

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

**I. Organisation, functions and duties**

(a) This Courts is invested with original, appellate and revisional jurisdiction both in Civil and Criminal matters.

(b)The administrative wing consist of Sheristadar-1, , Junior Superintendent-1, Head Clerk-1, Central Nazir-1, Bench Clerk-1, Senior Clerks-3, Clerks-4, Confidential Assistant-1, Sel. Grade Typist-2, U.D Typist-2 Amin-10, Attender-1, Court Keeper-1, Process Server-8, Office Attendant-3, Part Time Sweeper-1, Total-34

(c) The functions and duties of the Sub Court is primarily based on administration of Justice in its jurisdiction.

**II. The powers and duties of officers and employees**

The Sub Court exercises jurisdiction both on original side and appellate side in civil and criminal matters arising in the Jurisdiction. 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 sent 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 thereof**

There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof.

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

The following Committee has been constituted by the Sub Court for the functioning of this Court . Meetings of these Committees are 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 Complaints Committee

**IX. Directory of Officers and Employees**

Sub Court:- 0475-2220400

**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**

Pradeep Kumar B  
Junior Superintendent,  
Sub Court, Punalur  
Phone :0475-2220400

**(b). Assistant Public Information Officer**

**(c). Appellate Authority**

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

**Annexure – A**

**Staff strength and pay scales of the officers and employees of  
Sub Court, Punalur**

| Sl. No. | Name of Post           | Strength | Scale pf pay | Spl.Allo. | med.All |
|---------|------------------------|----------|--------------|-----------|---------|
| 1       | Sub Judge              | 1        | 39530-54010  |           | 1000    |
| 2       | Sheristadar            | 1        | 36600-79200  |           |         |
| 3       | Junior Superintendent  | 1        | 30700-65400  |           |         |
| 4       | Central Nazir          | 1        | 30700-65400  |           |         |
| 5       | Head Clerk             | 1        | 27800-59400  |           |         |
| 6       | Bench Clerk Gr.II      | 1        | 27800-59400  | 200       |         |
| 7       | Senior Clerks          | 3        | 25200-54000  |           |         |
| 8       | Clerks                 | 4        | 19000-43600  |           |         |
| 9       | Confidential Assistant | 1        | 25200-54000  | 600       |         |
| 10      | Sel. Grade Typist      | 2        | 27800-59400  |           |         |
| 11      | U.D Typist             | 2        | 25200-54000  |           |         |
| 14      | Amin                   | 2        | 18000-41500  | 150       | 100     |
| 16      | Attender               | 1        | 17000-37500  |           | 100     |
| 18      | Court Keeper           | 1        | 17000-37500  |           | 100     |
| 19      | Process Server         | 8        | 17500-39500  | 150       | 100     |
| 20      | Office Attendant       | 3        | 16500-35700  | 120       | 100     |
| 21      | Part Time Sweeper      | 1        | 9340-14800   |           |         |

## Annexure – B

Statement showing budget grant under various heads of accounts

| <b>Head of Account</b>      | <b>Budget Amount</b> |
|-----------------------------|----------------------|
| 2014-00-105-99-00-01-01-N-V | <u>25,00,000</u>     |
| 2014-00-105-99-00-01-02-N-V | <u>7,00,000</u>      |
| 2014-00-105-99-00-01-03-N-V | <u>1,00,000</u>      |
| 2014-00-105-99-00-01-04-N-V | <u>9282</u>          |
| 2014-00-105-99-00-01-04-N-V | <u>Nil</u>           |
| 2014-00-105-99-00-01-05-N-V | <u>80,000</u>        |
| 2014-00-105-99-00-04-01-N-V | <u>1,740</u>         |
| 2014-00-105-99-00-04-02-N-V | <u>44,299</u>        |
| 2014-00-105-99-00-05-01-N-V | <u>Nil</u>           |
| 2014-00-105-99-00-05-02-N-V | <u>27,000</u>        |
| 2014-00-105-99-00-05-03-N-V | <u>16,000</u>        |
| 2014-00-105-99-00-05-03-N-V | <u>Nil</u>           |
| 2014-00-105-99-00-05-04-N-V | <u>20,000</u>        |
| 2014-00-105-99-00-06-00-N-V | <u>Nil</u>           |
| 2014-00-105-99-00-18-00-N-V | <u>Nil</u>           |
| 2014-00-105-99-00-21-02-N-V | <u>Nil</u>           |
| 2014-00-105-99-00-45-00-N-V | <u>Nil</u>           |
| 2014-00-112-99-00-01-01-N-V | <u>Nil</u>           |
| 2014-00-112-99-00-01-02-N-V | <u>Nil</u>           |
| 2014-00-112-99-00-01-03-N-V | <u>Nil</u>           |
| 2014-00-112-99-00-01-05-N-V | <u>Nil</u>           |
| 2014-00-800-93-00-06-00-N-V | <u>Nil</u>           |
| 2014-00-800-93-00-45-00-N-V | <u>Nil</u>           |
| 2014-00-800-89-00-01-01-N-V | <u>Nil</u>           |
| 2014-00-800-89-00-01-02-N-V | <u>Nil</u>           |
| 2014-00-800-89-00-01-03-N-V | <u>Nil</u>           |
| 2014-00-800-89-00-01-05-N-V | <u>Nil</u>           |
| 2014-00-800-93-00-21-02-N-V | <u>Nil</u>           |
| 2014-00-105-99-00-99-00-N-V | <u>Nil</u>           |
| 2014-00-800-87-00-00-00-N-V | <u>Nil</u>           |
| 2014-00-800-88-00-01-01-N-V | <u>Nil</u>           |
| 2014-00-800-88-00-04-01-N-V | <u>Nil</u>           |
| 2014-00-800-88-00-01-02-N-V | <u>Nil</u>           |
| 2014-00-800-88-00-05-02-N-V | <u>Nil</u>           |
| 2014-00-800-88-00-01-03-N-V | <u>Nil</u>           |

