

**Information with respect to the Judicial I Class Magistrate Court-II, Punalur under Section 4(1)(b) of the Right To information Act, 2005**

**I. Organisation, functions and duties**

(a) This Court is primarily constituted for the trial of forest offences. Ripe cases of Judicial I Class Magistrate Court-I and III, Punalur are also transferred to this Court by Hon'ble Chief Judicial Magistrate, Kollam for trial and disposal.

(b) The administrative wing consist of Junior Superintendent-1, Clerks-4, Confidential Assistant-1, Typist-2, Office Attendant-4. Part time sweeper – 1. Total-13

(c) The functions and duties of the Judicial I Class Magistrate-II Punalur (Forest Offences) is primarily administration of Justice in its jurisdiction.

**II. The powers and duties of officers and employees**

The Judicial I Class Magistrate-II Punalur (Forest Offences) exercises jurisdiction on original side in criminal matters arising in its jurisdiction. 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 section clerk-> Junior Superintendent->Judicial Officer.

#### **IV. The norms set for the discharge of functions**

The functions of this Court is 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 other 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 Internal Complaints Committee is constituted as per rules. Meetings of this Committee is 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.

**IX. Directory of Officers and Employees**

Judicial Magistrates Court-II, Punalur. 0475 2231141  
(Forest Offences)

**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 grants**

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**

Sunil Kumar S,  
Junior Superintendent (Higher Grade)  
Judicial I Class Magistrate Court-II (Forest Offences)  
Punalur.  
Tele : 9446136822

**(b) Assistant Public Information Officer**

Anjali V  
Clerk  
Judicial I Class Magistrate Court-II (Forest Offences)  
Punalur.  
Phone : 9447049331

**(c). Appellate Authority**

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

**TERRITORIAL JURISDICTION**

Forest offences of Kollam Revenue district

**Annexure – A**  
**Staff strength and pay scales of the officers and employees Judicial I Class**  
**Magistrate Court-II(Forest Offences) Punalur.**

Sl. No.	Name of Post	Strength	Scale pf pay	Spl.Allo.	Comp.All
1	Judicial I Class Magistrate	1	27700-44770		
2	Junior Superintendent (HG)	1	35700-75600		
3	Clerk (8 years not qualified)	1	20000-45800		
4	Clerks	3	19000-43600	200(for bench clerk) 500 (for thondy & record clerk)	
5	Confidential Assistant Gd II	1	20000-45800	200	
6	Typist	1	19000-43600		
7	Typist (Sel Gd)	1	27800-59400		
8	Office attendantg (HG)	1	17500-39500		
9	Office Attendant	3	16500-35700	120 each to 2 OAs	
10	Part time sweeper	1	11100		

## **Annexure – B**

Statement showing budget grant under various heads of accounts

<b>Head of Account</b>	<b>Budget Amount</b>
2014-00-108-99-00-01-01-N-V	1400000
2014-00-108-99-00-01-02-N-V	527000
2014-00-108-99-00-01-03-N-V	95000
2014-00-108-99-00-01-04-N-V	16928
2014-00-108-99-00-01-05-N-V	73000
2014-00-108-99-00-05-02-N-V	28000
2014-00-108-99-00-05-03-N-V	12500
2014-00-108-99-00-05-04-N-V	18000
2014-00-108-99-00-06-00-N-V	15659



