No.A1 –14448/2025

District Court, Kasaragod,
Vidyanagar.P.O, PIN – 671 123
email: dcourtkas.ker@nic.in
Phone: 04994-256 390
Dated: 25.08.2025

From,

Sanu.S.Panicker
District Judge,
Kasaragod.

To

The Registrar (District Judiciary),
Hon'ble High Court of Kerala.
ERNAKULAM - KOCHI – 31.

Sir,

Sub:- Civil Judicial Department – Establishment – By transfer appointment to the category of Clerk/Protocol Officer(Civil Unit) – Details submitting of – reg.

Ref:- 1). Email dated 21.08.2025 & 22.08.2025 of the 'C' section of the Hon'ble High Court of Kerala.

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With reference to the above, I am submitting herewith the details of By Transfer Appointment to the Category of Clerk/Protocol Officer (Civil Unit), of the Kasaragod District Judiciary,for favour of necessary action.

Encl:As above

DISTRICT AND SESSIONS COURT * KASARAGOD *

Yours faithfully,

DISTRICT JUDGE

Final common Seniority List of Amin and Driver Cum Office Attendant in the Civil Judicial District as on 17.05.2024										
Sl No	PEN	Name & Designation	Qualification		Date of Birth	Date of entry in service	Date of appointment in the present post	Name of court	Retirement date	Remarks
			General	Special (Department Test)						
1	626415	Shafi.M Sr.Gr. Driver	SSLC, Driving License (LMV) with Badge	NIL	10/05/1977	09/03/11	03/06/13	District Court, Kasaragod	31/05/33	
2	454731	Madhu. M, Amin	SSLC	MOP	15/02/1975	06/01/10	28/07/20	Munsiff's Court, Kasaragod	28/02/31	
3	452256	Ananda Krishnan T, Amin	SSLC, BA	MOP	01/06/1977	18/07/2009	16/01/2020	District Court, Kasaragod	31/05/2033	
4	562177	Amitha J K, Amin	SSLC	MOP	24/05/1979	27/08/2010	29/07/2020	Munsiff's Court, Hosdurg	31/05/2035	
5	542504	Shali P, Amin	SSLC	MOP	11/10/1980	26/08/2010	11/11/2020	Family Court, Kasaragod	31/10/2036	
6	639294	Jisha Brijith P, Amin	SSLC	MOP	30/03/1983	22/09/2011	09/12/2020	District Court, Kasaragod	31/03/2039	
7	650684	Beena T.N, Amin	SSLC	MOP	17/04/1974	16/12/2011	02/08/2021	Sub Court, Hosdurg	30/04/2030	
8	630865	Suresh K, Amin	SSLC	MOP	15/01/1975	02/06/2011	01/10/2021	District Court, Kasaragod	31/01/2031	
9	588102	Manjusha.E.M, Amin	SSLC T/W Eng(L), Mal(L), CWP	MOP A/C Test (L)	20/08/1982	21/10/2010	03/12/2020	Sub Court, Hosdurg	31/08/2038	
10	596896	Selvi E.C, Amin	SSLC		31/03/1982	09/11/2010	09/12/2020	Sub Court, Hosdurg	31/03/2038	
11	598854	Jisha P, Amin	SSLC		17/02/1979	12/11/2010	28/06/2021	Sub Court, Hosdurg	28/02/2035	
12	61581	B.S Ramesh Kumar, Amin	SSLC		19/05/1977	12/01/2011	10/03/2022	Sub Court, Hosdurg	31/05/2033	

13	619018	Pradeep K , Amin	SSLC	MOP	10/05/1981	23/02/2011	06/07/2022	Sub Court, Hosdurg	31/05/2037	
14	618847	Fathima P A, Amin	SSLC	MOP	15/04/1983	17/02/2011	22/02/2023	Family Court, Kasaragod	30/04/2039	
15	619016	Mohanan T, Amin	SSLC		15/03/1982	23/02/2011	13/03/2023	District Court, Kasaragod	31/03/2038	
16	627910	Suma P, Amin	SSLC		20/09/1973	28/03/2011	05/06/2023	District Court, Kasaragod	30/09/2029	
17	631343	Lakshmanan.M, Amin	SSLC	T/W Eng (L) Mal (L) CWP	25/05/1975	30/05/2011	06/01/2024	District Court, Kasaragod	31/05/2031	
18	615847	Surendra Kumar K, Amin	SSLC		09/09/1977	21/01/2011 ..... 7/7/2011	06/01/2024	District Court, Kasaragod	30/09/2033	

