

Information with respect to the Munsiff Court, Kollam under Section 4(1)(b) of the Right To information Act, 2005

I. Organisation, functions and duties

(a) Two Courts are working under the establishment of Munsiff Court, Kollam namely Principal Munsiff and Additional Munsiff. These Courts are invested with original, jurisdiction both in Civil and Criminal matters.

(b) The administrative wing consist of Junior Superintendent-2, Clerks-15, Personal Assistant to Principal and Additional Munsiff - 4, Confidential Assistant-2, Fair Copy Superintendent-1, Typist-8, Attender-1, Court Keeper-1, Total-34

(c) The functions and duties of the Principal Additional Munsiff Courts are primarily based on administration of Justice in its jurisdiction.

II. The powers and duties of officers and employees

The Principal Additional Munsiff Courts exercises jurisdiction both on original side in civil and criminal matters arising in the jurisdiction of Munsiff Court. On the judicial side, its duty is to receive and dispose the cases and matters pertaining to the 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. The procedure followed in the decision making process, including channels of supervision and accountability

(a) In the judicial side, proceedings are channeled through Judicial Service Centre-> Juniot Superintendent-> Court Fees/Inward Section Clerk-> Bench Clerk-> Judicial Officer.

(b) In the administrative side, files are channeled through Clerks/Junior Superintendents->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 employees for discharging Judicial functions of the Courts are various Central and State Acts and Rules in Civil and 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 appellate 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

Nil

IX. Directory of Officers and Employees

Munsiff Court:- 0474 2794489

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 at 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

Rubin Vincent
Junior Superintendent,
Munsiff Court, Kollam
Phone : 04742794489

(b). Assistant Public Information Officer

(c). Appellate Authority

Gopalakrishnan.V
Sheristadar,
District Court, Kollam
Phone : 0474279453

Annexure – A

Staff strength and pay scales of the Officers and employees of
Munsiff Court, Kollam.

Sl No	Name of Post	Strength	Scale of pay	Spl. Allo.	Comp.All
1	Munsiff	2	27700-44770	1250	2500
2	Junior Superintendent	2	30700-65400		
3	Fair copy Superintendent	1	30700-65400		
4	Senior Clerk	5	25200-54000		
5	Clerk	10	19000-43600		
6	Confidential Assistant Senior Gr.	1	30700-65400	400	
7	Confidential Assistant Gr. II	1	25200-54000	400	
8	LD Typist	1	19000-43600		
9	UD Typist	3	25200-54000		
10	Senior Gr. Typist	1	26500-56700		
11	Selection Grade Typist	3	27800-59400		
12	Attender Gr. II	1	17500-39500	150	100
13	Court Keeper	1	17000-37500		100
14	Office Attendant	4	16500-35700	120	100

Annexure – B

Statement showing budget grant under various heads of accounts

Head of Account	Budget Amount
2014-00-105-99-00-01-01-N-V	<u>30,00,000</u>
2014-00-105-99-00-01-02-N-V	<u>5,00,000</u>
2014-00-105-99-00-01-03-N-V	<u>1,75,000</u>
2014-00-105-99-00-01-04-N-V	<u>19,628</u>
2014-00-105-99-00-01-05-N-V	<u>1,30,000</u>
2014-00-105-99-00-04-01-N-V	<u>7,114</u>
2014-00-105-99-00-05-02-N-V	<u>2,44,150</u>
2014-00-105-99-00-05-03-N-V	<u>19,789</u>
2014-00-105-99-00-05-04-N-V	<u>30,00,000</u>
2014-00-105-93-00-06-00-N-V	<u>49,656</u>

TERRITORIAL JURISDICTION

Munsiff Court,Kollam

The name of villages under the
Jurisdiction of Munsiff
Court,Kollam

- 1.Kollam East
- 2.Kollam West
- 3.Sakthikulangara
- 4.Thrikkadavoor
- 5.Thrikkaruva
- 6.Mundakkal
- 7.Eravipuram
- 8.Vadakkevila
- 9.Kilikolloor
- 10.Mangad
- 11.Panayam
- 12.Perinad
- 13.Elampalloor
- 14.Mulavana
- 15.Kottamara
- 16.Kizhakkekallada
- 17.Mundrothuruth
- 18.Nedummapan
- 19.Pallimon
- 20.Thrikkovilvattom
- 21.Mayyanad
- 22.Thazhuthala
- 23.Elampalloor

JUDICIAL OFFICERS IN MUNSIF
COURT KOLLAM

- 1 Sri. Rakesh. M.G
Principal Munsiff, Kollam

- 2 Smt. Jyothi Babu. R
Additional Munsiff, Kollam

