

**Information with respect to the Chief Judicial Magistrate's Court, Kollam under Section 4(1)
(b) of the Right To information Act, 2005**

I. Organisation, functions and duties

(a) Ten permanent Courts of the Judicial Magistrate of the 1st Class, five temporary Courts of the Judicial Magistrate of the 1st Class and two Second Class Magistrate Courts are working under the control of Chief Judicial Magistrate's Court, Kollam but all the Courts except the Court of the Judicial Magistrate of the 2nd Class (Petty Offences), Kollam and the Court of Judicial Magistrate of the 2nd Class (Railways), Kollam are on separate establishment.

(b) The administrative wing consist of Sheristadar-1, Senior Superintendent-1, Bench Clerk-1, Clerks-8, Confidential Assistant-1, Typist-3, Driver-1, Office Attendant-5
Total-21

(c) The functions and duties of the Chief Judicial Magistrates Court is primarily based on administration of Justice in its jurisdiction.

II. The powers and duties of officers and employees

The Chief Judicial Magistrate's Court exercises jurisdiction on original side in criminal matters arising in the District. On the judicial side, its duty is to receive and dispose the cases and matters pertaining to the administration of justice. In the administrative side, that are as prescribed in the Manual of Office procedure, various Rules of Practices, Service Rules etc.

III. The procedure followed in the decision making process, including channels of supervision and accountability

(a) In the judicial side, proceedings are channeled directly to → Judicial Officer in open court.

(b) In the administrative side, files are channeled through Senior Superintendent→Sheristadar →Judicial Officer.

IV. The norms set for the discharge of functions

The functions of these Courts are discharged in accordance with the various rules and regulations constituted for the purpose. Issues are dealt with on priority basis, expeditiously taking in to account, the various instructions issued from superior courts from time to time.

V. The rules, regulations, instructions, manuals and records held or under the control or used by the employees for discharging the functions

(a) The rules, regulations, instructions, manuals and records held or under the control or used by the Judicial Officer for discharging Judicial functions of the Courts are various Central and State Acts and Rules in Criminal matters.

(b) The rules, regulations, instructions, manuals and records held or under the control or used by the employees for discharging Administrative functions of the Courts are Manual of Office procedure, Kerala Service Rules, Kerala State and Subordinate Service Rules, Kerala Civil Services (Classification, Control and Appeal) Rules, Special Rules for Kerala Last Grade Servants, Kerala Government Servants' Conduct Rules.

VI. Categories of documents that are held or under the control

- (a) Documents and records pertaining to cases, pending and disposed
- (b) Records send by subordinate courts
- (c) Documents and records of administrative matters

VII. Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of the policy or implementation there of

There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation there of.

VIII. Statement of Boards, Councils, Committees and other bodies

The following Committees have been constituted by the District and Sessions Judge for the functioning of the District and Sessions Court and its subordinate Courts including Criminal Courts in the District. Meetings of these Committees are not open to the public. Minutes of the meetings will be made available to the public on request, subject to the provisions of the RTI Act, 2005.

- (a) District Level Court Management Systems Committee
- (b) Jail Committee
- (c) Under Trial Review Committee

(d) Purchase Committee

(e) Internal Complaints Committee

IX. Directory of Officers and Employees

Chief Judicial Magistrates Court:- 0474 2793491

X. Monthly remuneration received by Officers and employees

The monthly remuneration is likely to change depending on the grant of increments and variation in the dearness allowance sanctioned by the Government from time to time. The sanctioned strength and pay scales of the officers and employees of this establishment are furnished at Annexure-A.

XI. Budget allocated to the Agencies, indicating the particulars of all plans, proposed expenditures and disbursement made

Statement of Budget allocated for the financial year 2018-2019 to this establishment is available in Annexure-B.

XII. Manner of execution of subsidy programmes, including amounts allocated and details of beneficiaries of such programmes

No subsidy programmes are executed by this establishment and no amount has been allocated for the same.

