DWN 3172/25

PROCEEDINGS OF THE DISTRICT JUDGE, KOTTAYAM
DATED : 26.05.2025

Civil Judicial Unit, Kottayam – Establishment – Prmotions, Transfer and Postings of employees – reg.

Read: 1. O.M No. C3-3430/2018(2) dated 06.06.2024 of the Hon'ble High Court of Kerala.

2. Order No. JS-I/2004/16/2017 dated 11.04.2025 of the Disciplinary Authority (District Judge), Kottayam.

3. Transfer application dated 23.01.2025 put in by Smt. Biji P, Senior Clerk, Sub Court Pala, vide letter No.88/2025 dated 23.01.2025 of the Sub Judge, Pala.

4. Transfer application dated 20.03.2025 put in by Smt. Alkachandra P, Senior Clerk, Munsiff Court, Erattupetta vide letter No.766/2025 dated 22.03.2025 of the Munsiff Erattupetta.

5. Transfer application dated 20.01.2025 put in by Sri Santhosh S, Senior Clerk, Sub Court, Kottayam, vide letter No.99/25 dated 21.01.2025 of the Principal Sub Judge,Kottayam.

6. Transfer application dated 20.01.2025 put in by Smt. Manju M N, Senior Clerk Munsiff's Court, Kanjirapally, vide letter No.157/2025 dated 28.01.2025 of the Munsiff, Kanjirapally

7. Transfer application dated 03.01.2025 put in by Smt.Lincymol Ittan, Senior Clerk, MACT, Kottayam, vide letter No.35/2025 dated 06.01.2025 of the MACT, Kottayam.

8. Transfer application dated 10.03.2025 put in by Sri. Jim Thomas, Senior Clerk, MACT Kottayam, vide letter No.360/2025 dated 11.03.2025 of the MACT, Kottayam.

9. Transfer application dated 23.04.2025 put in by Smt. Sheeba M K, Clerk, Munsiff's Court, Pala, vide letter No.271/2025 dated 24.04.2025 of the Munsiff, Pala

10. Transfer application dated 05.03.2025 put in by Sri. Sijikumar C G, Clerk, Munsiff's Court, Pala, vide letter No.121/2025 dated 06.03.2025 of the Munsiff, Pala.

11. Transfer application dated 21.08.2024 put in by Smt. Jenny C P, Sel. Gr. Typist, MACT, Kottayam, vide letter No.1126/2024 dated 22.08.2024 of the MACT, Kottayam.

12. Transfer application dated 14.10.2024 put in by Smt.Molamma K Das, Snr. Gr. Typist,District Court, Kottayam.

13. Transfer application dated 10.02.2025 put in by Smt.Rajani S, U.D Typist, Sub Court, Pala.vide letter No.2173/2025 dated 11.02.2025 of the Sub Judge, Pala.

14. Transfer application dated 28.04.2025 put in by Smt. Raji S Nair, U.D Typist Addl. District Court/MACT, Pala, vide letter No.906/2025 dated 05.05.2025 of theAddl. District Judge/MACT, Pala.

15. Transfer application dated 16.01.2025 put in by Smt. Nisha C.S, Amin, District Court, Kottayam.

16. Transfer application dated 28.03.2025 put in by Smt. Sumalatha S, Amin, District Court, Kottayam.

17. Transfer application dated 03.01.2025 put in by Smt Bindu M.B, Amin, Munsiff's Court, Kanjirappally vide letter no. 09/2025 dated 03.01.2025 of the Munsiff,Kanjirappally

18. Transfer application dated 27.03.2025 put in by Smt. Surya S Pillai, Process Server Munisiff's Court, Erattupetta, vide letter No.804/2025 dated 28.03.2025 of the Munsiff, Erattupetta.

19. Transfer application dated 15.01.2025 put in by Smt. Preethy Zacharias, Process Server, Munisiff's Court, Erattupetta, vide letter No.9225/2025 dated 15.01.2025 of the Munsiff, Erattupetta.

20. Transfer application dated 06.02.2025 put in by Smt Susmitha K.B, Process Server, Munsiff's Court, Kanjirappally vide letter no. 209/2025 dated 07.02.2025 of the Munsiff, Kanjirappally.

21 .Transfer application dated 22.04.2025 put in by Smt. Vishnumaya O, Process Server, District Court, Kottayam.