Kasaragod
18.03.2025

DISTRICT JUDGE

KASARAGOD * DISTRICT AND SESSIONS COURT *

Details of By Transfer Appointment to the Category of Clerk in the Civil Judicial District										
Sl No.	PEN	Name & Designation	Qualification		Date of entry in Service	Post of First appointment	Scale of Pay	Gross Salary	HRA	Remarks
			General	Special (Department Test)						
1.	454731	Madhu.M, Clerk	SSLC	MOP	06/01/10	Office Attendant	26500-60700	57441	3736	
2.	562177	Amitha.J.K, Clerk	SSLC	MOP	27/08/10	Office Attendant	26500-60700	56507	2802	
3.	542504	Shali.P, Clerk	SSLC	MOP	26/08/10	Office Attendant	26500-60700	55573	1868	
4.	639294	Jisha Brijith.P, Clerk	SSLC	MOP	22/09/2011	Process Server	26500-60700	53382	3472	
5.	650684	Beena.T.N, Clerk	SSLC	MOP	16/12/2011	Process Server	26500-60700	53632	3472	

DISTRICT AND SESSIONS COURT * KASARAGOD *

Kasaragod
23.08.2025

DISTRICT JUDGE

DISTRICT COURT, KASARAGOD
PROCEEDINGS

Judicial Department– District Judiciary – Civil Judicial Wing of Kasaragod District- Establishment – Promotion, appointment transfer and postings in various categories – Orders issued.

Read: 1) Proceedings No. A1-9911/2021(1) dated 23.11.2024
2) Proceedings No. A1- 1217/2025 dated 02.06.2025
3) Application dated 13.08.2024 submitted by Sri. Dayananda. H. V, Bench Clerk Gr- II, Sub Court, Kasaragod.
4) Application dated 26.03.2025 submitted by Sri. Latheef. T. K, Clerk, Motor Accidents Claims Tribunal, Kasaragod
5) Application dated 12.03.2025 submitted by Smt. Suma. P, Amin, District Court, Kasaragod.

ORDER No. A1- 6543/2025 DATED: 04.06.2025

Consequent on declaration of probation of Sri. Suresh. K. V, temporarily appointed as Bench Clerk Gr- I, Addl. District Court – I, Kasaragod, in the post of Central Nazir, the following promotion, appointment, transfer and postings are ordered.

I. Sri. Suresh. K. V (PEN: 507832) (working temporarily as Bench Clerk Gr- I) is granted regular promotion as Bench Clerk Gr- I and posted as such in the Addl. District Court – I, Kasaragod.

II. The following employees are promoted to post shown against their name in column No. 3 and posted in the Court in column no. 4

Table I

Sl. No.	Name, Designation and Scale of Pay	Method of appointment, Name of Post and Scale of Pay	Name of Court
1	*2*	*3*	*4*
1	Sri. Dayananda. H. V, (PEN: 450164) Bench Clerk Gr- II, Sub Court, Kasaragod. (₹ 39300 - ₹83000/-)	Promotion as Central Nazir (₹43400 - ₹91200/-)	Sub Court, Hosdurg
2	Smt. Anurekha. M (PEN: 699834), Bench Clerk Gr- III, Munsiff's Court, Kasaragod (₹ 35600 - ₹75400/-)	Promotion as Bench Clerk Gr- II (₹ 39300 - ₹83000/-)	Sub Court, Kasaragod

