PROCEEDINGS OF THE DISTRICT JUDGE, MANJERI
Present:- Sri. Sanil Kumar.K, District Judge

Sub:- Establishment – Civil Judicial District, Manjeri – Appointment, transfer and posting of Clerk – Orders Issued.

Read:- 1. Advice Letter No.MR I-1/1/2021-2 dated 22-01-2024 from the District Officer, Kerala Public Commission, District Office, Malappuram
2. D.O letter dated 29-01-2024 from the Addl.District & Sessions Judge, Tirur

ORDER No.A1-14/2024 **MANJERI, DATED: 07-02-2024**

1. Smt. Preetha.C (PEN-840753), Senior Clerk, Munsiff's Court, Tirur is transferred and posted as such in the Addl. District & Sessions Court, Tirur **Vide Sl.No.3.**

2. Smt. Prema.K.P (PEN-620434), Clerk, Addl. District & Sessions Court, Tirur now working on deputation as Clerk in the Gram Nyayalaya, Ponnani at Edappal is repatriated to the parent department and transferred and posted as such in the Munsiff's Court, Tirur **Vide Sl.No.1.**

3. Sri. Suresh Babu.P.V (PEN-624161), Clerk, Addl. District & Sessions Court, Tirur is deputed as such to the Gram Nyayalaya, Ponnani at Edappal **Vide Sl.No.2.**

The incumbents are directed to join duty in the new offices ***on or before 13-02-2024****. The presiding officers are directed to download copy of the proceedings from the Official Mail ID of their court and take necessary action.*

4. The undermentioned candidate advised by the Kerala Public Service Commission District Office, Malappuram for appointment as Clerk in this Civil Judicial Department as per the letter read 1st is temporarily appointed as Clerk Under Rule 9 (a)(i) of the Kerala State and Subordinate Service Rules, 1958 in the Scale of Pay of ₹26500-60700 and posted as such in **the Munsiff's Court, Tirur** in the existing vacancy.

Sl. No.	Name and address of the candidate	Name of father/ guardian	Date of Birth	Qualification and experience	Turn in which advised
1	USHA P A PANGOTTIL VEEDU (HOUSE) PEDAYANTHAL MALAPPURAM (DT) CHOKKAD (PO) ***Communication Address*** MATHODI (HOUSE) UNNIKULAM MALAPPURAM (DT) CHULLIYODE (PO), 679332	APPU P	01-05-76	S.S.L.C (General) Working as **Villageman** in Land Revenue Department from 27-11-2010 till now	LPE TURN

5. The above candidate advised by the Kerala Public Service Commission is informed that her appointment is subject to Rule 3(C) of the General Rules of Kerala State and Subordinate Service Rules, 1958. She is further informed that her appointment is purely temporary and she will be terminated without notice, if the requirements of the rules are not satisfied. She should join duty within **15 days** on receipt of this order before the Court, in which she is posted on production of the following documents.

i) Certificate in original showing the Date of Birth, Qualification etc. ii) Non Creamy-layer Certificate.

iii) Medical certificate of physical fitness in the prescribed form obtained from a Medical Officer not below the rank of a Civil Surgeon with photo and Left Thumb impression of the candidate. The photo and Left Thump Impression should be attested by the Medical Officer who issued the certificate.
(iv) Certificate (in two numbers) showing the conduct and character in Form No.2 (enclosed herewith) issued by competent officers.
(v) Application for allotment of Permanent Retirement Account Number (PRAN)
(vi) AADHAR Card (UID Card) with copy of the same. In case he has not been issued the AADHAR so far, production of Voters ID Card/ PAN Card is compulsory.
(vii) One Time Verification/ Identification Certificate(Original/Online Copy)

6. The Munsiff, Tirur is directed that, if the candidate fails to produce original/ Online Copy of One Time Verification/Identification Certificates she shall not be admitted to duty under any circumstances.

7. The Munsiff, Tirur is authorized to verify the photograph and signature of the appointee with the Original/Copy of verification/identification certificate produced by her and record the fact in the verification/identification certificate enclosed herewith. Further requested to verify the bio-data of the candidate and furnish the following reports to this office.
(i) Report regarding the verification of photograph and signature of the appointee with that in the Original/Copy of verification/identification certificates and record of fact in the certificate. If there is any discrepancies, the candidate should not be allowed to join duty and the fact should be reported to this office forthwith.
(ii) Report regarding the date of birth, qualification and community of the candidate after satisfying herself of the correctness of the particulars with the originals.
(iii) Report regarding the Medical Certificates of physical fitness and conduct in the prescribed form and whether it should satisfy the conditions mentioned above.
(iv) Report regarding the Administration of Oath of Allegiance to the Indian Union and Constitution of India to the appointee.

8. The Munsiff, Tirur is requested to return the original verification/ identification certificate (enclosed herewith) to this office after verification with the candidate's copy.

9. The The Munsiff, Tirur shall forward personnel Memorandum and Statement with attested copy of Adhar Card/ID Card/PAN Card of the incumbent to this court within fifteen days on joining of the incumbent for obtaining verification certificate from the Kerala Public Service Commission.

10. The appointee is informed that the corrections of her date of birth, if any needed, shall be made within 5 years of her entry in service as provided in G.O.(P) No. 45/91/P & ARD dated 30-12-1991.

11. The Presiding Officer is directed to take steps to enroll him to the N.P.S.

12. The Presiding Officer concerned is directed to take steps for entering the details of movable and immovable property owned by the appointee in the Service Register as per the directions in the Government Order (P). No. 171/2016/Fin dated 15-11-2016.

Sd/-
District Judge

Copy to:-

1. The Addl.District & Sessions Judge, Tirur
2. The Munsiff, Tirur **(With OTRC of Smt. Usha.P.A)**
3. The Incumbents (Through their P.O concerned)
4. The appointee **(By regd. Post with A/D)**
5. The Sec.B, District Court, Manjeri
6. The Proceedings file
7. The file

//True copy/Forwarded/By order//

Sheristadar