22. Transfer application dated 13.02.2025 put in Smt. Jayanthy N.V, Process Server, Munsiff's Court, Ettumanoor vide letter no. 291/2025 dated 21.02.2025 of the Munsiff, Ettumanoor.

23. Transfer application dated 28.03.2025 put in by Smt. Jasmin P.R, Court Keeper , Sub Court, Pala vide letter no. 390/2025 dated 02.04.2025 of the Sub Judge, Pala.

24. Transfer application dated 02.05.2025 put in Smt. Mubeena R, Office Attendant Gr.II , Munsiff's Court, Pala vide letter no. 297/2025 dated 02.05.2025 of the Munsiff, Pala.

25. Transfer application dated 10.09.2024 put in by Smt. Rajimol C.R, Office Attendant Gr.II, MACT, Kottayam vide letter no. 1162/2024 dated 11.09.2024 of the MACT, Kottayam.

ORDER NO. C1- 5946(2)/2025

As part of filling up of the vacancies arising consequent to the retirements, promotions in various categories and termination of one Senior Clerk, and for administrative convenience, the orders for promotions, transfer and postings are issued as follows.

Sl. No.	Name, Designation and Present Office	Cadre to which promoted	Station to which posted	Remarks
1	Sri. Shafeek Y (PEN- 620620) Bench Clerk Gr I Fast Track Special Court (POCSO), Changanacherry.	Junior Superintendent	Sub Court Kottayam	Promotion. Consequent to the retirement of Sri. T.A Krishnakumar, Junior Superintendent, Munsiff's Court, Ettumanoor.
2	Smt. Juby C Mammen (PEN- 895664) Clerk, Sub Court, Kottayam.	Senior Clerk	Sub Court, Kottayam	Promotion. Consequent to the termination of Sri. Naveen A.N, Senior Clerk, Munsiff's Court, Kanjirappally
3	Sri. Prasad D (PEN- 620631) Clerk, Family Court, Ettumanoor	Senior Clerk	Family Court, Ettumanoor.	Promotion. Consequent to the retirement of Sri. Paul P.A, Senior Clerk, Sub Court, Kottayam

4	Sri.Jyothikumar.K, (PEN- 621477) Amin, Munsiff's Court, Changanacherry.	Temporarily Promoted as Clerk, vide Rule 13A1(b), Part II KS &SSRs r/w rule 13A(2) and direction in O.M referred above.	Munsiff's Court, Changanacherry	Promotion.

For administrative convenience, the following transfer and postings are also ordered.

Sl. No	Name and Designation	Present Station	Station to which posted	Remarks
5	Sri. Rajesh S (PEN- 620751) Junior Superintendent	Sub Court Kottayam	Munsiff's Court, Ettumanoor	
6	Sri. Thomas P O (PEN- 210033) Bench Clerk Gr II	Additional Sub Court Kottayam	Principal Sub Court Kottayam	
7	Smt. Susamma Paul (PEN- 621676) Bench Clerk Gr II	Principal Sub Court Kottayam	Additional Sub Court Kottayam	
8	Sri. Renosh Sebastian, (PEN- 620897) Senior Clerk	Munsiff's Court, Vaikom	Munsiff's Court, Kottayam	His postings in the District Court , Kottayam is continued.
9	Smt. Biji P (PEN-698650), Senior Clerk.	Sub Court, Pala	Munsiff's Court, Kanjirappally	On application
10	Sri. Ragesh P J (PEN- 416662) Senior Clerk.	Munsiff's Court, Vaikom	Munsiff's Court, Ettumanoor	
11	Smt. Nimitha Raju (PEN-620678), Senior Clerk.	Munsiff's Court, Kottayam.	Additional District Court-I, Kottayam	Her postings in the District Court, Kottayam is terminated herewith.
12	Sri. Ajith C.T, (PEN- 642747) Senior Clerk	Munsiff's Court, Kanjirappally	Munsiff's Court, Erattupetta	
13	Smt. Archana Jayaprakash (PEN- 777876), Senior Clerk,	District Court, Kottayam.	Additional District Court II (Spl), Kottayam	
14	Smt. Lincymol Ittan (PEN- 667525), Senior Clerk,	MACT, Kottayam.	Munsiff's Court, Changanacherry.	On application
15	Sri.Shanto Antony (PEN- 743604) Senior Clerk	Munsiff's Court, Ettumanoor	MACT Kottayam	
16	Smt. Alkachandra P (PEN- 821460) Senior Clerk	Munsiff's Court, Erattupetta	Munsiff's Court, Pala	On application

