

Filed

39699

THE HIGH COURT OF KERALA

A1 - 435 / 2018

Kochi : 682 031

Date : 27.04.2018

OFFICIAL MEMORANDUM

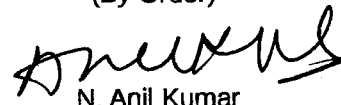
Sub:- Casual leave during Summer Vacation – instructions issued -reg.

Ref:- High Court Circular No. 1/84 dated 08.08.1984.

As per the circular cited, the officers and staff, who are on full duty during the Summer vacation will be granted Casual leave for a maximum of three days during the vacation and in case of others, casual leave will be granted proportionately.

Now, it is hereby directed that, while granting casual leave during vacation, the Assistant Registrars/ Controlling officers shall strictly ensure that the leave granted is in right proportion with the duty taken by the official and within the spell(s) of duty period only.

(By Order)



N. Anil Kumar
Registrar General

g.

To

The Joint Registrars, High Court.
The Deputy Registrars, High Court.
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 Registrars and the Chief Librarian, High Court
The Court Officer to the Chief Justice, High Court.
The Private Secretaries to the Judges, High Court.
The Accounts officer
The Chief Accountant, High Court
The Superintendent (Vehicles), High Court.
All Sections of the High Court.
The Kerala Judicial Academy, Athani.
The Confidential Assistants to the Registrars & Addl. Registrar (G.A.), High Court.
The Administrative Records Section, High Court.
The Notice Board, High Court.
The file/Stock file.