3	Sri. Mohanan.K.P (PEN:106242), Senior Clerk, Special Court for Trial of Offences under PoCSO Act, Hosdurg (₹ 35600 - ₹75400/-)	Posted as Bench Clerk Gr- III (₹ 35600 - ₹75400/-)	Principal Munsiff's Court, Kasaragod
4	Beena T.N (PEN: 650684) Amin Sub Court, Hosdurg (₹25100 - ₹57900/-)	Temporarily appointed by transfer as Clerk subject to the conclusion of vigilance proceedings pending against Sri. Anandakrishnan. T, Amin, District Court, Kasaragod (₹26500 - ₹60700/-)	Motor Accidents Claims Tribunal, Kasaragod
5	Smt. Lathika. M. R (PEN: 635927), Attender Gr- I District Court, Kasaragod (₹25100 - ₹57900/-)	Promotion as Amin (₹25100 - ₹57900/-)	District Court, Kasaragod
6	Smt. Nitha N V (PEN; 743052) Process Server Sub Court, Hosdurg (₹ 24400 - ₹ 55200)	Appointment by transfer as Attender Gr- II (₹23700 - ₹52600/-)	District Court, Kasaragod

III. In addition to the above, due to administrative exigencies and for the smooth functioning of the Courts the following employees are transferred and posted to the Courts mentioned against their names.

Sl. No.	Name and Designation of the employee	Post
7	Smt.Suma K.S (PEN: 450775) Senior Clerk, Sub Court, Hosdurg	Senior Clerk, Special Court for Trial of Offences under PoCSO Act, Hosdurg
8	Sri. Latheef T.K (PEN: 555705) Clerk Motor Accidents Claims Tribunal, Kasaragod	Clerk, Sub Court, Hosdurg
9	Smt. Suma. P, (PEN: 627910) Amin, District Court, Kasaragod.	Amin, Sub Court, Hosdurg

The joining time of the employees in Sl.No. 3,4 & 6 are restricted to 2 days and the joining time of the remaining employees are to be regulated under note below Rule 126 and 136 of Part I KSR.

The Presiding Officers concerned shall relieve the employees forthwith.

The Presiding Officers of the Courts concerned shall report the details of joining / relieving of the employees without delay.

The employees are directed to clear off their arrears of works, if any, before they are relieved from duty.

The Hon'ble High Court of Kerala as per O.M No. HCKL/2240/2024-C1-HC KERALA dated 17.08.2024 has directed to defer the filling up the vacancies in the post of Process Server until further orders. The resultant vacancy of Process Server will be kept unfilled.

The monetary benefit shall be granted to the incumbents in Sl. No.s 4,5,6 by obtaining an undertaking to the effect that excess pay if any drawn shall be recovered and the benefit granted will be subject to the final decision of Hon'ble High Court of Kerala regarding the revision of date of appointment as Attender Gr-II, Attender Gr- I and Amin.

Sd/-
SANU . S. PANICKER
(PEN : 753785)
DISTRICT JUDGE

// True Copy/ forwarded/ By Order//

SHERISTADAR

DISTRICT AND SESSIONS COURT
KASARAGOD

To,

1. The Special Judge, Special Court for Trial of Offences under PoCSO Act, Hosdurg.
2. The Motor Accidents Claims Tribunal, Kasaragod
3. The Civil Judge (Senior Divison), Kasaragod/ Hosdurg
4. The Civil Judge (Junior Divison), Kasaragod/ Hosdurg
5. The Secretary, KCJSO, Kasaragod.
6. The incumbents.
7. The File/ Stock file/ B1, B2 & B5 Sections of this Court/ Website.

Copy submitted to:

The Registrar (District Judiciary)
Hon'ble High Court of Kerala.

Note: The copy of order is available for download on the official website of the District Court, Kasaragod (https://kasaragod.dcourts.gov.in/)

DISTRICT COURT, KASARAGOD

PROCEEDINGS

Judicial Department– District Judiciary – Civil Judicial Wing of Kasaragod District- Establishment – Filling up the vacancy of Clerk – Consequent cancellation of deputation – Orders issued.

Read: 1) Proceedings No. A1- 6400/2016 dated 22.05.2024 of this Court.
2) Proceedings No. A1- 9911/2021 dated 27.05.2024 of this Court.
3) Report No. JS – 1 – A1 – 5621/2024 dated 05.06.2024 of the Junior Superintendent, District Court, Kasaragod
4) Explanation submitted by Sri. Anandakrishnan. T, Amin, District Court, Kasaragod

ORDER No. A1-9911/2021 DATED: 15.06.2024

As part of filling up the vacancy of Clerk the following orders are issued.