17	Sri.Beeyush A C (PEN- 620788) Senior Clerk	Additional District Court-I, Kottayam.	District Court, Kottayam	
18	Sri. Sreeraj S (PEN- 824713) Senior Clerk	Family Court Ettumanoor	Munsiff's Court, Vaikom	
19	Sri. Santhosh S (PEN- 813683) Senior Clerk	Sub Court Kottayam	Munsiff's Court, Pala	On application
20	Smr. Manju M N (PEN- 875564) Senior Clerk	Munsiff's Court, Kanjirappally	Sub Court Pala	On application
21	Smt. Gayathri R (PEN- 827339) Senior Clerk	Sub Court Kottayam	Munsiff's Court, Pala	
22	Smt. Sunitha S (PEN- 880435) Senior Clerk	Munsiff's Court, Ettumanoor	Sub Court Pala	
23	Sri. Jim Thomas (PEN- 891355) Senior Clerk	MACT Kottayam	Family Court Ettumanoor	On application
24	Smt. Rekha S (PEN- 827030) Senior Clerk,	Munsiff's Court, Changanacherry	Munsiff's Court, Kottayam.	
25	Smt. Mary Rosely V M (PEN- 621478) L D Clerk(HG)	Munsiff's Court, Kottayam	MACT, Kottayam	
26	Smt. Sheeba M K (PEN- 745549), Clerk	Munsiff's Court, Pala.	Munsiff's Court, Kanjirappally	On application
27	Sri. Girish M D (PEN- 620822) Clerk	Munsiff's Court, Kottayam	Sub Court, Kottayam	
28	Sri. Sijikumar C G (PEN- 621691) Clerk	Munsiff's Court, Pala	Munsiff's Court, Vaikom	On application
29	Smt. Geethu K (PEN- 812130) Clerk	Sub Court, Pala	Munsiff's Court, Pala	
30	Smt. Rinu N R, (PEN- 620647) Clerk	Additional District Court-II (Spl), Kottayam	Sub Court, Kottayam	
31	Sri. Harish Kumar K (PEN- 620654) Clerk	Munsiff's Court, Pala	Munsiff's Court, Ettumanoor	
32	Sri. Manu Cherian (PEN- 971552) Clerk	Munsiff's Court, Kottayam	Sub Court, Kottayam	

33	Sri. Aji K V (PEN- 621486) Clerk	Sub Court Kottayam	Munsiff's Court, Changanacherry	

As part of filling up of the vacancies arising consequent to the retirement of three Sel. Grade Typists, the following promotions in the category of Typists are ordered.

Sl. No.	Name, Designation and Present Office	Cadre to which promoted	Station to which posted	Remarks
34	Smt. Deepamol V K (PEN- 701733) Senior Grade Typist, District Court, Kottayam.	Selection Grade Typist	District Court, Kottayam	Promotion. Consequent to the retirement of Sri. Rasheed K, Sel. Grade Typist, Family Court Ettumanoor.
35	Smt. Soumiamol A G (PEN- 701480) Senior Grade Typist, Additional District Court/MACT, Pala	Selection Grade Typist	Family Court Pala	Promotion. Consequent to the retirement of Smt. M.K Ajithakumari, Sel. Grade Typist, Munsiff's Court, Vaikom.
36	Smt. Rajalakshmi T P (PEN- 703735) Senior Grade Typist, Munsiff's Court, Kanjirappally	Selection Grade Typist	Munsiff's Court, Kanjirappally	Promotion. Consequent to the retirement of Smt. Shylajakumari M.K, Sel. Grade Typist, Sub Court, Kottayam.
37	Smt. Abhinaya K (PEN- 616691) U D Typist, Sub Court, Kottayam	Senior Grade Typist	Sub Court Kottayam	
38	Smt. Manju Sreedhar (PEN- 792374) U D Typist, Munsiff's Court, Erattupetta	Senior Grade Typist	Sub Court Pala.	
39	Smt. Bismi P A (PEN- 620826) U D Typist, Munsiff's Court Changanacherry.	Senior Grade Typist	Munsiff's Court Kottayam	

For administrative convenience, the following transfer and postings are also ordered.

