

**Information relating to the Motor Accidents Claims Tribunal,
Punalur U/s 4(1) (b) of the Right to Information Act, 2005.**

I. Organisation, Functions and Duties.

a. One Court is working in the establishment of this Tribunal, namely The Motor Accidents Claims Tribunal, Punalur entitled with the jurisdiction of Civil OP(MV) matters and its Execution Proceedings.

b. The administrative wing of this Tribunal consists of Presiding Officer -1, Sheristadar-1, Junior Superintendent -1, Bench Clerk Gr.I -1, Clerks -6, Confidential Assistant -1, Fair Copy Superintendent -1, Typists-6, Driver Gr. II -2, Court Keeper -1, Duffedar -1, Office Attendants – 7 +1 (Supernumerary) , Part Time Sweeper -1 Total 30+1.

c. The functions and duties of Motor Accidents Claims Tribunal, Punalur is primarily based on administration of justice involved in its jurisdiction.

II. The powers and duties of officers and employees.

The Motor Accidents Claims Tribunal exercises jurisdiction of OP(MV) matters arising in Kottarakkara, Pathanapuram and Punalur Taluks. On the judicial side its duty is to receive and dispose the cases related to motor accidents in its jurisdiction and in the administrative side, its duties are prescribed as per Manual of Office Procedure, relevant Rules of Practices, Kerala Subordinate Service Rules etc.

III. The procedure followed in the decision making process, including channels of supervision and accountability.

- a. In the judicial side papers/records are channeled through Sheristadar – Court Fee/Inward Section- Bench Section-Presiding Officer.
- b. In the administrative side files are channeled through concerned clerks/ junior superintendent – Sheristadar – Presiding Officer.

IV. The norms set for the discharge of function.

The functions of this Tribunal is discharged in accordance with the various Acts, Rules and Regulations constituted for the purpose. All matters are dealt with on priority basis, scrupulously taking into account, the various directions/instructions issued from higher posts from time to time.

V. The rules, regulations, instructions, manuals and records held or under the control or used by the employees for the discharging the functions.

- a. The rules, regulations, instructions, manuals and records held or under the control or used by the employees for the discharging judicial functions of the Tribunal are various central and State Acts and Rules in Civil matters.
- b. The rules, regulations, instructions, manuals and records held or under the control or used by the employees for the discharging Administrative functions of the Tribunal are Manual of Office Procedures, 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' Rules.

VI. Categories of documents that are held or under the control.

- a. Documents and records pertaining to OP(MV) 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 following committee is functioning in this Tribunal. Meetings of this committee is not open to the public. Minutes of meetings will be made available to the public on request, subject to the provisions of the RTI Act,2005.

- a. Internal Complaints Committee.

IX. Directory of Officers and Employees.

Motor Accidents Claims Tribunal : 0475 2220199, 0475 2222183.

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 officer and employees of this establishment are furnished in Annexure – A

XI. Budget allocated to the Agencies, indicating the particulars of all plans, proposed expenditure and disbursement made

Statement of Budget allocated for the financial year 2017-18 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. - www.ecourts.gov.in

XV. Facilities available to citizens for obtaining information including the working hours of a library or reading room, maintained for public use

a. Public can directly access the Touch Screen Kiosk facility installed in this Tribunal or enquiry can be made from the concerned sections for status of their cases

b. Public can access the search facility in the MACT 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

Jayaprakash.K
Junior Superintendent,
MACT, Punalur
PhoneNo. 0475 2220199.

b. Appellate Authority (Information)

Valsalakumari. V.G.
Sheristadar,
MACT,Punalur.
Phone No. 0475 2220199

Annexure -A

**Staff strength and pay scales of the officer and employees of
Motor Accidents Claims Tribunal, Punalur.**

Sl.No	Name of Post	Strength	Scale of Pay	Spl.Allo.	Comp.A llo.
1	Motor Accidents Claims Tribunal	1	51550-63070	2500	4100
2	Sheristadar	1	40500-85000		
3	Junior Superintendent	1	30700-65400		
4	Bench Clerk Gr.I	1	30700-65400	200	
5	Fair Copy Superintendent	1	30700-65400		
6	Clerks	6	19000-43600		
7	Confidential Asst.	1	25200-54000	600	
8	Typists	6	19000-43600		
9	Driver Gr.II	2	18000-41500	400	100
10	Court Keeper	1	17000-37500	200	100
11	Duffedar	1	17000-37500	120	100
12	Office Attendants	7+1	16500-35700	120	100
13	Part Time Sweeper	1	9340 -14800		

Statement showing budget grant under various heads of accounts

MOTOR ACCIDENTS CLAIMS TRIBUNAL.

Sl.No	Head of Account	Budget/received amount
1	2014-00-105-98-00-01-01-N-V	3,088,000
2	2014-00-105-98-00-01-02-N-V	641,000
3	2014-00-105-98-00-01-03-N-V	141,000
4	2014-00-105-98-00-01-04-N-V	11,164
5	2014-00-105-98-00-01-05-N-V	74,000
6	2014-00-105-98-00-02-01-N-V	36,000
7	2014-00-105-98-00-02-02-N-V	6,000
8	2014-00-105-98-00-02-03-0N-V	0
9	2014-00-105-98-00-02-05-N-V	1,350
10	2014-00-105-98-00-04-01-N-V	39,858
11	2014-00-105-98-00-05-01-N-V	91,485
12	2014-00-105-98-00-05-02-N-V	38,873
13	2014-00-105-98-00-05-03-N-V	26,556
14	2014-00-105-98-00-05-04-N-V	280,830
15	2014-00-105-98-00-06-00-N-V	944,986
16	2014-00-105-98-00-21-02-N-V	40,939
17	2014-00-105-98-00-45-00-N-V	35,779
18	2014-00-800-93-00-06-00-N-V	120,000

Territorial Jurisdiction of Motor Accidents Claims Tribunal.

The jurisdiction of this Tribunal covers the following three (3) Taluks.

1. Kottarakkara Taluk
2. Pathanapuram Taluk
3. Punalur Taluk.

Police Stations:

Punalur, Pathanapuram, Thenmala, Kulathupuzha, Yeroor, Anchal, Kadakkal, Chadayamangalam, Pooyappally, Kottarakkara, Ezhukone, Puthoor, Kunnicothu and Achankovil.