

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

I. Organisation, functions and duties

- (a) Only one court – Munsiff's Court, Punalur.
Original jurisdiction in civil and section 138 of Negotiable Instruments Act as Judicial First Class magistrate - IV
- (b) The administrative wing consist of Junior Superintendent -1, Head Clerk-1, Senior Clerk-1, Clerks-8, , Typist-4, Amin-3, Attendor-1, Court Keeper-1, Process Server-11, Office Attendant-2, Part Time Sweeper - 1

II. The powers and duties of officers and employees

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-> Junior 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) 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's Court:- 04752223047

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

Shihabudeen.A
Junior Superintendent,
Munsiff's Court, Punalur
Phone : 04752223047

(c). Appellate Authority

Sri. Gopalakrishnan.V
Sheristadar,
District Court, Kollam
Phone : 04742794536

Annexure – A

**Staff strength and pay scales of the officers and employees of
District and Sessions Court, Kollam**

Sl. No.	Name of Post	Strength	Scale pf pay	Spl.Allo.	Othr Allow
1	Munsiff	1	27700-44770	1250	2500
2	Junior Superintendent	2	30700-65400		
3	Head Clerk	1	27800-59400		
4	Clerks	9	19000-43600		
5	Confidential Assistant	1	25200-54000	400	
6	Typist	4	19000-43600		
7	Amin	3	18000-41500	100	
8	Attender	1	17000-37500	100	150
9	Court Keeper	1	17000-37500		100
10	Process Server	11	17500-39500	150	100
11	Office Attendant	2	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>20,00,000</u>
2014-00-105-99-00-01-02-N-V	<u>4,00,000</u>
2014-00-105-99-00-01-03-N-V	<u>80,000</u>
2014-00-105-99-00-01-04-N-V	<u>1,200</u>
2014-00-105-99-00-01-05-N-V	<u>50,000</u>
2014-00-105-99-00-04-01-N-V	<u>3,152</u>
2014-00-105-99-00-05-01-N-V	<u>0</u>
2014-00-105-99-00-05-02-N-V	<u>59000</u>
2014-00-105-99-00-05-03-N-V	<u>15000</u>
2014-00-105-99-00-05-04-N-V	<u>20000</u>
2014-00-105-99-00-02-01-N-V	<u>42,000</u>
2014-00-105-99-00-02-02-N-V	<u>7400</u>
2014-00-105-99-00-02-03-N-V	<u>2,000</u>

Munsiff Court, Punalur

The Jurisdiction of Munsiff Court, Punalur

1. Punalur
2. Valakodu
3. Pattazhi
4. Thalavoor
5. Vilakkudi
6. Karavaloor
7. Edamulakkal
8. Arackal
9. Anchal
10. Alayamon
11. Channappetta
12. Yeroor
13. Ayiranalloor
14. Thinkalkarikkam
15. Kulathuppuzha
16. Aariyankavu
17. Thenmala
18. Edamon
19. Piravanthoor
20. Punnala
21. Pathanapuram
22. Maloor (renamed as Pattazhi Vadakkekara)
23. Pidavoor