40	Smt. Kavitha T K (PEN- 620676) Selection Grade Typist	District Court Kottayam	MACT Kottayam	
41	Smt. Jobimol A I (PEN- 620758) Selection Grade Typist	Munsiff's Court, Pala	Additional District Court/MACT, Pala	
42	Smt. Kavitha V Kumar (PEN- 701566) Selection Grade Typist	Family Court Pala	Sub Court Pala	
43	Smt. Jisamole S R (PEN- 707914) Selection Grade Typist	Munsiff's Court, Kanjirappally	Sub Court Kottayam	

44	Smt. Jenny C P (PEN- 701468) Selection Grade Typist	MACT Kottayam	Munsiff's Court Changanacherry.	On application
45	Smt. Molamma K Das (PEN- 125165) Senior Grade Typist	District Court Kottayam	Munsiff's Court, Vaikom	On application
46	Smt. Ambily P (PEN- 641119) Senior Grade Typist	Sub Court Kottayam	Munsiff's Court Kottayam	
47	Smt. Sindhu R K Nair (PEN- 620889) Senior Grade Typist	Sub Court Pala	District Court Kottayam	
48	Smt. Greeshma K M (PEN- 869565) U D Typist	Sub Court, Pala	Additional District Court/MACT, Pala	
49	Smt. Rajani S (PEN- 621308) U D Typist	Sub Court, Pala	Munsiff's Court Vaikom	On application
50	Smt. Raji S Nair (PEN- 620828) U D Typist	Additional District Court/MACT, Pala	Munsiff's Court Kanjirappally	On application
51	Smt. Asha K G (PEN- 662796) L D typist	Munsiff's Court, Kottayam	Munsiff's Court, Erattupetta.	
52	Smt. Ambili D Nair (PEN- 621689) L D Typist	Munsiff's Court, Kottayam	Family Court Ettumanoor	Her posting in the Family Court, Ettumanoor is terminated herewiith.

For administrative convenience, the following transfer and postings of Amins, Process Servers, Court Keepers and Office Attendants are also ordered.

Sl. No	Name and Designation	Present Station	Station to which posted	Remarks
53	Smt. Bindu M B (PEN- 620650) Amin	Munsiff's Court, Kanjirappally	District Court, Kottayam.	On application
54	Smt. Nisha C S (PEN- 620796) Amin	District Court, Kottayam	Munsiff's Court, Vaikom	On application
55	Sri. Thomas T J (PEN- 621309) Amin	Munsiff's Court, Vaikom	District Court, Kottayam	
56	Smt. Jayamol U R (PEN- 620833), Amin	Sub Court, Pala	Munsiff's Court, Kanjirappally	
57	Smt. Sumalatha S (PEN- 620795), Amin	District Court, Kottayam	Munsiff's Court, Changanacherry	On application
58	Smt. Priya C G (PEN- 445977) Process Server	District Court, Kottayam	Munsiff's court Ettumanoor	

59	Smt. Deepthi C S (PEN- 488621) Process Server	Munsiff's Court, Kanjirappally	Sub Court, Pala	
60	Smt. Divya Das (PEN- 710665) Process Server	Family court, Ettumanoor	District Court, Kottayam	
61	Smt. Surya S Pillai (PEN- 697974) Process Server	Munsiff's Court, Erattupetta	Munsiff's Court, Kanjirappally	On application
62	Smt. Rajee S Sindhu (PEN- 740094) Process Server	Family Court, Pala	Munsiff's Court, Kanjirappally	
63	Smt. Dhanya Unnikrishnan (PEN- 746748) Process Server	Munsiff's Court, Kanjirappally	Sub Court, Pala	
64	Smt. Ushakumary S (PEN- 760457) Process Server	Munsiff's Court, Changanacherry	District Court, Kottayam	Her posting in the District Court, Kottayam is terminated herewith.
65	Smt. Preethy Zacharias (PEN- 763822) Process Server	Munsiff's Court, Erattupetta	Munsiff's Court, Kanjirappally	On application
66	Smt. Vishnumaya O (PEN- 763792) Process Server	District Court, Kottayam	Munsiff's Court, Vaikom	On application
67	Smt. Jayanthy N V (PEN- 768612) Process Server	Munsiff's Court, Ettumanoor	Munsiff's Court, Changanacherry	On application
68	Smt. Smitha R (PEN- 775500) Process Server	Munsiff's Court, Changanacherry	District Court, Kottayam	
69	Smt. Anjaly T D (PEN- 797195) Process Server	Sub Court, Pala	District Court, Kottayam	
70	Smt. Sreedevi R (PEN- 802955) Process Server	Munsiff's Court, Ettumanoor	District Court, Kottayam	
71	Smt. Susmitha K B (PEN- 813538) Process Server	Munsiff's Court, Kanjirappally	Munsiff's Court, Erattupetta	On application
72	Smt. Smitha S Kurup (PEN- 823972) Process Server	District Court, Kottayam	Munsiff's Court, Changanacherry	
73	Smt.Nisha Gopalakrishnan (PEN- 829659) Process Server	District Court, Kottayam	Munsiff's Court, Kanjirappally	
74	Smt. Rasmi P U (PEN- 878747) Process Server	Munsiff's Court, Erattupetta	Family court, Pala	

