

DWO  
3577/24

**PROCEEDINGS OF THE DISTRICT JUDGE, KOTTAYAM**  
**DATED : 01.07.2024**

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Civil Judicial Unit, Kottayam – Establishment – Promotion, Transfer and Postings of employees – reg.  
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- Read: 1. Order No. C1- 360/2024 dated 25-05-2024 of the District Judge, Kottayam
2. O.M No. C3-3430/2018(2) dated 06.06.2024 of the Hon'ble High Court of Kerala.
3. Letter No. 1383/2024 dated 14.06.2024 of the Additional District and Sessions Judge/MACT, Pala.
4. Transfer application dated 06.06.2024 put in by Sri. Shibu S, Process Server, Family Court, Ettumanoor, vide letter No. 1463/2024 dated 10.06.2024 of the Judge, Family Court, Ettumanoor.
5. Transfer application dated 19.06.2024 put in by Smt. Anila T, Court Keeper Gr.II, Sub Court, Pala, vide letter No. 904/2024 dated 20.06.2024 of the Sub Judge, Pala.
6. Transfer application dated 18.06.2024 put in by Smt. Chithralekha P.C, Court Keeper Gr.II, Family Court, Pala, vide letter No. 1041/2024 dated 19.06.2024 of the Judge, Family Court, Pala.

**ORDER NO. C1-360/2024**

As part of filling up of the vacancies arising consequent to the relief of Smt. Lavannya Tom, Clerk and Promotion of Sri. Pramod K.K, Amin as clerk vide order referred 1<sup>st</sup> above, the following orders for promotion, transfer and postings are issued for administrative convenience

Sl. No.	Name, Designation and Present Office	Cadre to which promoted	Station to which posted	Remarks
1	Sri. Manoj Mohan M. (PEN-620644), Amin, Munsiff's Court, Kanjirappally	Temporarily Promoted as Clerk, vide Rule 13A1(b), Part II KS &SSRs r/w rule 13A(2) and direction in O.M referred above, for a period of 2 years.	MACT, Kottayam.	Promotion Consequent to the relief of Smt. Lavannya Tom, Clerk
2.	Smt. Priyamol P.G (PEN-620911 ) Attender Gr.II, Munsiff's Court, Kottayam	Ratio promotion is granted as Attender Gr.I and promoted as Amin.	Family Court, Pala	Promotion Consequent to the promotion of Sri. Pramod K.K , Amin
3.	Smt. Sheela T.K (PEN-620774 ), Attender Gr.II, Family Court, Pala.	Ratio promotion is granted as Attender Gr.I and promoted as Amin.	Sub Court, Pala	
4	Smt. Manju T.S (PEN-652319), Process Server, Sub Court, Pala	Attender Gr.II	Family Court, Pala.	
5	Sri. Ratheesh Babu (PEN-648323), Process Server, Munsiff's Court, Erattupetta	Attender Gr.II	Munsiff's Court, Kottayam.	

6	Smt. Adithyalakshmi A.R (PEN-877937), Court Keeper Gr.I, Munsiff's Court, Changanacherry	Process Server	Munsiff's Court, Kanjirappally.	
7	Sri. Ani Mathew (PEN-739930), Court Keeper Gr.I, Sub Court, Kottayam	Process Server	Family Court, Ettumanoor.	
8	Sri. Saju Sailas S V (PEN-891045), Court Keeper Gr.II, District Court, Kottayam	Court Keeper Gr.I	District Court, Kottayam.	
9	Sri. Vipin Vijayan (PEN-891359), Court Keeper Gr.II, Munsiff's Court, Vaikom	Court Keeper Gr.I	Munsiff's Court, Vaikom	
10	Smt. Jasmin P.R (PEN-894879), Office Attendant Gr.I, Munsiff's Court, Vaikom	Court Keeper Gr.II	Sub Court, Pala.	
11	Sri. Vipin V (PEN-895535), Office Attendant Gr.I, Additional District Court-I, Kottayam.	Court Keeper Gr.II	Family Court, Pala	
12	Sri. Arun Babu (PEN-898660), Office Attendant Gr.II. Additional District Court-I, Kottayam	Office Attendant Gr.I	Additional District Court-I, , Kottayam	
13	Sri. Jayalal M.G (PEN-922397) Office Attendant Gr.II. Additional District Court-IV, Kottayam	Office Attendant Gr.I	Additional District Court-IV	

For administrative convenience, the following transfer and posting is also ordered.

