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A1- 15384 / 2018

Kochi : 682 031  
Date : 07.03.2018

OFFICIAL MEMORANDUM

Sub:- High Court Establishment – duty arrangements of officers and staff during the Summer Vacation, 2018 – reg.

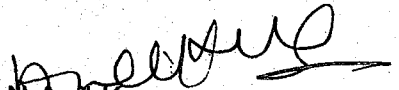
- Ref:- 1) High Court Office Circular No.3 / 2016 dated 28.03.2016.  
2) High Court OM No.A1-82954/2005 dated 31.03.2006.

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The Summer Vacation for the High Court this year is 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

All Assistant Registrars/Controlling Officers are directed to ascertain the requirement of staff under their control during the Summer Vacation and take steps to detail them for duty strictly adhering to directions issued, vide High Court Office Circular and OM cited. They shall also ensure that fresh hands, who have joined the High Court Service after Summer Vacation, 2018 are present for duty at least one-half of the ensuing vacation.

(By Order)

  
M. 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 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 Personal Assistant to the Chief Justice, High Court.  
The Court Officer to Chief Justice, High Court.  
The Private Secretaries to Judges, High Court.

The Additional Public Relations Officer, High Court.  
The Accounts Officer, High Court  
The Librarian, Kerala Judicial Academy.  
The Security Officer, High Court.  
The Assistant Engineer, High Court.  
The Superintendent (Vehicles), High Court.

All Sections, High Court

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

The Confidential Assistants to the Registrars and the Additional Registrar  
(General Administration), High Court.

The Civil Sergeants, High Court.

The Admn. Records Section, High Court (2 copies).

The Notice Board, High Court (3 copies).

The file/Stock file.