

THE HIGH COURT OF KERALA

A1 – 63036 / 2019

KOCHI : 682 031

DATE : 03.09.2019

NOTIFICATION

Sub:- High Court Establishment – Onam Holidays, 2019 - duty arrangements – reg.

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

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The following officers are detailed for duty as indicated below during the Onam Holidays, 2019 from 06.09.2019 to 17.09.2019 (both days inclusive) in which 06.09.2019, 07.09.2019, 16.09.2019 & 17.09.2019 are working days.

As instructed vide Office Circular cited (1), the Assistant Registrars / Controlling Officers will detail required staff in the Sections under their control for duty on the aforesaid working days to attend to the routine work and to clear the pending works including 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 Vacation Officer, prior to the closure of the Court for the Onam Holidays.

All Officers and members of the staff on the Judicial side shall be present for duty on 17.09.2019, without fail.

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 Registrar (Finance) will hold charge on the Administrative side.

Judicial Side

Smt.Meena B. Nair, Deputy Registrar - Throughout

p.t.o.

DEPUTY REGISTRARS

Administrative Side

Sri.Reji Mathew M.	-	Throughout
Sri.N.V.Neelakandhan	-	Throughout
Smt.K.Jyothi	-	06.09.2019 & 07.09.2019
Sri.D.Narayanan Moothath	-	16.09.2019 & 17.09.2019
Sri.Sureshkumar D.	-	06.09.2019 & 07.09.2019
Smt.Anita Aloysius	-	06.09.2019 & 07.09.2019

Judicial Side

Smt.Synthia Thomas	-	06.09.2019, 07.09.2019 & 16.09.2019
Smt.A.T.Mini	-	06.09.2019 & 07.09.2019
Smt.M.B.Usha	-	06.09.2019, 16.09.2019 & 17.09.2019
Sri.Alfred R.	-	06.09.2019 & 17.09.2019
Sri.V.S.Jyothilal Prasad	-	16.09.2019 & 17.09.2019
Smt.Meena B.Nair	-	Throughout

PRIVATE SECRETARY TO THE CHIEF JUSTICE

Sri.N.Mahadevan	-	Throughout
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PROTOCOL OFFICER

Sri.R.Ashok	-	Throughout
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PUBLIC RELATIONS OFFICER

Sri.T.S.Arun	-	Throughout (He will be incharge of Additional PRO during Onam holidays)
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FINANCE OFFICER

Sri.Sreehari G.	-	Throughout (The officer is also holding the full additional charge of Accounts Officer, as per High Court Proceedings No.A5-47250/2019 dated 22.08.2019)
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CHIEF LIBRARIAN

Smt.Dipa V.	-	06.09.2019, 16.09.2019 & 17.09.2019 (Smt.Indhu J., Reference Librarian will be in charge of Chief Librarian on 07.09.2019)
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ASSISTANT REGISTRARS

Administrative Side

Smt.D.Meera	-	Throughout
Smt.K.Beena Devi	-	Throughout
Sri.M.R.Aravindakshan	-	Throughout
Sri.C.James	-	Throughout (He will be in control of Vehicles and Chauffeurs during Onam holidays)
Smt.Sujatha P.Hari	-	07.09.2019, 16.09.2019 & 17.09.2019
Sri.P.Y.Elias	-	06.09.2019, 07.09.2019 & 16.09.2019
Sri.Soy Mathews	-	Throughout
Sri.C.G.Suresh Kumar	-	06.09.2019, 16.09.2019 & 17.09.2019

Judicial Side

Smt.Jeeja Bhaskar	-	06.09.2019 & 07.09.2019
Sri.Jojo Jose	-	06.09.2019 & 07.09.2019
Sri.K.S.Radhakrishnan	-	06.09.2019, 07.09.2019 & 17.09.2019
Smt.Brinda Mary	-	06.09.2019 & 07.09.2019
Smt.Susan Varghese	-	06.09.2019
Smt.Vijayakumari Amma C.R.	-	Throughout
Smt.M.J.Selvi	-	06.09.2019 & 07.09.2019
Sri.C.Salim	-	Throughout
Sri.M.Umamaheswaran	-	07.09.2019 & 16.09.2019
Sri.G.Prathap Chandra	-	06.09.2019
Smt.Deepa George	-	06.09.2019 & 07.09.2019
Sri.S.Suresh	-	06.09.2019 & 17.09.2019
Sri.John T.Sam	-	07.09.2019 & 16.09.2019
Smt.Joisy Paul	-	06.09.2019, 07.09.2019 & 17.09.2019

SECURITY OFFICER

Sri.Shaju K.Varghese	-	06.09.2019 to 08.09.2019, 15.09.2019 to 17.09.2019 (Sri.M.R.Aravindakshan, Assistant Registrar (HG) will be in charge of Security Officer from 09.09.2019 to 14.09.2019)
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p.t.o.

ADDITIONAL PUBLIC RELATIONS OFFICER

(Sri.T.S.Arun, PRO will be in charge of Addl. PRO during Onam holidays)

COURT OFFICER TO CHIEF JUSTICE

Sri.Upendranath J. - 06.09.2019 & 17.09.2019

CHIEF ACCOUNTANT

Sri.Ameenulla Buhari M.M. - Throughout

SUPERINTENDENT (VEHICLES)

Sri.K.C.Sreenivas - Throughout

ASSISTANT PROTOCOL OFFICERS

Sri.Larsh Paul A.F. - Throughout

Sri.Yazar Arafath M.M. - Throughout

ASSISTANT ENGINEER

Sri.P.C.Sreekumar - 06.09.2019 & 17.09.2019

All members of the staff availing Onam holidays will clear off arrears of work in their seats, including posting of cases, before the closing of the Court.

The Officers-in-charge of each Section will make necessary arrangements to open their Sections in time. The Controlling Officers concerned will see that all the Sections are opened in time on all working days during the Onam Holidays.

Instructions issued vide the O.M. cited 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)


K. Haripal
Registrar General

To

The Director of the Kerala Judicial Academy, Athani.
The Additional Director of the Kerala Judicial Academy, Athani.
The Registrar (Judicial), High Court.
The Joint Registrars, High Court.
The Deputy Registrars, High Court.
The Private Secretary to the Chief Justice, High Court.
The Deputy Director, Kerala Judicial Academy, Athani.
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 Assistant Director, Kerala Judicial Academy, Athani.
The Court Officer to the Chief Justice, High Court.
The Additional Public Relations Officer, High Court.
The Librarian, Kerala Judicial Academy, Athani.
The Personal Assistant to the Chief Justice, High Court.
The Private Secretaries to the Judges, High Court.
The Security Officer, High Court.
The Assistant Engineer, High Court.
The Superintendent (Vehicles), High Court.

All Section Heads, High Court } (They will bring the contents of this
Notification to the notice of those
working under them).

The Vigilance Cell, High Court.
The Confidential Assistants to the Registrars and the Addl. Registrar
(General Administration), High Court.
The Civil Sergeants, High Court.
The Notice Board, High Court.
The Admn. Records Section, High Court (2 copies).
The file/Stock file.