

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

I. Organisation, functions and duties

- (a) This court, Sub Court/Asst. Sessions court is invested with Civil cases like under OS, AS, CMA, RP, FD etc. and Sessions cases under Abkari Act and IPC cases.
- (b) The administrative wing consist of Sheristadar-1, Junior Superintendent-1, Clerks-8, Confidential Assistant-1, Typist-4, Office Attendant-2, Part Time Sweeper-1, Amin -8, Attender – 1, Process Server-28, Court Keeper-1 Total-59.
- (c) The functions and duties of Sub Court/Asst. Sessions court is primarily based on administration of Justice in its jurisdiction.

II. The powers and duties of officers and employees

The Sub Court/Asst. Sessions court exercises jurisdiction both original side and appellate side in civil and criminal matters arising the sanctioned jurisdiction allowed to this courts. 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-> Sheristadar-> Court Fees/Inward Section Clerk-> Bench Clerk-> Judicial Officer.
- (b) In the administrative side, files are channeled through Clerks/Junior Superintendents-> Sheristadar ->Judicial Officer.

IV. The norms set for the discharge of functions

The functions of this Court is 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 subordinate 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

The following Committee has been constituted by the Sub Judge for the functioning of the Sub Court, Karunagappally Meetings of this Committee is not open to the public. Minutes of the meetings will be made available to the public on request, subject to the provisions of the RTI Act, 2005.

- (a) Internal Complaint Committee of Sexual Harassment of women.

IX. Directory of Officers and Employees

Sub court, Karunagappally – 0476-2630150

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

Baburaj. R
Junior Superintendent,
Sub court, Karunagappally,
Phone : 0476-2630150

(b). Assistant Public Information Officer

Sujan. R
Central Nazir,
Sub court, Karunagappally,
Phone : 0476-2630150

(c). Appellate Authority

Sheristadar,
District court, Kollam,
Phone : 0474-2794536

Annexure – A

**Staff strength and pay scales of the officer and employees of
Sub Court, Karunagappally.**

Sl. No.	Name of Post	Strength	Scale of pay	Spl. Allow.	Com. Allo
1	Sub Judge	1	39530-54010	1875	3300
2	Sheristadar	1	36600-79200		
3	Junior Superintendent	1	30700-65400		
4	Central Nazir	1	30700-65400		
5	Head Clerk	1	27800-59400		
6	Conf. Assistant	1	27800-59400	450	
7	Sr. Clerk	5	25200-54000		
8	Clerk	3	19000-43600		
9	U.D. Typist	2	25200-54000		
10	L.D. Typist	2	19000-43600		
11	Amin	8	18000-41500	150	
12	Attender	1	17500-39500	150	
13	Process Server	28	17500-39500	150	
14	Court Keeper	1	17000-37500		
15	Office Attendant	2	16500-35700	120	
16	P.T. Sweeper	1	8200-13340		

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	1,86,58,632
2014-00-105-99-00-01-02-N-V	34,60,308
2014-00-105-99-00-01-03-N-V	4,06,000
2014-00-105-99-00-01-04-N-V	1,50,000
2014-00-105-99-00-01-05-N-V	2,66,884
2014-00-105-99-00-04-01-N-V	7,64,897
2014-00-105-99-00-05-02-N-V	60,000
2014-00-105-99-00-05-03-N-V	50,080
2014-00-105-99-00-05-04-N-V	78,000
2014-00-105-99-00-06-00-N-V	4,23,732
2014-00-105-99-00-34-03-N-V	20,000
2014-00-105-99-00-02-01-N-V	93,600
2014-00-800-88-00-02-02-N-V	15,840
2014-00-800-93-00-06-00-N-V	1,44,000

TERRITORIAL JURISDICTION

Sub Court, Karunagappally

Police Stations :-

1. Oachira
2. Karunagappally
3. Chavara
4. Chavara Thekkumbhagom
5. Sasthamcotta
6. Sooranadu

Excise Range :-

1. Karunagappally
2. Sasthamcotta

Sub Court, Karunagappally

The Name of Villages under the Jurisdiction

Karunagappally Taluk

1. Adinadu
2. Alappadu
3. Ayanivelikulangara
4. Chavara
5. Clappana
6. Kallelibhagom
7. Karunagappally
8. Kulasekharapuram
9. Neendakara
10. Oachira
11. Panmana

12. Pavumba
13. Thazhava
14. Thekkumbhagom
15. Thevalakkara
16. Thodiyoor
17. Vadakkumthala

Kunnthoor Taluk

1. Kunnathur
2. Mynagappally
3. Poruvazhy
4. Sasthamcotta
5. Sooranadu North
6. Sooranadu South
7. West Kallada

JUDICIAL OFFICER IN SUB COURT, KARUNAGAPPALLY

Smt. Fathima Beevi

Sub Judge