XIII. Particulars of recipients of concessions, permits or authorisations granted

Not applicable

XIV. Information held by/ available reduced in an electronic formulation

Cases from the date of filing till disposal have been reduced to electronic form and are available on the website

XV. Facilities available to citizens for obtaining information including the working hours of a library or reading room, in maintained for public use

(a). Public can directly access the Touch Screen Kiosk facility or enquiry can be made at the Judicial Service Centre for status of cases.

(b). Public can access the search facility in the District Court website to avail information in cases pending/ disposed

(c). Information on other matters can be obtained from the public Information Officer as per provisions of the RTI Act, 2005.

(d). No library is maintained for public use

XVI. Name, Designation and other particulars of the appellate authority and public information officer

(a). Public Information Officer

Anil P
Senior Superintendent,
Chief Judicial Magistrate Court, Kollam,
Phone: 0474 2793491

(b). Assistant Public Information Officer

Anitha Appukuttan
Bench Clerk,
Chief Judicial Magistrate Court, Kollam,
Phone: 0474 2793491

(c). Appellate Authority

Maya S
Sheristadar,
Chief Judicial Magistrate Court, Kollam,
Phone: 0474 2793491

Annexure – A

**Staff strength and pay scales of the officers and employees of
Chief Judicial Magistrate Court, Kollam**

Sl. No.	Name of Post	Strength	Scale pf pay	Spl.Allo.	Comp.All
1	Chief Judicial Magistrate	1	39530-54010		
2	Sheristadar	1	40500-85000		
3	Senior Superintendent	1	36600-79200		
4	Bench Clerk GrII	1	27800-59400		
5	Clerks	8	19000-43600		
6	Confidential Assistant	1	25200-54000	200	
7	Typist	3	19000-43600		
8	Driver	1	18000-41500	200	
9	Office Attendant	5	16500-35700		

Annexure – B

Statement showing budget grant under various heads of accounts

Head of Account	Budget Amount
2014-00-108-99-00-01-01-N-V	10628074
2014-00-108-99-00-01-02-N-V	2033029
2014-00-108-99-00-01-03-N-V	539071
2014-00-108-99-00-01-04-N-V	88070
2014-00-108-99-00-01-05-N-V	516090
2014-00-108-99-00-02-00-N-V	4690
2014-00-108-99-00-04-01-N-V	148439
2014-00-108-99-00-05-02-N-V	38037
2014-00-108-99-00-05-03-N-V	19635
2014-00-108-99-00-05-05-N-V	916754
2014-00-108-99-00-21-02-N-V	9667
2014-00-108-99-00-45-00-N-V	10297

TERRITORIAL JURISDICTION

Criminal Courts of Kollam district **Area of Jurisdiction**

1) Chief Judicial Magistrate's Court

- 1) Kollam East Police Station (1st Class offences only)
- 2) Coastal Police Station, Neendakara
- 3) Railway Police Station
- 4) Railway Protection Force.
- 5) Kollam Vanitha Police Station.

2) Court of the Judicial Magistrate of I Class-I, Kollam.

- 1) Kundara Police Station
- 2) Anchalummodu Police Station
- 3) Kilikolloor Police Station
- 4) East Kallada Police Station
- 5) Excise Range, Kollam. (Partly)

3) Court of the Judicial Magistrate of I Class-II, Kollam.

- 1) Kollam East Police Station (Excluding 1st class offences)
- 2) Eravipuram Police Station
- 3) Kottiyam Police Station
- 4) Sakthikulangara Police Station
- 5) Excise Range, Chathannoor (Part)
- 6) Excise Range, Kollam (Part)

4) Court of the Judicial Magistrate of I Class (Temporary)Kollam.