I have perused to file and the written explanation submitted by Sri.Anandakrishnan. T, Amin, District Court, Kasaragod and also the report submitted by Junior Superintendent, District Court, Kasaragod regarding the vigilance proceedings pending before the Vigilance Court, Thalassery. From the aforesaid records, I am of the view that, till the vigilance proceedings against him is concluded he needn't be considered for promotion.

In this circumstances, the deputation of Sri. Madhu. M (PEN: 454731), Amin, District Court, Kasaragod (now on deputation at Gram Nyayalaya, Parappa) is cancelled w.e.f 18.06.2024 A.N. He is temporarily promoted as Clerk subject to the conclusion of vigilance proceedings pending against Sri. Anandakrishnan. T, Amin, District Court, Kasaragod.

The joining time of the employee is to be regulated under note below Rule 136 of Part I KSR.

The Nyayadhikari, Gram Nyayalaya, Parappa shall relieve the employee so as to enable him to join duty in the Munsiff's Court, Kasaragod on the F.N of 19.06.2024.

The Presiding Officers of the Courts concerned shall report the details of joining / relieving of the employee without delay.

Sd/-
SANU . S. PANICKER
(PEN : 753785)
DISTRICT JUDGE

// True Copy/ forwarded/ By Order//

SHERISTADAR

To,

1. The Prl. Munsiff/ The Addl. Munsiff. Kasaragod
2. The Nyayadhikari, Gram Nyayalaya, Parappa
3. The Secretary, KCJSO, Kasaragod. Surendran
4. The incumbents.
5. The File/ Stock file/ B1, B2, B5 & CN Sections of this Court/ Website. 15/06/2024

Copy submitted to:

The Registrar (District Judiciary)
Hon'ble High Court of Kerala.

DISTRICT AND SESSIONS COURT
KASARAGOD

B1
15/6/24.

By

Copy Received Anandaveeraghavan.T Adv.
19/06/2024

DISTRICT COURT, KASARAGOD

PROCEEDINGS

Judicial Department– District Judiciary – Civil Judicial Wing of Kasaragod District- Establishment – Promotion, transfer and postings in various categories – Orders issued.

Read: Proceedings No. A1- 6400/2016 dated 22.08.2024 of this Court.

ORDER No. A1-9911/2021 DATED: 12.09.2024

As part of filling up the vacancy consequent to the promotion of Smt. Pushpalekha.P as Bench Clerk Gr-II, Sub Court, Hosdurg, the following promotion, appointment, transfer and postings are ordered.

1. Smt. Amitha. J. K (PEN: 562177), Amin, Family Court, Kasaragod, in the scale of pay (₹25100 - ₹57900/-) is temporarily promoted as Clerk in the scale of pay (₹26500 - ₹60700/-) subject to the conclusion of vigilance proceedings pending against Sri. Anandakrishnan. T, Amin, District Court, Kasaragod. She is transferred and posted as such in the Munsiff's Court, Hosdurg, in the existing vacancy.

2. Sri. Shafi. P. M (PEN: 198365), Attender Gr – I, Family Court, Kasaragod in the scale of pay (₹24400- ₹55200/-)is promoted as Amin in the sclae of pay (₹25100 - ₹57900/-) and posted as such in the same Court, vice, Smt. Amitha. J. K, temporarily promoted.

3. Smt. Sheeba. C. M (PEN: 636590), Attender Gr- II, Sub Court, Kasaragod in the scale of pay (₹23700 - ₹52600/-) is promoted as Attender Gr- I in the scale of pay (₹25100 - ₹57900/-) and posted as such in the same Court.

4. Sri. Sudheesh. K. V (PEN: 662630), Process Server, Sub Court, Hosdurg in the scale of pay (₹24400- ₹55200/-) is appointed by

transfer as Attender Gr-II in the scale of pay (₹23700 - ₹52600/-). He is transferred and posted as such in the Family Court, Kasaragod, vice Sri. Shafi. P. M, promoted.

