioned facts are true to the best of my knowledge and belief.

Place:

Signature

Date:

Name

COUNTERSIGNATURE

Verified all the data furnished with respect to the Service Book and found correct.

The total duration completed by Sri./Smt.

is years months

days as on 30.04.2023 in the present post and station.

Place:

Date:

Signature of Head of Office

* station means all the stations that are coming under a radius of 15Kms. (Kalpetta, Sulthanbathery and Mananthavady)

** briefly describe grounds, if any (in accordance with GOs/ Circulars etc.) for any priorities and note the relevant GO/ circular.

