



OFFICIAL MEMORANDUM

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

- Ref:- 1. Letter No. A1- 18/2018 dated 02/05/2018 of the District Judge, Kozhikode.  
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

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The undermentioned officers are informed that the District Judge, Kozhikode 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 Kozhikode District from candidates who are eligible to apply for the same in the light of the Government Order cited 2<sup>nd</sup>.

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 3<sup>rd</sup> 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.
- (3) The applicants should have completed the qualifying service for seeking inter district transfer as prescribed in para 4 (1) of the G.O. cited 2<sup>nd</sup>. Period of service in other posts in Judicial Department in the present

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district can also be considered for this purpose. The period of leave under Appendix XII A and period of deputation in other districts will not be reckoned as service for the purpose. The details in this respect shall be furnished in the format enclosed herewith.

(4) The applicants shall furnish their complete service details such as date of joining in the Judicial Department and post, date of joining as Clerk, period of Leave Without Allowance under Appendix Xii A, period of deputation, period of actual service in the present district etc. in the application.

(5) The applicants seeking transfer on medical grounds of themselves/their family shall produce the medical certificate (duly countersigned) in support of the request.

(6) The applicants seeking transfer on priority as per the Government Order referred 4<sup>th</sup> should submit relevant certificates duly countersigned by the District Judge/Chief Judicial Magistrate concerned.

(7) In the case of dependents of serving soldiers, the soldier should send the application for transfer of the near relative through their military authorities. Applications received otherwise will be ignored. Only one relative of a jawan will be given preferential treatment in the matter of transfer.

(8) Subsequent request for cancellation of the sanctioned transfer shall not be entertained except under compelling circumstances.

(9) The applications received prior to the date of this O.M will not be taken into consideration.

Incomplete applications and the applications received in the High Court after 25/07/2018 will not be considered.

(By Order)

  
Assistant Registrar

To

All District Judges(Except District Judge, Kozhikode)  
All Chief Judicial Magistrates.

Copy to: 1. The District Judge, Kozhikode.  
2. The IT Section, High Court. ( for publishing in the High Court Web Site)



**Format for furnishing the data as per Instructions number 3**

<b>Sl. No. (1)</b>	<b>Name and designation of the applicant (2)</b>	<b>Date of entry in service/ appointment to the clerical cadre (3)</b>	<b>Period on deputation/ period of service not reckoned for computing qualifying service for transfer (4)</b>	<b>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)</b>	<b>Qualifying service in the clerical Cadre which can be reckoned for inter-district transfer (6)</b>

**Signature of the Appicant**

**Verified and Countersigned  
District Judge/Chief Judicial Magistrate**