The joining time of the employees in Sl. No. 1 & 4 above are restricted to 2 days and joining time of the remaining employees are to be regulated under note below Rule 136 of Part I KSR.

The Presiding Officers of the Courts concerned shall report the details of joining / relieving of the employees without delay.

Sd/-
SANU . S. PANICKER
(PEN : 753785)
DISTRICT JUDGE

//True Copy/ forwarded/ By Order//

SHERISTADAR

To,

1. The Judge, Family Court, Kasaragod
2. The Sub Judge, Kasaragod/ Hosdurg.
3. The Munsiff, Hosdurg
4. The Secretary, KCJSO, Kasaragod.
5. The incumbents.
6. The File/ Stock file/Website.

Copy submitted to:

The Registrar (District Judiciary)
Hon'ble High Court of Kerala.

DISTRICT COURT, KASARAGOD

PROCEEDINGS

Judicial Department– District Judiciary – Civil Judicial Wing of Kasaragod District- Establishment – Promotion, transfer and postings in various categories – Orders issued.

Read: 1) Application dated 06.02.2024 submitted by Smt. Minimol. N. V (PEN: 451517), Clerk, Family Court, Kasaragod

2) Application dated 13.02.2024 submitted by Smt. Jisha P (PEN: 598854), Amin, District Court, Kasaragod

ORDER No. A1-9911/2021 DATED: 04.12.2024

As part of filling up the vacancy in the category of Clerk the following promotion, appointment, transfer and postings are ordered.

1. Smt.Minimol.N.V (PEN: 451517), Clerk, Family Court, Kasaragod is transferred and posted as such in the Munsiff's Court, Hosdurg in the existing vacancy.
2. Smt.Shali.P (PEN: 542504), Amin,Sub Court, Hosdurg, in the scale of pay (₹25100 - ₹57900/-) is temporarily promoted as Clerk in the scale of pay (₹26500 - ₹60700/-) subject to the conclusion of vigilance proceedings pending against Sri. Anandakrishnan. T, Amin, District Court, Kasaragod. She is transferred and posted as such in the Family Court, Kasaragod, vice, Smt. Minimol. N. V, transferred.
3. Smt.Jisha.P (PEN: 598854), Amin, District Court, Kasaragod, is transferred and posted as such in the Sub Court, Hosdurg, vice, Smt. Shali.P, temporarily promoted.
4. Sri.Chandran.K (PEN: 178939), Attender Gr – I, Munsiff's Court, Hosdurg in the scale of pay (₹24400- ₹55200/-)is promoted as Amin in the sclae of pay (₹25100 - ₹57900/-). He is transferred and posted as such in the District Court, Kasaragod, vice, Smt. Jisha P, transferred.

5. Smt.Beena Kaniyamkunnu (PEN: 631864), Process Server, District Court, Kasaragod in the scale of pay (₹24400- ₹55200/-) is appointed by transfer as Attender Gr-II in the scale of pay (₹23700 - ₹52600/-). She is transferred and posted as such in the Munsiff's Court, Hosdurg, vice Sri. Sri. Chandran. K, promoted.

The joining time of the employees in Sl. No. 2 , 4 & 5 above are restricted to 2 days and joining time of the remaining employees are to be regulated under note below Rule 136 of Part I KSR.

The Presiding Officers of the Courts concerned shall relieve the employees forthwith and shall report the details of joining / relieving of the employees without delay.

The Hon'ble High Court of Kerala as per O.M No. HCKL/2240/2024-C1-HC KERALA dated 17.08.2024 has directed to defer the filling up the vacancies in the post of Process Server until further orders. The resultant vacancy of Process Server will be kept unfilled.

Sd/-
SANU . S. PANICKER
(PEN : 753785)
DISTRICT JUDGE

DISTRICT AND SESSIONS COURT * KASARAGOD *

// True Copy/ forwarded/ By Order//

SHERISTADAR

To,

1. The Judge, Family Court, Kasaragod
2. The Civil Judge (Senior Division), Hosdurg.
3. The Civil Judge (Junior Division), Hosdurg.
4. B1, B2 & CN Sections of this Court.
5. The Secretary, KCJSO, Kasaragod.
6. The incumbents.
7. The File/ Stock file/Website.