- 1) Kollam West Police Station
- 2) Traffic Police Station, Kollam
- 3) Pallithottam Police Station

5) Court of the Judicial Magistrate of I Class, Paravur

- 1) Paravur Police Station (1st Class offences)
- 2) Excise Range, Chathannoor (Partly)

6) Court of the Judicial Magistrate of I Class (Temporary), Paravur

- 1) Parippally Police Station
- 2) Chathannoor Police Station
- 3) Paravur Police Station (Excluding 1st class offences)

7) Court of the Judicial Magistrate of I Class, Karunagapally

- 1) Karunagapally Police Station
- 2) Oachira Police Station
- 3) Excise Range, Karunagapally.(Partly)

8) Court of the Judicial Magistrate of I Class, Sasthamcotta

- 1) Sasthamcotta Police Station (1st Class offences)
- 2) Excise Range, Sasthamcotta

9) Court of the Judicial Magistrate of I Class (Temporary), Chavara

- 1) Chavara Police Station
- 2) Chavara Thekkumbhagom Police Station

10) Court of the Judicial Magistrate of I Class (Temporary), Sasthamcotta

- 1) Sooranadu Police Station
- 2) Sasthamcotta Police Station (Excluding 1st class offences)

11) Court of the Judicial Magistrate of I Class-I, Kottarakkara

- 1) Kottarakkara Police Station
- 2) Ezhukone Police Station
- 3) Excise Range, Ezhukone (Ezhukone Police Station limit)
- 4) Excise Range, Kottarakkara.

12) Court of the Judicial Magistrate of I Class-II, Kottarakkara

- 1) Puthoor Police Station
- 2) Pooyappally Police Station
- 3) Excise Range, Chadayamangalam
- 4) Excise Range, Ezhukone (Partly)

13) Court of the Judicial Magistrate of I Class (Temporary), Kadakkal

- 1) Kadakkal Police Station
- 2) Chadayamangalam Police Station

14) Court of the Judicial Magistrate of I Class-I, Punalur

- 1) Anchal Police Station
- 2) Eroor Police Station
- 3) Kulathupuzha Police Station
- 4) Thenmala Police Station
- 5) Excise Range, Anchal
- 6) Excise Range, Pathanapuram (Partly)

15) Court of the Judicial Magistrate of I Class-II (Forest offences), Punalur.

Forest offences of Kollam Revenue district

16) Court of the Judicial Magistrate of I Class-III, Punalur

- 1) Pathanapuram Police Station
- 2) Punalur Police Station
- 3) Kunnicode Police Station
- 4) Achencovil Police Station
- 5) Excise Range, Pathanapuram (Partly)

17) Court of the Honoray Special Judicial II Class Magistrate (for Petty offences), Kollam.

Kollam Corporation Area

18) Court of the Honorary Special Judicial II Class Magistrate (Railways), Kollam.

Railway Protection Force Station from Ernakulam to Parasala.

JUDICIAL OFFICERS IN KOLLAM DISTRICT

KOLLAM

- 1 Sri. Mohit.C.S,
Chief judicial Magistrate Court, Kollam
- 2 Sri. Baiju.T.D,
Court of the Judicial Magistrate of I Class I Kollam
- 3 Sri. Rajesh.R,
Court of the Judicial Magistrate of I Class II Kollam

KOTTARAKKARA

- 1 Sri.Rajappan Nair M
Court of the Judicial Magistrate of I Class I
- 2 Vacant
Court of the Judicial Magistrate of I Class II

PUNALUR

- 1 Smt.Lekshmi.K.Thampi
Court of the Judicial Magistrate of I Class I
- 2 Smt.Sherin.Y.T,
Court of the Judicial Magistrate of I Class II
- 3 Smt.Gigimole.P.K,
Court of the Judicial Magistrate of I Class III

KARUNAGAPPALLY

- 1 Vacant
Court of the Judicial Magistrate of I Class I

SASTHAMCOTTA

- 1 Smt.Amritha.T
Munsiff-Magistrate Court

PARAVUR

- 1 Smt.Roshini.H,
Munsiff-Magistrate Court

Temporary magistrate courts

- 1 Smt.Beena Gopal
Court of the Judicial Magistrate of I Class(Temporary),KOLLAM
- 2 Smt.Prasanna K
Court of the Judicial Magistrate of I Class(Temporary),Chavara
- 3 Sri.Shanavas A
Court of the Judicial Magistrate of I Class(Temporary),Paravur
- 4 Sri.Renjith Rajan
Court of the Judicial Magistrate of I Class(Temporary),Sasthamcotta
- 5 Sri.ThomasVarughese
Court of the Judicial Magistrate of I Class(Temporary),Kadakkal