

A1 – 15384 / 2018

THE HIGH COURT OF KERALA

KOCHI : 682 031  
DATE : 11.04.2018

**NOTIFICATION**

Sub:- High Court Establishment – Summer Vacation, 2018 - duty arrangements – reg.

- Ref:-
- 1) High Court Office Circular No.3/2016 dated 28.03.2016.
  - 2) High Court O.M. of even number dated 07.03.2018.
  - 3) High Court O.M. of even number dated 08.03.2018.
  - 4) High Court QM.No.A1-82954/2005 dated 31.03.2006.
  - 5) High Court O.M. No.D1-66893/2012/A1 dated 04.02.2013.
  - 6) High Court O.M. No.D1-66893/2012/A1 dated 30.03.2013.

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The following officers are detailed for duty as indicated below during the Summer Vacation, 2018 from 15.04.2018 to 19.05.2018 (both days inclusive). The first half of the vacation is from 15.04.2018 to 02.05.2018 and the second half from 03.05.2018 to 19.05.2018.

As instructed, vide Office Circular and O.M. cited (1) & (2), the Assistant Registrars / Controlling Officers will detail necessary staff in sections under their control for duty during the Summer Vacation, with the concurrence of their immediate Superior Officer, and furnish the list of such staff detailed for duty to the Vacation Officer at least three days prior to the closure of the Court for vacation.

**All Officers and members of the staff on the Judicial side shall be present for duty on 17.05.2018 and 18.05.2018, without fail.**

**VACATION OFFICERS**

**Administrative Side**

Sri.K.K.Mohandas, Joint Registrar - Throughout

**Judicial Side**

Sri.P.R.Anilkumar, Deputy Registrar - 16.04.2018 to 28.04.2018

Sri.Mathew Varghese, Joint Registrar - 30.04.2018 to 19.05.2018

p.t.o

**DEPUTY REGISTRARS**

**Administrative Side**

Smt.V.K.Sujatha	- Throughout
Smt.P.R.Mini	- Throughout
Sri.M.Sebastian Joseph	- Throughout
Sri.A.Victor	- Throughout
Sri.K.V.George	- Throughout

**Judicial Side**

Smt.Aney Joseph	- Throughout
Sri.P.R.Anilkumar	- 16.04.2018 to 28.04.2018 & 17.05.2018 to 19.05.2018
Sri.John A.	- Throughout
Sri.Anilkumar	- Throughout

**PROTOCOL OFFICER**

Sri.R.Ashok	- Throughout
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**PUBLIC RELATIONS OFFICER**

Sri.T.S.Arun	- Throughout
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**PRIVATE SECRETARY TO THE CHIEF JUSTICE**

Sri.N.Mahadevan	- Throughout
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**FINANCE OFFICER**

Sri.D.Narayanan Moothath	- Throughout
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**ASSISTANT REGISTRARS**

**Administrative Side**

Smt.G.Rathi	- 23.04.2018 to 19.05.2018
Smt.Vijayakumary P.	- Throughout
Smt.Lissamma Joseph Murickan	- Throughout

Smt.Jancy Mathew	-	Throughout
Sri.Reji Mathew M.	-	Throughout
Smt.Synthia Thomas	-	Throughout
Smt.J.Hemaletha	-	Throughout
Sri.N.V.Neelakandhan	-	23.04.2018 to 11.05.2018
Sri.Sureshkumar D.	-	Throughout
Sri.K.S.Radhakrishnan	-	23.04.2018 to 19.05.2018
Sri.V.S.Jyothilal Prasad	-	Throughout

**Judicial Side**

Sri.P.Anilkumar	-	Throughout
(He will be in charge of Security Officer during I half)		
Smt.N.Sudha	-	Throughout
Smt.K.Jyothi	-	Throughout
Sri.P.Devendrakumar	-	II half
Smt.A.T.Mini	-	I half
Smt.M.B.Usha	-	Throughout
Sri.R.Alfred	-	Throughout
Smt.Jeeja Bhaskar	-	Throughout
Smt.Meena B.Nair	-	II half
Smt.Anita Aloysius	-	II half
Sri.Jojo Jose	-	II half
Smt.Brinda Mary	-	20.04.2018 to 26.04.2018
Smt.A.B.Sheelakumari	-	Throughout

**CHIEF LIBRARIAN**

Smt.Dipa V.	-	17.04.2018 to 24.04.2018 & 04.05.2018 to 19.05.2018
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(Sri.Sasisekhar Menon, Librarian will be in charge of  
Chief Librarian on 16.04.2018 and 25.04.2018 to 03.05.2018)

**VIGILANCE CELL**

Sri.Tomy Sebastian, C.I. - II half

**SECURITY OFFICER**

Sri.Shaju K.Varghese - II half

(Sri.P.Anilkumar, Assistant Registrar (HG) will be  
in charge of Security Officer during I half)

