



033299

THE HIGH COURT OF KERALA

KOCHI : 682 031  
DATE : 10.04.2019

**NOTIFICATION**

Sub:- High Court Establishment – Summer Vacation, 2019 - 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 26.03.2019.
  - 3) High Court OM.No.A1-82954/2005 dated 31.03.2006.
  - 4) High Court O.M. No.D1-66893/2012/A1 dated 04.02.2013.
  - 5) High Court O.M. No.D1-66893/2012/A1 dated 30.03.2013.
  - 6) High Court Proceedings no. A7- 49 / 2019 dated 20.02.2019
  - 7) High Court OM No. A1-435/2018 dated 27.04.2018

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The following officers are detailed for duty as indicated below during the Summer Vacation, 2019 from 16.04.2019 to 19.05.2019 (both days inclusive). The first half of the vacation is from 16.04.2019 to 02.05.2019 and the second half from 03.05.2019 to 19.05.2019.

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, to attend to the routine work and to clear the pending work including the tracing of missing files, if any, with the concurrence of their immediate Superior Officer, and furnish the list of such staff detailed for duty to the 'A' Section, High Court (for administrative side) / Vacation Officer (for Judicial side) , 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 16.05.2019 and 17.05.2019, without fail.**

p.t.o

**Vacation Officers**

**Administrative Side**

There will be no Vacation Officer for the Administrative side. In the absence of the Registrar General and Registrar (Subordinate Judiciary), the Additional Registrar (General Administration) will hold charge on the administrative side

**Judicial Side**

Sri P. Anilkumar, Deputy Registrar - I half  
Smt. Vijayakumary P., Deputy Registrar - II half

**DEPUTY REGISTRARS**

**Administrative Side**

Sri.M.Sebastian Joseph - Throughout  
Smt.G.Rathi - I half  
Smt.Jancy Mathew - I half and 06.05.2019 to 19.05.2019  
Sri.Reji Mathew M. - Throughout  
Sri. N.V. Neelakandhan - 25.04.2019 to 13.05.2019  
Smt.K.Jyothi - Throughout  
Sri.P.Devendrakumar - 22.04.2019 to 02.05.2019 &  
13.05.2019 to 19.05.2019

**Judicial Side**

Sri.P.Sreedhar - Throughout except 06.05.2019 to  
10.05.2019  
Sri.P.Anilkumar - Throughout  
Smt.Vijayakumary P. - Throughout  
Smt.Synthia Thomas - I half  
Smt.J.Hemaletha - 16.04.2019 to 27.04.2019 &  
13.05.2019 to 19.05.2019  
Smt.A.T.Mini - I half

**PROTOCOL OFFICER**

Sri.R.Ashok - Throughout

**PUBLIC RELATIONS OFFICER**

Sri.T.S.Arun - Throughout

**PRIVATE SECRETARY TO THE CHIEF JUSTICE**

Sri.N.Mahadevan - Throughout

**FINANCE OFFICER**

Sri.D.Narayanan Moothath - Throughout

**ASSISTANT REGISTRARS**

**Administrative Side**

Smt.M.B.Usha - Throughout

Sri.V.S.Jyothilal Prasad - Throughout

(He will be in charge of Chauffers during the Summer Vacation)

Sri.Sureshkumar D. - Throughout

(He will be in charge of 'K' Section from 11.05.2019 to 19.05.2019)

Smt.D.Meera - Throughout

Smt.Beena Devi K. - Throughout

Sri.M.R.Aravindakshan - Throughout

(He will be in charge of 'K' Section from 01.05.2019 to 10.05.2019)

Smt.Vijayakumari Amma C.R. - Throughout  
(in charge of Addl. PRO)

Sri.James C. - Throughout

Smt.Sujatha P.Hari - 16.04.2019 to 22.04.2019 and  
II half

Sri.P.Y.Elias - Throughout

**Judicial Side**

Sri.R.Alfred	-	I half
Smt.Jeeja Bhaskar	-	Throughout
Smt.Meena B.Nair	-	Throughout
Sri.Jojo Jose	-	16.04.2019 to 23.04.2019 and 10.05.2019 to 19.05.2019
Sri.K.S.Radhakrishnan	-	Throughout
Smt.Brinda Mary	-	I half
Smt.A.B.Sheelakumari	-	Throughout
Smt.Susan Varghese	-	I half
Smt.M.J.Selvi	-	I half
Sri.Salim C.	-	I half
Sri.M.Umamaheswaran	-	16.04.2019 to 20.04.2019 and 10.05.2019 to 18.05.2019
Smt.Indulekha V.	-	I half and 03.05.2019
Smt.Suneera P.M.	-	16.04.2019, 20.04.2019 to 26.04.2019 and 17.05.2019 & 18.05.2019
Sri.Soy Mathews	-	II half