Sl. No	Name and Designation	Present Station	Station to which posted	
14	Sri. Satheeshkumar K (PEN-620892) Senior Clerk	Additional District Court/MACT, Pala	Munsiff's Court, Pala	
15	Smt. Krishnendu S Nair (PEN-620801) Senior Clerk	MACT, Kottayam	Additional District Court-V, Kottayam	
16	Smt. Salini R (PEN-792383) Senior Clerk	Additional District Court-V, Kottayam	Munsiff's Court, Vaikom	
17	Sri. Rajeshkumar (PEN-620837) Clerk	Munsiff's Court, Pala	Additional District Court/MACT, Pala	
18	Sri. Rajesh P, (PEN-490500) Amin	Family Court, Pala	Munsiff's Court, Kanjirappally	
19	Smt. Seema S (PEN-661760), Process Server	Family Court, Ettumanoor	District Court, Kottayam.	
20	Smt. Arunima M (PEN-748691), Process Server	Family Court, Ettumanoor	Sub Court, Pala	

21	Smt. Manju George (PEN-781156), Process Server	Sub Court, Pala	Family Court, Ettumanoor.	
22	Smt. Rukhsana P.M (PEN-784544), Process Server	Munsiff's Court, Kanjirappally	Family Court, Ettumanoor.	
23	Sri. Rasal P Basheer (PEN-793564), Process Server	Sub Court, Pala	Munsiff's Court, Erattupetta.	
24	Smt. Anjaly T.D (PEN-797195), Process Server	District Court, Kottayam	Sub Court, Pala	
25	Sri. Renju P.M (PEN-838852), Process Server	District Court, Kottayam	Sub Court, Pala	
26	Sri. Shibu S, (PEN-882990), Process Server	Family Court, Ettumanoor	District Court, Kottayam	On Application
27	Smt. Anila T (PEN-894738), Court Keeper Gr.II	Sub Court, Pala	Sub Court, Kottayam	On Application
28	Smt. Chithralekha P.C (PEN-880140), Court Keeper Gr.II	Family Court, Pala	Munsiff's Court, Changanacherry.	On Application

Joining time is allowed to Sl. Nos. 7,10,11 and 24.

The incumbents should join at their new station on or before 05.07.2024.

The Presiding Officers are directed to ensure that, the arrear of works in the sections handled by the employees under transfer are cleared off before relieving.

The Presiding Officers concerned will report the date of joining and relief of the incumbents to this office forthwith.

Sd/-  
MINI S DAS,  
DISTRICT JUDGE

To

1. The Addl. District Judge-I/IV/V, Kottayam.
2. The Judge, Family Court, Ettumanoor/Pala.
3. The Addl. District Judge/MACT, Pala
4. The MACT, Kottayam.
5. The Prl. Sub Judge, Kottayam/ The Sub Judge, Pala.
6. The Prl.Munsiff, Kottayam/ The Munsiff, Pala/Changanacherry/Erattupetta/Kanjirappally.
7. The persons concerned  
(through the Presiding Officers concerned).

Copy to:-

1. The Registrar (District Judiciary),  
High Court of Kerala, Ernakulam, Kochi (With C/L).
2. The Sheristadar, District Court, Kottayam.
3. The Senior Superintendent, District Court, Kottayam.
4. The Junior Superintendent I & II, District Court, Kottayam.
5. The Central Nazir, District Court, Kottayam.
6. A2(b) Seat, District Court, Kottayam.
7. The Secretary, KCJSO, Kottayam.
- ✓ 8. The e-courts section, District Court, Kottayam for website publication.
9. Stock file & file.

//TRUE COPY// //APPROVED FOR ISSUE//

  
SHERISTADAR,  
DISTRICT COURT, KOTTAYAM

