



THE HIGH COURT OF KERALA

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Date: 09/07/2021

No: **C6-5833/2019**

OFFICIAL MEMORANDUM

Sub : Duties and responsibilities of Personal Assistant to Principal District Judges- assigning of- reg.

Ref : G.O(MS) No. 176/12/Home dated 06/07/2012

The incumbent of the post of Personal Assistant to the Principal District Judge is selected by the Principal District Judge according to his choice from amongst Selection Grade Confidential Assistants. It is found necessary that specific duties are assigned to the Personal Assistant to the District Judge, in order to differentiate it from the post of Selection Grade Confidential Assistant. Hence the following duties and responsibilities are assigned to Personal Assistant to Principal District Judges;

1. The Personal Assistant to Principal District Judges shall attend the court, take down the dictations of Judgment/ Orders and type it with copies, if the District Judge so directs.
2. The Personal Assistant to Principal District Judges shall attend to all official and personal works including matters of confidential nature entrusted by the Principal District Judges.
3. The Personal Assistant to Principal District Judges shall attend the protocol works in those courts having no posts of Protocol Officer.
4. The Personal Assistant to Principal District Judges shall accompany Principal District Judges on tour if the incumbent is a male and the District Judge requires it.

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5. The Personal Assistant to Principal District Judges shall attend the residence of the Principal District Judges regularly.
6. The Personal Assistant to Principal District Judges shall attend the follow up action of various meeting held in District Court.
7. He shall make planning for the day to day programmes of the Principal District Judges and in planning cases and other administrative works.

(By Order)



P.G Ajithkumar
Registrar(District Judiciary)

To

All District Judges

The File

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