

**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) Judicial First Class Magistrate (Temporary) Court, Sasthamcotta started function on 20.12.2014

(b) Functioning over jurisdiction of 2 police station (1) Sooranadu Police Station (2) Sasthamcotta Police Station (Excluding 1st class offence)

(c) The administrative wing consist of Junior Superintendent-1, Clerk-1, Confidential Assistant-1, Clerks – 2 (on contract basis), Typist – 1 (On contract basis), Office Attendant -2 (On contract basis), Office Attendant cum Part Time Sweeper – 1 (On Contract basis)

(d) The functions and duties of the Judicial First Class Magistrates Court (Temporary), Sasthamcotta is primarily based on administration of Justice in its jurisdiction.

II. The powers and duties of officers and employees

The Judicial First Class Magistrate's Court (Temporary) Sasthamcotta exercises jurisdiction on original side in criminal matters arising within the limit of Sooranadu and Sasthamcotta Police Station in Kunnathur Taluk. 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 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 Committee has been constituted by the Court

IX. Directory of Officers and Employees

Judicial First Class Magistrates Court (Temporary) Sasthamcotta :- 0476 2832672

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 Posting book etc facility or enquiry can be made available at the Judicial service center 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.

(c). 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

Sheeja.K.L
Junior Superintendent,
Judicial First Class Magistrate Court (Sasthamcotta), Sashtamcotta
Phone: 0476 2832672

(b). Assistant Public Information Officer

Sujitha.R
Senior Clerk,
Judicial First Class Magistrate Court (Sasthamcotta), Sashtamcotta
Phone: 0476 2832672

(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	Strengt h	Scale pf pay	Spl.Allo .	Comp.All
1	Judicial First Class Magistrate	1	27700-44770		
2	Junior Superintendent	1	30700-65400		
3	Senior Clerk (Bench Clerk)	1	25200-54000	200	
4	Confidential Assistant	1	25200-54000	400	
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	Office Attendant cum Part Time Sweeper(On Contract basis)	1	17325 (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	943672
2014-00-800-86-00-01-02	230920
2014-00-800-86-00-01-03	18038
2014-00-800-86-00-01-05	31730
2014-00-800-86-00-02-04	58094
2014-00-800-86-00-04-01	4300
2014-00-800-86-00-05-02	6483
2014-00-800-86-00-05-03	3800
2014-00-800-86-00-05-04	13000
2014-00-800-86-00-06-RRT	74373
2014-00-800-93-06-RRT	132581

TERRITORIAL JURISDICTION

Area of Jurisdiction

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

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

JUDICIAL OFFICER

Sri.Renjith Rajan
Court of the Judicial Magistrate of I Class(Temporary),Sasthamcotta