PROCEEDINGS OF THE DISTRICT JUDGE, KOTTAYAM

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Dated: 22-12-2025

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Civil Judicial Unit, Kottayam – Establishment – Promotions, Transfer & Posting of Staffs-Orders-Issued.

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Read:- 1. O.M No. HCKL/9869/2025-C3-HC KERALA dated 18.12.2025 of the Hon'ble High Court of Kerala.

2. Rule 31(a)(i) of Part II of the Kerala State and Subordinate Services Rules, 1958.

3. Order No.C1-370/2025 dated 20-12-2025 of the District Judge Kottayam.

ORDER NO. C1-370/2025

As part of filling up of the vacancies arised in the category of Central Nazir due to the temporary promotion of two Central Nazirs to the category of Bench Clerk Grade-I, vide order referred 3rd above, in compliance to the OM referred 1st above, the following Orders for promotions, transfer and postings are issued.

1. **Sri.Santhosh N** [PEN:620831] Head Clerk/Bench Clerk Grade-II, presently working as Head Clerk at the Munsiff's Court, Changanacherry is hereby **promoted** to the category of Central Nazir (Civil Unit) and **appointed as Central Nazir at the District Court, Kottayam** on the vacancy arose, vice temporary promotion of Sri. Sajeev George, Central Nazir as Bench Clerk Grade- I.

   The posting of the incumbent in the Addl. District & Sessions Court-I, Kottayam as Bench Clerk Grade-I is terminated herewith.

2. **Sri.Abdul Salam P I** [PEN:620805], Head Clerk/Bench Clerk Grade-II, presently working as Head Clerk at the Munsiff's Court, Vaikom is hereby **promoted** to the category of Central Nazir (Civil Unit) and **appointed as Central Nazir at the Sub Court, Pala** on the vacancy arose, vice temporary promotion of Sri. Mathewkutty V A, Central Nazir as Bench Clerk Grade- I.

   The posting of the incumbent in the Addl. District & Sessions Court-II(Spl), Kottayam as Bench Clerk Grade-I is terminated herewith.

3. **Sri.Baiju L** [PEN:620776], Head Clerk/Bench Clerk Grade-II(Civil Unit), presently working as Bench Clerk Grade-II at the Sub Court, Pala is hereby **transferred and posted as** Head Clerk **at the Munsiff's Court, Changanacherry** on the vacancy arose, vice promotion of Sri. Santhosh N, Head Clerk as Central Nazir.

4. **Sri.Thomas P.O** [PEN:210033], Head Clerk/Bench Clerk Grade-II(Civil Unit), presently working as Bench Clerk Grade-II at the Prl.Sub Court, Kottayam **transferred and posted** as Head Clerk **at the Munsiff's Court, Vaikom** on the vacancy arose, vice promotion of Sri. Abdul Salam P. I, Head Clerk as Central Nazir.

5. **Sri.Gireesh P** [PEN:621098], Senior Clerk/Deputy Nazir/Bench Clerk Grade-III(Civil Unit), presently working as Bench Clerk Grade-III at the Prl.Munsiff's Court, Kottayam is hereby **promoted** to the category of Bench Clerk Grade-II/Head Clerk(Civil Unit) and **appointed as Bench Clerk Grade-II in**

the Prl.Sub Court, Kottayam on the vacancy arose, vice transfer of Sri.Baiju L, Bench Clerk Grade-II as Head Clerk.

6. **Smt.Rekha K Nair** [PEN:620799]Senior Clerk/Deputy Nazir/Bench Clerk Grade-III(Civil Unit), presently working as Senior Clerk at the MACT, Kottayam is hereby **promoted** to the category of Bench Clerk Grade-II/Head Clerk(Civil Unit) and **appointed as Bench Clerk Grade-II in the Sub Court, Pala** on the vacancy arose vice transfer of Sri.Thomas P.O, Bench Clerk Grade-II as Head Clerk.

   The posting of the incumbent in the MACT, Kottayam as Bench Clerk Grade-I is terminated herewith.

7. **Smt.Prajitha K P** [PEN:620882], Senior Clerk/Deputy Nazir/Bench Clerk Grade-III(Civil Unit), presently working as Senior Clerk at the Munsiff's Court, Ettumanoor is hereby **transferred and posted** as Bench Clerk Grade-III **at the Prl. Munsiff's Court, Kottayam** on the vacancy arose, vice promotion of Sri.Gireesh P, Bench Clerk Grade-III as Bench Clerk Grade-II.

8. **Sri.Giri Sankar S** [PEN:911422], Clerk/ Protocol Officer (Civil Unit), presently working as Clerk at the District Court, Kottayam is hereby **promoted** to the category of Senior Clerk/Deputy Nazir/Bench Clerk Grade-III(Civil Unit), and appointed as Senior Clerk at the **District Court, Kottayam** on the vacancy arose, vice promotion of Sri.Rekha K Nair, Senior Clerk as Bench Clerk Grade-II.

9. **Smt.Asha Mohan** [PEN:324932], Clerk/Protocol Officer (Civil Unit), presently working as Clerk at the Addl.District & Sessions Court/MACT, Pala is hereby **promoted** to the category of Senior Clerk/Deputy Nazir/ Bench Clerk Grade-III (Civil Unit), and appointed as Senior Clerk at the Addl.District & Sessions Court/MACT, Pala on the vacancy arose, vice promotion of Smt.Prajitha K P, Senior Clerk as Bench Clerk Grade-II.

All incumbents shall report at their respective station on or before 03-01-2026.

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/-
LILLY K
VACATION JUDGE

To:-
1.The Addl. District & Sessions Judge-I, Kottayam.
2.The Addl. District & Sessions Judge-II(Spl), Kottayam.
3.The Addl. District & Sessions Judge/MACT, Pala.
4.The MACT, Kottayam.
5.The Prl. Sub Judge, Kottayam.
6.The Sub Judge, Pala
7.The Munsiff, Changanacherry/Vaikom/
8.The persons concerned.
(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 A2(b) Seat, District Court, Kottayam.
4. The Secretary, KCJSO, Kottayam.
5. The e-courts section, District Court, Kottayam for website publication.
6. Stock file & file.

Signed by
Dhinulal K G
Date: 23-12-2025 16:16:10

//TRUE COPY////APPROVED FOR ISSUE// SHERISTADAR
DISTRICT COURT, KOTTAYAM.