

**THE HIGH COURT OF KERALA**

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C6 - 21417/2018

Dated - 08/03/2018

**OFFICIAL MEMORANDUM**

**Sub: Preparation of Seniority list of Confidential Assistants in the Criminal Wing of the Subordinate Judiciary as on 01/03/2018 - Details called for - Regarding.**

All Chief Judicial Magistrates are directed to verify the Service Book of the Confidential Assistants working under their administrative control as on 01/03/2018 and furnish their service details in the proforma shown below. They shall also furnish the details of those who are on leave or deputation and who have been inter-districtly or inter-departmentally transferred and relieved from the Judicial Department.

**Proforma**

1	2	3	4	5	6	7	8
Sl. No	Name and Designation	Qualification	Date of birth	Date of first effective advice by PSC to the post of CA/date of entry in Judicial Department	Date of joining in the present district - applicable to inter-district/department transferees	Date of appointment to the present grade	Remarks

**Note: 1. In case of employees who were thrown out for want of vacancy and later reappointed, full details should be separately shown.**

**2. In case of those who are on LWA/deputation/relieved, the date of relief is to be specified in the column of remarks\*.**

(\* A report with regard to the date of relief/rejoining of the incumbents in the above cases should be sent to the Registry immediately thereafter.)

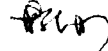
3. In the case of Confidential Assistants in Gr. II category, the following details are also to be submitted :

- a) The date of completion of the two years probation period.
- b) The date on which probation is actually completed.
- c) The date of declaration of probation.

The Chief Judicial Magistrates are also requested to report the total sanctioned strength of Confidential Assistants in the district concerned along with the G.O. of the newly sanctioned posts, if any, after the finalisation of seniority list as on 01/03/2016.

The details shall be furnished within 15 days of the receipt of this communication.

(By Order)



Sureshkumar.D  
Assistant Registrar

To

All Chief Judicial Magistrates.

IT Section, High Court (for publishing in the website).

The file.

\*\* Note: Reply shall be addressed to the Registrar (Subordinate Judiciary) or can also be sent to the fax No. shown above.