

IT

THE HIGH COURT OF KERALA

Tapal Section-35405/2020

0045958

5 AUG 2020
Kochi-682 031
Dated: 04/08/2020

OFFICIAL MEMORANDUM

Sub: Postal articles addressed to the staff - sorting & distribution- reg.

A new system is being introduced in the Tapal Section for distribution of postal articles addressed to the staff of the High Court. Two racks, named 'Novus - new arrivals' and 'Vetus - old', with pigeon holes labelled alphabetically have been fixed outside the Tapal Section for keeping the postal articles addressed to the staff. All postal articles will be sorted alphabetically on the basis of name of the addressee and will be placed in the respective pigeon holes in the following manner.

Postal articles addressed to the staff whose name starts with the alphabet A & B will be kept in the pigeon hole 'AB' of *Novus* from the first day to the last day of the month. Other alphabets also will follow the same pattern. These articles will be transferred to the corresponding pigeon hole of *Vetus* on the first day of the next month and will be kept there for a month. All articles in *Vetus* will be transmitted to the Administrative Records Section on the last day of that month.

All members of the staff are requested to check these racks regularly and collect the articles addressed to them without delay. The officers and staff are further directed to avoid subscribing periodicals in their official address.

(By order)



A.V.Pradeepkumar

Registrar (Administration)

To

All Officers and Sections, High Court

The Kerala Judicial Academy, Athani

✓ The IT Section, High Court (for publishing in the High Court Website)

The Notice Board, High Court

The File/Stock File