**ADDITIONAL PUBLIC RELATIONS OFFICER**

Smt.Vijayakumari Amma C.R. - Throughout

**COURT OFFICER TO CHIEF JUSTICE**

Sri.Aravindakshan M. - II half

**ACCOUNTS OFFICER**

Sri.Biju T.P. - Throughout

**CHIEF ACCOUNTANT**

Sri. Ameenulla Buhari M.M. - Throughout

**SUPERINTENDENT (VEHICLES)**

Sri.K.C.Sreenivas - Throughout except 07.05.2018  
to 11.05.2018

(Sri.P.Manikandan, Section Officer (HG) / Court Officer (HG)  
will be in charge of Superintendent (Vehicles) <sup>except</sup> from 15.04.2018  
to 06.05.2018 and 12.05.2018 to 19.05.2018)

\* Partial  
modification  
issued

**ASSISTANT PROTOCOL OFFICER**

Sri.Yazar Arafath M.M. - Throughout

**ASSISTANT ENGINEER**

Sri.P.C.Sreekumar - Throughout

p.t.o.

**All members of the staff availing Summer Vacation will clear off arrears of work in their seats, including posting of cases, before the closing of the Court.**

The attendance of the staff during vacation duty shall be marked in the Attendance Register maintained by the sections concerned, as is being done during regular working days.

Separate registers for vacation duty will not be maintained by the 'A' Section. The period of duty attended by each staff member shall be ascertained by the Assistant Registrar / Controlling Officer in-charge of the section concerned. A copy of the Attendance Register pertaining to that period along with separate reports of duty performed by the Gazetted officers and Non-Gazetted staff in the appended format shall be submitted to the 'A' Section and to the 'G' (Accounts-II) Section respectively on or before 08.06.2018. Also, Attendance / leave / exemption / no duty (vacation) of the staff working under them during the summer vacation shall be duly marked in the Attendance register before furnishing the copy to the Section concerned.

The key of every section will be labelled and deposited with the Vacation Officer during the Summer Vacation.

The Officers-in-charge of every Section will make necessary arrangements to open their Sections in time. The Vacation Officer will see that all the Sections are opened in time during the Summer Vacation.

All the Sections in the Judicial side are to strictly comply with the directions issued as per the references 5<sup>th</sup> and 6<sup>th</sup> cited in posting Section 8 Petitions and Public Interest Litigation (PIL) cases filed during vacation before the Vacation Court.

During Summer Vacation, Casual Leave will be granted only for 3 days at the most for those who are on full vacation duty. In the case of others, it will be granted only proportionately.

Instructions issued vide the O.M. cited (4) are extracted below for strict compliance:-

1. Once detailed for duty, attendance is the rule and exemption is an exception for unavoidable reasons beyond the control of the officer / official.

p.t.o.

2. If Assistant Registrars, Section Officers and Gazetted Officers seek exemption without prior intimation, the controlling officer may note it and take steps to see that appropriate proceedings are initiated.
3. In the case of other staff, the Assistant Registrars and the Section Officers must note the absence and initiate appropriate proceedings.
4. If any officer / official is found to be seeking exemption repeatedly without prior intimation and without heeding to the directions, the reporting officer is free to record adverse entries in the Confidential Records with due notice.

(By Order)

  
N. Anil Kumar  
Registrar General

To

The Director of the Kerala Judicial Academy, Athani.  
The Additional Director of the Kerala Judicial Academy, Athani.  
The Joint Registrars, High Court.  
The Deputy Registrars, High Court.  
The Deputy Director, Kerala Judicial Academy, Athani.  
The Private Secretary to the Chief Justice, High Court.  
The Protocol Officer, High Court.  
The Public Relations Officer, High Court.  
The Finance Officer, High Court.  
The Assistant Director, Kerala Judicial Academy, Athani.  
The Assistant Registrars and the Chief Librarian, High Court.  
The Court Officer to Chief Justice, High Court.  
The Additional Public Relations Officer, High Court.  
The Accounts Officer, High Court.  
The Chief Accountant, High Court.  
The Librarian, Kerala Judicial Academy, Athani.  
The Personal Assistant to Chief Justice, High Court.  
The Private Secretaries to Judges, High Court.  
The Assistant Protocol Officer, High Court.  
The Circle Inspector of Police, Vigilance Cell, High Court.  
The Security Officer, High Court.

All Sections, High Court

} (The Section Heads concerned will bring the contents of this Notification to the notice of those working under them).

The Superintendent (Vehicles), High Court.  
The Assistant Engineer, High Court.  
The Confidential Assistants to the Registrars and the Addl. Registrar  
(General Administration), High Court.

p.t.o.

The Civil Sergeants, High Court.  
The Vigilance Cell, High Court.  
The Notice Board, High Court.  
The Admn. Records Section, High Court (2 copies).  
The file/Stock file.