75	Smt. Amil Cyriac (PEN- 878128) Process Server	District Court, Kottayam	Munsiff's Court, Erattupetta.	
76	Sri. Sreekumar K M (PEN- 882576) Process Server	Sub Court, Pala	Family Court, Ettumanoor	
77	Sri. Vipin Vijayan (PEN- 891359), Court Keeper Gr.I	Munsiff's Court, Vaikom	Family Court, Ettumanoor	
78	Smt. Chithralekha P.C, (PEN- 880140), Court Keeper Gr.II	Munsiff's Court, Changanacherry	Sub Court, Pala	
79	Smt. Jasmin P.R, (PEN- 894879), Court Keeper Gr.II	Sub Court, Pala	Munsiff's Court, Vaikom	On application
80	Sri. Vipin V, (PEN- 895535), Court Keeper Gr.II	Family Court, Ettumanoor	Munsiff's Court, Changanacheryy	
81	Smt. Rajeena T (PEN- 904375), Office Attendant Gr.I	MACT, Kottayam	Munsiff's Court, Kottayam.	
82	Smt. Jilumol Joseph (PEN- 923673), Office Attendant Gr.II	Munsiff's Court, Kanjirappally	Munsiff's Court, Pala	
83	Smt. Divya V C (PEN- 922241), Office Attendant Gr.II	Munsiff's Court Kottayam	MACT, Kottayam.	
84	Smt. Mubeena R (PEN- 942595), Office Attendant Gr.II	Munsiff's Court, Pala	Munsiff's Court, Kanjirappally	On application
85	Smt. Rajimol C R (PEN- 953591), Office Attendant Gr.II	MACT, Kottayam	MACT, Pala	On application
86	Smt. Vineetha Vijayan (PEN-998169), Office Attendant Gr.II	MACT, Pala	MACT, Kottayam	

The above transfer and postings will come in to effect from 01.06.2025.

Joining time is allowed to Sl. No.1, 5, 10, 12, 15, 18, 21, 22, 24, 31, 38. 39, 43. 47, 51, 55. 56, 58. 59, 60, 62, 63, 68, 69, 70, 73, 74, 76, 77, 78, 80, 82 and 86.

All incumbents shall report at their respective station on or before 05.06.2025.

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

Sd/-
MANOJ M
DISTRICT JUDGE

To

1. The Addl. District Judge-I , Kottayam
2. The Addl. District Judge-II (Spl.), Kottayam
3. The Judge, Family Court, Pala/Ettumanoor.
4. The Addl. District Judge/MACT, Pala.
5. The MACT, Kottayam.
6. The Prl. Sub Judge, Kottayam/The Sub Judge, Pala.
7. The Principal Munsiff, Kottayam.
8. The Munsiff Pala/Kanjirappally/Vaikom/Ettumanoor/Erattupetta/Changanacherry.
9. 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 A2(b) Seat , District Court, Kottayam.
6. The Fair Copy Superintendent, District Court, Kottayam.
7. The Central Nazir, District Court, Kottayam.
8. The Secretary, KCJSO, Kottayam.
9. The e-courts section, District Court, Kottayam for website publication.
10. Stock file & file.

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

SHERISTADAR,
DISTRICT COURT, KOTTAYAM

DISTRICT & SESSIONS COURT KOTTAYAM
PIN:686 002