

OFFICE OF THE DISTRICT JUDGE, SOUTH 24-PARGANAS AT
ALIPORE
CIRCULAR

No. 5154 -CAO, dated, Alipore, the 11th day of September, 2026.

Sub: Confirmation in Service of employees who have completed three years of continuous and satisfactory service.

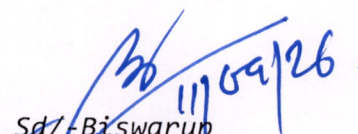
With reference to the subject noted above, all the Learned Judicial Officers are hereby requested to take necessary action in respect of the employees under their respective control who have **completed three (3) years of satisfactory and continuous service** in their respective posts from the date of joining and are otherwise eligible for **Confirmation in Service**.

The concerned employees may be directed to submit their prayer for confirmation in service along with the following documents:

1. Copies of **Open Performance Reports** for each of the last three years from the date of joining;
2. Copy of the **Medical Certificate** furnished at the time of appointment;
3. Copy of the **Police Verification Report (P.V.R.)**; or a duly attested copy of the relevant page of the Service Book containing the entry regarding Police Verification;

The Learned Judicial Officers are requested to ensure that the eligible employees under their respective control submit the aforesaid documents **at the earliest**, so that necessary action for confirmation of their service may be taken without further delay.

Inform all concerned.


Sd/- Biswarup
Bandyopadhyay
District Judge,
South 24-Parganas,
Alipore

th.
Memo No. 5154()-CAO, dated, Alipore, the 11 day of September, 2026.

Copy forwarded for information and necessary action to:

1. The Additional District Judge, _____ Court, Alipore/Sealdah/Baruipur/Diamond Harbour/Kakdwip;
2. The Additional District Judge, E. C. Court, Alipore
3. The Additional District Judge, Fast Track _____ Court, Alipore/Sealdah/Baruipur/Diamond Harbour/Kakdwip;
4. The Chief Judicial Magistrate, Alipore;
5. The Registrar-in charge, Copying dept/ Accounts/ DRR/ Forms & Stationary Dept, Alipore
6. The Registrar, District Judges' Court, South 24-Parganas at Alipore;
7. The Civil Judge (Sr. Division), _____ Court, Alipore/Sealdah/Baruipur/Diamond Harbour / The Civil Judge (Sr. Division)-cum-ACJM, Kakdwip;
8. The Judge, Small Causes Court, Sealdah;
9. The Additional Chief Judicial Magistrate, _____ Court, Alipore/Sealdah/Baruipur/Diamond Harbour/Kakdwip;
10. The Sub-Divisional Civil Judge (Jr. Division)/Civil Judge (Jr. Division), _____ Court, Alipore/Sealdah/Baruipur/Diamond Harbour/Kakdwip;
11. The Chief Administrative Officer/Nazir/Accountant, District Judges' Court, Alipore, for information and necessary action;
12. The System Officer, District Judges' Court, South 24-Parganas at Alipore, for uploading the same on the official website of this Judgeship.

District Judge
South 24-Parganas, Alipore