**CHIEF LIBRARIAN**

Smt.Dipa V.	-	24.04.2019 to 30.04.2019, 06.05.2019 to 10.05.2019, 17.05.2019 & 18.05.2019
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(Sri Sasisekhar Menon, Librarian will be in charge of Chief Librarian from 16.04.2019 to 23.04.2019, 01.05.2019 to 05.05.2019, 11.05.2019 to 16.05.2019)

**VIGILANCE CELL**

Sri.P.M.Joseph Saju	-	Throughout
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(He will be in charge of the Security Officer from 16.04.2019 to 23.04.2019, 02.05.2019, 03.05.2019 and 13.05.2019 to 18.05.2019)

**SECURITY OFFICER**

Sri.Shaju K.Varghese - 24.04.2019 to 01.05.2019, 04.05.2019 to  
12.05.2019 and 19.05.2019

(Sri P.M.Joseph , Dy.SP, Vigilance Cell will be incharge of the Security  
Officer from 16.04.2019 to 23.04.2019, 02.05.2019, 03.05.2019 and  
13.05.2019 to 18.05.2019)

**ADDITIONAL PUBLIC RELATIONS OFFICER**

Smt.Vijayakumari Amma C.R., Assistant Registrar will be in charge of  
Addl. PRO throughout the Summer Vacation.

**COURT OFFICER TO CHIEF JUSTICE**

Sri.Aravindakshan M. - Throughout

**ACCOUNTS OFFICER**

Sri.Sreehari G. - 23.04.2019 to 09.05.2019 &  
16.05.2019 to 18.05.2019

(Sri. Ameenulla Buhari M.M. , Chief Accountant will be in charge of  
Accounts Officer from 16.04.2019 to 22.04.2019.

Sri. C.M.Mathai, SO (HG) /CO (HG) will be in charge of Accounts Officer  
from 10.05.2019 to 15.05.2019.)

**CHIEF ACCOUNTANT**

Sri. Ameenulla Buhari M.M. - I half

He will be in charge of Accounts Officer from 16.04.2019 to 22.04.2019.

(Sri Kishorkumar R., SO / CO will be in charge of Chief Accountant during  
II half.)

**SUPERINTENDENT (VEHICLES)**

Sri.K.C.Sreenivas - Throughout

**ASSISTANT PROTOCOL OFFICER**

Sri.Larsh Paul A.F. - Throughout

**ASSISTANT ENGINEER**

Sri.P.C.Sreekumar

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Throughout except 16.05.2019 and  
17.05.2019

**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 relevant page of the Attendance Register pertaining to the vacation 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 27.05.2019. 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 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 4<sup>th</sup> and 5<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 and 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, vide reference cited (7).

p.t.o

The Controlling officers/ Assistant Registrar in charge of Judicial sections shall strictly comply with the special instructions/ directions dated 29.03.2019, regarding the performance of duties in the Judicial Sections issued by the Registrar (Judicial) and vide reference cited (6).

Instructions issued vide the O.M. cited (3) 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.
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)

Encl: Proforma

  
K. Haripal  
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.

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.



**HIGH COURT OF KERALA**

SECTION : .....

**REPORT OF DUTY PERFORMED BY THE OFFICERS / STAFF DURING SUMMER VACATION, 2019**

I half - 16.04.2019 to 02.05.2019 and II half - 03.05.2019 to 19.05.2019

Sl. No.	Name of Officer / Members of Staff as in office records (In Block letters)	Designation (indicating grade, if any)	Dates on which the officer / staff has been detailed for duty	Dates on which the officer / staff attended duty	Dates on which exemption from duty has been granted	Dates on which the officer / staff availed casual leave
1)						
2)						
3)						
4)						
5)						

6)										
7)										
8)										
9)										
10)										
11)										

Date :

Assistant Registrar / Controlling Officer