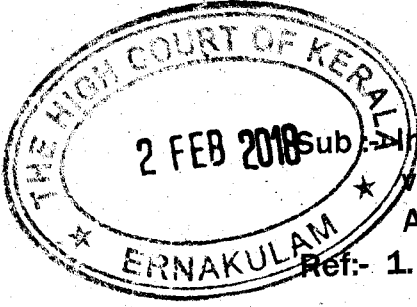


C7- 8089/2018

KOCHI - 682 031
DATED - 31/01/2018

OFFICIAL MEMORANDUM

Sub: Inter District/Departmental transfer -filling up the
vacancy of Clerk in the Civil Judicial Wing of
Alappuzha District - Regarding.

- Ref:- 1. Letter No. S.O.04/18/A1 dated
15/01/2018 of the District Judge, Alappuzha.
2. G.O.(P)36/91/P&ARD dated 02/12/1991.
3. G.O.(MS) 4/61/PD, dated 02/01/1961.
4. G.O.(P) No. 3/2017/P&ARD dated 25/02/2017

The undermentioned officers are informed that the District Judge, Alappuzha as per the letter cited, has reported one vacancy of Clerk to be filled up by way of Inter district/departmental transfer. They are, therefore, directed to obtain and forward the applications for transfer to the Civil Judicial Wing of Alappuzha District from candidates who are eligible to apply for the same in the light of the Government Order cited 2nd.

The District Judges and Chief Judicial Magistrates shall invariably verify and certify the correctness of the service particulars submitted in the applications especially with regard to the date of appointment as Clerk, actual qualifying period of service as Clerk and total service in all posts together in the district.

They are further directed to give necessary instructions to all concerned on the following:-

- (1) The applicants shall express their willingness (duly countersigned) to abide by the terms and conditions of the G.O. cited 3rd in the event of their transfer.
- (2) The applicants who received regular promotions shall furnish a declaration to the effect that they agree, to be reverted to the entry post of Clerk in the event of their transfer and for consequential re-fixation of their pay in the post of clerk excluding the fixation benefits enjoyed on promotion as Senior Clerk, duly countersigned by the District Judge/Chief Judicial Magistrate concerned.

P.T.O.

Format for furnishing the data as per instructions number 3

Sl. No	Name and designation of the applicant (2)	Date of entry in service/ appointment to the clerical cadre (3)	Period on deputation /period of service not reckoned for computing qualifying service for transfer (4)	Total period of service in the present district <u>as on last date of application</u> excluding the deputation period and LWA under Appendix XIA (5)	Qualifying service in the Clerical Cadre which can be reckoned for inter-district transfer (6)
(1)					

Signature of the Applicant

verified and Countersigned
District Judge/Chief Judicial Magistrate