Sanu 6/12/24 CN

B1 (sf) Saju 6/12/24

B2 Received Saju 6/12/24

Received Surendran. Received Beena Kaniyamkunnu 7.12.24

DISTRICT COURT, KASARAGOD

PROCEEDINGS

Judicial Department– District Judiciary – Civil Judicial Wing of Kasaragod District- Establishment –Promotion, transfer and postings in various categories – Orders issued.

Read:Proceedings No.A1-9911/2021 dated 04.12.2024 of this Court.

ORDER No. A1-9911/2021 DATED:03.05.2025

As part of filling up the existing vacancy of Clerk the following promotion, appointment, transfer and postings are ordered.

1. Smt.Jisha Brijith .P (PEN:639294), Amin,District Court, Kasaragod, in the scale of pay (₹25100 - ₹57900/-) is temporarily promoted as Clerk in the scale of pay (₹26500 - ₹60700/-) subject to the conclusion of vigilance proceedings pending against Sri. Anandakrishnan. T, Amin, District Court, Kasaragod. She is transferred and posted as such in the Munsiff's Court, Kasaragod in the existing vacancy.

2. Smt.Sheeba.C.M.(PEN:636590), Attender Gr-I, Sub Court, Kasaragod in the scale of pay (₹24400- ₹55200/-)is promoted as Amin in the scale of pay (₹25100 - ₹57900/-). She is transferred and posted as such in the District Court, Kasaragod, vice,Smt.Jisha Brijith.P.

3. Smt.Lathika.M.R (PEN:635927), Attender GR-II, District Court,Kasaragod is promoted as Attendar GR-I w.e.f 12.02.2025 ie on the date of declaration of probation in the category of Attender GR-II and posted as such in the same Court.

4. Sri.Manu.T (PEN:636862), Attender GR-II, Munsiff's Court, Kasaragod is promoted as Attendar GR-I and posted as such in the same Court.

5. Sri.Nishad.C (PEN:701445), Process Server, District Court, Kasaragod, in the scale of pay (₹24400- ₹55200/-) is appointed by transfer as Attender Gr-II in the scale of pay (₹23700 - ₹52600/-). He is transferred and posted as such in the Sub Court, Kasaragod, vice Smt. Sheeba.C.M.

copy received,
06/05/25

The joining time of the employees are to be regulated under note below Rule 126 of Part I KSR.

The Presiding Officers of the Courts concerned shall relieve the employees forthwith and shall report the details of joining / relieving of the employees without delay.

As per O.M No. HCKL/1123/2024-C1-HC KERALA dated 06.08.2024 directions has been issued to regularize promotion granted without declaration of probation in the feeder category post from 01.01.1998. Hence, this Court has revised date of appointment as Attender Gr- II and further promotion as Attender Gr- I and Amin of the employees worked/ working in this department from 01.01.1998 onwards and published a draft list. The draft list has been submitted to the Hon'ble High Court of Kerala and sought clarification regarding the implementation of the revised pay fixation as per the published draft. Therefore,the above promotion , appointment by transfer will be subject to the clarification received from the Honble High Court.

The Hon'ble High Court of Kerala as per O.M No. HCKL/2240/2024-C1-HC KERALA dated 17.08.2024 has directed to defer the filling up the vacancies in the post of Process Server until further orders. There fore the resultant vacancy of Process Server is kept unfilled for the time being.

Sd/-
SANU. S.PANICKER
(PEN : 753785)
DISTRICT JUDGE

DISTRICT AND SESSIONS COURT KASARAGOD

// True Copy/ forwarded/ By Order//

SHERISTADAR

To

1. The Civil Judge (Senior Division), Kasaragod.
2. The Civil Judge (Junior Division),Kasaragod.
3. B1, B2 & CN Sections of this Court.
4. The Secretary, KCJSO, Kasaragod.
5. The incumbents.
6. The File/ Stock file/Website.

Copy submitted to:

The Registrar (District Judiciary)
Hon'ble High Court of Kerala.