

**INFORMATION WITH RESPECT TO THE GRAM NYAYALAYA,  
CHADAYAMANGALAM UNDER SEC.4(1)(b) OF THE RIGHT TO  
INFORMATION ACT, 2005**

- a) One Court working under this establishment namely Gram Nyayalaya, Chadayamangalam. This Court have original jurisdiction limited with pecuniary limit of Rs.50,000/- and criminal matter can convict up to 2 years imprisonment and penalized up to 3000/-
- b) The administrative wing consists of Secretary-1, Clerks-3, Confidential Assistant-1, Amin-1, Process Server -2, Office Attendant -2, Driver -1 (Inwhich post of Driver is vacant) (Allotted strength-11, Strength at present -10 ).
- c) Functions and duties of the Nyayalaya are administration of justice in its jurisdiction.

**II) The Powers and duties of Officer and Employees.**

The Gram Nyayalaya exercise jurisdiction both on original side and criminal matter comes under the Nyayaya Act arising in its jurisdiction. On the judicial side it is the duty to receive and dispose of cases and matters comes under the purview of Administration of justice and in the administrative side, that are as prescribed in the Manual of Office procedure, various Rules of Practices, Service rules Etc.

**III) Procedure followed the decision making process.**

- a) In the Judicial side proceedings channeled through Secretary (Junior Superintendent)/Inward Section/Clerk Bench Clerk Judicial Officer.
- b) In the Administrative side, files are channeled through Clerk/Secretary Judicial Officer.

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

The functions discharge in accordance with various rules and regulations constituted for the purpose. Issues are dealt with on priority basis expeditiously taking in to account, and instructions and directions 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 functions.**

The rules, regulations, instructions, manuals and records held under the control are used by the employees for discharging judicial functions of the Court is various Central and State Acts and rules in Civil and Criminal matters. The rules, regulations, instructions, manuals and records held or under control used by employees for discharging Administrative functions of this Nyayalaya are Manual of Office Procedure, Kerala Service Rules, Kerala State Subordinate Service Rules, Kerala Civil Service (Clarification, Control and Appeal) Rules, Special Rules for Kerala Last Grade Servants, Kerala Government Servants Conduct Rules.

VI) **Categories of Documents that are held on matter the control**

- a) Documents and records pertaining to cases, pending at disposal.
- b) Documents and records of Administrative matters.

VII) **Particulars of any arrangement that exists for consultation with or representation by the members of 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 formation of policies on implementation there of.

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

- 1. Internal Complaints Committee

IX) **Directory of Officers and employees**

Gram Nyayalaya, Chadayamangalam  
0474-2477566.

X) **Monthly remuneration received by Officers and employees**

The monthly remuneration is likely to change depending on the grant of increments and variations in dearness allowance sanctioned by Government from time to time. The sanctioned strength and pay scales of the Officer and employees of this establishment are furnished – 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 2018-19 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 authorisation granted**

Not applicable

XIV) **Information held by available reduced in an electronic formulation.**

Yet not commenced in this Nyayalaya

XV) **Name and Designation and Other Particulars of the appellate authority and Public Information officer.**

a) **Public Information Officer**

Shahul Hameed, Secretary, Gram Nyayalaya, Chadayamangalam  
0474-2477566

b) **Appellate Authority**

Sheristadar  
District court  
Kollam.

**ANNEXURE A**

Staff Strength and Scales of the Officers and employees of Gram Nyayalaya, Chadayamangalam.

| Sl. No. | Name of Post           | Strength | Scale of Pay | Spl.Allo.         | Comp.All. |
|---------|------------------------|----------|--------------|-------------------|-----------|
| 1.      | Nyayadhikari           | 1        | 27700-44770  |                   |           |
| 2.      | Secretary              | 1        | 30700-65400  |                   |           |
| 3.      | Clerks                 | 3        | 19000-43600  | 200 (Bench Clerk) |           |
| 4.      | Confidential Assistant | 1        | 27800-59400  | 400               |           |
| 5.      | Amin                   | 1        | 18000-41500  | 150               |           |
| 6.      | Driver                 | 1        | 17000-37500  |                   |           |
| 7.      | Process Servers        | 2        | 17500-39500  | 150               |           |
| 8.      | Office Attendants      | 2        | 16500-35700  | 120               |           |

**ANNEXURE B**

**Statement showing budget grant under various heads of accounts**

| <u>Head of Account</u>          | <u>Budget amount</u> |
|---------------------------------|----------------------|
| 1. 2014-00-800-88-00-01-01-N-V  | 2944160/-            |
| 2. 2014-00-800-88-00-01-02-N-V  | 615767/-             |
| 3. 2014-00-800-88-00-01-03-N-V  | 81842/-              |
| 4. 2014-00-800-88-00-01-04-N-V  | 2600/-               |
| 5. 2014-00-800-88-00-02-01-N-V  | 70626/-              |
| 6. 2014-00-800-88-00-02-02-N-V  | 11246/-              |
| 7. 2014-00-800-88-00-02-03-N-V  | 4000/-               |
| 8. 2014-00-800-88-00-04-02-N-V  | 39634/-              |
| 9. 2014-00-800-88-00-05-03-N-V  | 13487/-              |
| 10. 2014-00-800-88-00-05-04-N-V | 3101/-               |

**TERRITORIAL JURISDICTION**

The jurisdiction of Gram Nyayalaya, Chadayamangalam is the Panchayath comprised in Chadayamangalam Block Panchayath

1. Chadayamangalam
2. Chithara
3. Kummil
4. Kadakkal
5. Ittiva
6. Nilamel
7. Elamadu
8. Velinalloor

**JUDICIAL OFFICER**

Sameer.A  
Nyayadhikari, Chadayamangalam