|                             |               |
|-----------------------------|---------------|
| 2014-00-800-88-00-05-03-N-V | <u>Nil</u>    |
| 2014-00-800-88-00-01-04-N-V | <u>Nil</u>    |
| 2014-00-800-88-00-01-04-N-V | <u>Nil</u>    |
| 2014-00-800-88-00-01-04-N-V | <u>Nil</u>    |
| 2014-00-800-88-00-05-04-N-V | <u>Nil</u>    |
| 2014-00-800-88-00-05-04-N-V | <u>Nil</u>    |
| 2014-00-800-88-00-01-05-N-V | <u>Nil</u>    |
| 2014-00-105-99-00-04-04-N-V | <u>Nil</u>    |
| 2014-00-800-86-00-01-01-N-V | <u>Nil</u>    |
| 2014-00-800-86-00-01-02-N-V | <u>Nil</u>    |
| 2014-00-800-86-00-01-03-N-V | <u>Nil</u>    |
| 2014-00-800-86-00-01-05-N-V | <u>Nil</u>    |
| 2014-00-105-93-00-00-00-P-V | <u>Nil</u>    |
| 2014-00-800-88-00-34-03-N-V | <u>Nil</u>    |
| 2014-00-800-93-00-34-03-N-V | <u>Nil</u>    |
| 2014-00-105-99-00-34-03-N-V | <u>Nil</u>    |
| 2014-00-800-88-00-02-01-N-V | <u>Nil</u>    |
| 2014-00-105-99-00-02-01-N-V | <u>42,000</u> |
| 2014-00-800-88-00-02-02-N-V | <u>Nil</u>    |
| 2014-00-105-99-00-02-02-N-V | <u>7,400</u>  |
| 2014-00-105-99-00-02-03-N-V | <u>2,000</u>  |
| 2014-00-105-99-00-02-05-N-V | <u>Nil</u>    |

## **TERRITORIAL JURISDICTION**

### **Sub Court, Punalur**

The Name of villages under the Jurisdiction

#### **Punalur Taluk**

- 1.Punalur
- 2.Valakkodu
- 3.Karavaloor
- 4.Edamulakkal
- 5.Arakkal
- 6.Anchal
- 7.Alayamon
- 8.Channappetta
- 9.Eroor
- 10.Ayiranalloor
- 11.Thinkalkarikkam
- 12.Kulathupuzha
- 13.Aryankavu
- 14.Thenmala
- 15.Edamon

#### **Pathanapuram Taluk**

- 1.Pattazhi
- 2.Pattazhi vdakkekkara
- 3.Thalavoor
- 4.Vilakkudi
- 5.Piravanthoor
- 6.Punnala
- 7.Pathanapuram
- 8.Pidavoor

#### **Police Stations:-**

- 1.Punalur
- 2.Anchal
- 3.Eroor
- 4.Kulathoopuzha
- 5.Thenmala
- 6.Pathanapuram
- 7.Kunnicode



**JUDICIAL OFFICER OF SUB COURT, PUNALUR**

Smt.Pooja.P.P  
Sub Judge, Punalur