I/55131/2024

8978/24

DJ

DISTRICT & SESSIONS COURT
18 MAY 2024
THALASSERY-670 101

THE HIGH COURT OF KERALA

Kochi : 682031
Email:Csec.hc-ker@gov.in
Phone:0484 2562951

No. HCKL/4220/2024-C5

Date: 09-05-2024

OFFICIAL MEMORANDUM

Sub:- Inter District/ Departmental/Unit transfer to the post of Clerk in the Civil Judicial Unit of Kozhikode District- Applications inviting of - Reg.

Ref:-
1. Letter No. A1-24/2024 dated 03/05/2024 of the District Court, Kozhikode.
2. G.O. (Ms) No. 04/61/PD dated 02/01/1961.
3. G.O. (P) No. 36/91/P&ARD dated 02/12/1991.
4. High Court O. M. No. C6-7742/2020 (I) dated 24/09/2021.
5. High Court O. M. No. C1-35291/2023 (2) dated 13/10/2023.
6. High Court O. M. No. HCKL/8088/2023-C5 dated 20/11/2023

The undermentioned officers are informed that the District Judge, Kozhikode as per the letter cited 1st has reported one vacancy of Clerk in the respective district to be filled up by way of Inter district/departmental transfer. They are, therefore, requested to bring the matter to the notice of the employees working under their administrative control and to obtain and forward the applications for transfer to the Civil Judicial Unit of Kozhikode District from candidates who are eligible to apply for the same in the light of the Government Order cited 3rd.

8/18/5/24

The District Judges and Chief Judicial Magistrates shall invariably verify and certify the correctness of the service particulars submitted in the applications especially with regard to the date of appointment as Clerk and actual qualifying period of service as Clerk in the District.

The following instructions shall be followed while submitting/ forwarding the applications:

1. The applicants shall express their willingness (duly countersigned) to abide by the terms and conditions of the G.O. cited 2nd in the event of their transfer.
2. The applicants shall furnish a declaration to the effect that they agree to become the junior to the junior most in the post of Clerk in the event of their transfer, duly countersigned by the Appointing Authorities concerned.
3. The applicants should have completed the qualifying service for seeking inter district

transfer as prescribed in para 4(i) of the G.O. cited 3rd. The period of leave under Appendix XII A/ XII B/ XII C, Part I, KSRs and period of deputation in other districts will not be reckoned as service for the purpose. The details in this respect shall be furnished in the proforma enclosed herewith, duly countersigned by the Appointing Authorities.

4. The applicants seeking transfer on medical grounds of themselves/ their family shall produce the medical certificate (duly countersigned) in support of the request. **Applications received otherwise will not be considered.**
5. In the case of dependents/ near relatives of serving soldiers, the soldier should send the application for transfer of the dependents/ near relative through their military authorities. **Applications received otherwise will not be considered**. Only one dependent/ near relative of a soldier will be given preferential treatment in the matter of transfer.
6. The applicants holding post of **Senior Clerk** shall furnish a representation addressed to the Government for reversion to the entry cadre with a specific report of the Appointing Authority concerned as mentioned in the High Court O.M. cited 4th.
7. Subsequent request for cancellation of the sanctioned transfer shall not be entertained except under compelling circumstances.
8. Applications received at the High Court prior to the date of this O. M. will not be considered. **Last date for receiving application at the High Court is 27/05/2024.**

Applications that do not adhere to the prescribed format attached along with this official memorandum, contain false or incomplete details, or are received after 27/05/2024 at the High Court will not be considered.

(By Order)

Signed by Preetha J Nair
Date: 09-05-2024 15:31:24

Preetha J Nair
JOINT REGISTRAR

To:- All the District Judges (Except the District Judge, Kozhikode)
All the Chief Judicial Magistrates

Copy to:- The District Judge, Kozhikode

I/55131/2024

Format for furnishing the data as per instructions number 3

Sl No.	Name, PEN, Designation and Office of the Applicant	Date of joining in the post of Clerk	Total period of service in the Clerical cadre as on 09-05-2024	Period of deputation /LWA under Appendix XII A/ XII B/ XII C, Part I, KSRs in the Clerical cadre	Qualifying service in the Clerical Cadre which can be reckoned for inter-district/unit transfer
1	2	3	4	5	6 = 4 - 5

Place

Date

Name and Signature of the Applicant

Verified by the Appointing Authorities concerned

Andl. Or A2-8978/24 dated 18/5/24 of the District Judge, Thrissur.

Copy communicated to all Civil Courts for information and application if any should reach this office on or before 25/5/24.

By Order

Superintendent.