

**Information with respect to the Judicial First Class Magistrate Court (Temporary),
Chavara under Section 4(1)(b) of the Right To information Act, 2005**

I. Organisation, functions and duties

(a) Judicial First Class Magistrate Temporary Court started functioning on 24.10.2014.

(b) Functioning over jurisdiction of two police station (1) Chavara Police station (2) Chavara Thekkumbhagom.

(c) The administrative wing consist of Junior Superintendent – 1, Clerk – 1. Confidential Assistant – 1, Clerk – 2 (on contract basis) Typist – 1 (on contract basis), Office attendant – 2 (on contract basis), Partime Sweeper – 1 (on contract basis).

(d) The functions and duties of the judicial First Class Magistrate Court (Temporary) Chavara is primarily based on administration of justice in its jurisdiction.

II. The powers and duties of officers and employees

The Judicial First Class Magistrate Court (Temporary) Chavara exercise jurisdiction on original side in criminal matters arising with in the limits of Chavara and Chavara Thekkumbhagom Police Station in Karunagappally Taluk. On the judicial side, its duty is to receive and dispose the cases and matters pertaining to the administration to the justice. In the administration side, that are as prescribed in the manual of office procedure, various Rules of Practices and 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 Junior Superintendent→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) 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 has been constituted by the Court.

IX. Directory of Officers and Employees

Judicial First Class Magistrates Court Chavara :- 0476 2624321

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). Registers such as A Diary etc facility or enquiry can be made available at the Judicial Serive centre for status of cases.

(b). 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

Sheeb J
Junior Superintendent,
Judicial First Class Magistrate Court (Temporary), Chavara
Phone: 0476 2624321

(b). Assistant Public Information Officer

Rajalekshmi S
Senior Clerk,
Judicial First Class Magistrate Court (Temporary), Chavara
Phone: 0476 2624321

(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
Judicial First Class Magistrate Court (Temporary), Chavara**

Sl. No.	Name of Post	Strength	Scale pf pay	Spl.Allo.	Comp.All
1	Judicial First Class Magistrate	1	27700-44770		
2	Junior Superintendent	1	30700-65400		
3	Senior Clerk	1	25200-54000		
4	Confidential Assistant	1	25200-54000		
5	Clerk (on contract basis)	2	19950 (consolidated pay)		
6	Typist(on contract basis)	1	19950 (consolidated pay)		
7	Office Attendant (on contract basis)	2	17325 (consolidated pay)		
8	Partime Sweeper	1	7000 (consolidated pay)		

Annexure – B

Statement showing budget grant under various heads of accounts

Head of Account	Budget Amount
2014-00-800-86-00-01-01-N-V	9,43,672.00
2014-00-800-86-00-01-02-N-V	2,30,920.00
2014-00-800-86-00-01-03-N-V	18,038.00
2014-00-800-86-00-01-04-N-V	30,535.00
2014-00-800-86-00-01-05-N-V	31,730.00
2014-00-800-86-00-02-04-N-V	58,094.00
2014-00-800-86-00-04-01-N-V	0.00
2014-00-800-86-00-05-02-N-V	964.00
2014-00-800-86-00-05-03-N-V	8,682.00
2014-00-800-86-00-05-04-N-V	4,006.00
2014-00-800-86-00-06-00-N-V	0.00

TERRITORIAL JURISDICTION

Area of Jurisdiction

Court of the Judicial First Class Magistrate, Chavara

1. Chavara Police Station
2. Chavara Thekkumbhagom Police Station

Judicial Officer

Smt. Prasanna K
Court of the Judicial First Class Magistrate Chavara