

THE DISTRICT COURT, THALASSERY

Thalassery - 670101

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Date : 19/12/2025.

DCTLY/1700/2025-JS1-DJ TLY KNR

OFFICIAL MEMORANDUM

Sub:- Transfer applications furnished by Non Gazetted and Last Grade Employees of Civil Judicial Unit of Thalassery- Directions issued- Reg.

All employees of this Civil Judicial Unit working in the Non- Gazetted and Last Grade categories are hereby directed to comply with the following instructions while submitting their transfer applications:

1. All transfer applications shall be valid only up to the last day of the **calendar year**.
2. Transfer requests submitted on **medical grounds** shall be accompanied by supporting documents. The medical certificate furnished in connection with such applications shall explicitly state that it is **intended to be produced before the District Court** for the said purpose and shall carry appropriate official endorsements.
3. Transfer requests submitted for the purpose of taking care of relatives, other than the members of “family” as defined under **Rule 79, Part III, Kerala Service Rules**, shall be accompanied by a declaration from the employee stating that he/she is the **sole dependent of the said relative**.
4. Transfer applications seeking posting to a **station distant from the hometown** shall clearly specify the reasons for making such a request.
5. All transfer applications shall be forwarded to this Court only with **specific remarks** from the Presiding Officer of the respective Courts.

All Presiding Officers shall ensure that the above instructions are strictly complied with. Applications submitted without complying the above instructions shall not be considered. The contents in this OM shall be circulated among all the stakeholders.

Signed by

Nishanth M J

Date: 19-12-2025 14:04:27

To-

1. All Judicial Officers in this Civil Judicial District.
2. Fle/ Stock File