

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

I. Organisation, functions and duties

(a) FAMILY COURT, KOTTARAKKARA started functioning w.e.f. 07.01.2005 as per G.O. (MS) 204/2004/Home dated 31.05.2004. This Court is established for original jurisdiction of matrimonial matters and do not have any appeal power. This Court is housed in the new Court Complex at Thottam Mukku, Kottarakkara. Camp sittings are conducted on all Saturdays at MACT Punalur.

(b) The administrative wing consist of Sheristadar-1, Principal Counsellor-1, Confidential Assistant-1, Clerks-8, Typist-4, Driver-1, Amin-2, Attendor-1, Process Server-4, Court Keeper-1, Duffedar-1, Office Attendant-3, Part time sweeper-1. Total-29.

(c) The functions and duties of the Family Courtis primarily based on administration of Justice in its jurisdiction.

II. The powers and duties of officers and employees

The Family Court exercises jurisdiction on original side in matrimonial matters arising in its 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->Sheristadar->Judicial Officer.

IV. The norms set for the discharge of functions

The functions of these Courts are discharged in accordance with the Civil Procedure Code, Criminal Procedure Code and Family Court Rules, 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. Counselling Centre

There is a panel of counsellors including Principal Counsellor for the smooth functioning of Family Court. Counsellings are conducted as per the proceedings. Counsellings are not open to the public. Reports of the Counselling is strictly confidential and will be made available to the parties on application sanctioned by the Presiding Officer.

IX. Directory of Officers and Employees

Family Court, Kottarakkara:- 0474 2455430

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

Sri. Ramachandran Pillai B.
Sheristadar
Family Court, Kottarakkara
Phone : 0474 2455430

(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
Family Court, Kottarakkara.**

Sl. No.	Name of Post	Strengt h	Scale pf pay	Spl.Allo.	Comp.All
1.	Judge	1	57700-70290	3100	2500
2.	Sheristadar	1	40500-85000		
3.	Principal Counsellor	1	39500-83000		
4.	Sel. Gr. Confidential Assistant	1	39500-83000	600	
5.	Sel. Gr. Typist	1	27800-59400		
6.	Sr. Gr. Typist	1	26500-56700		
7.	Sr. Clerk	1	25200-54000	200	
8.	UD Typist	2	25200-54000		
9.	Clerk	7	19000-43600		
10.	Driver Gr.II	1	18000-41500	200	
11.	Amin	2	18000-41500	150	
12.	Attender	1	17500-39500	150	100
13.	Process Server	4	17500-39500	150	100
14.	Court Keeper	1	17000-37500	120	100
15.	Duffedar	1	17000-37500	120	100
16.	Office Attendant	3	16500-35700	120	100
17.	Part Time Sweaper	1	8200-13340		

Annexure – B

Statement showing budget grant under various heads of accounts

Head of Account	Budget Amount (in Rupees)
2014-00-117-99-00-01-01-N-V	<u>41,66,000</u>
2014-00-117-99-00-01-02-N-V	<u>11,04,000</u>
2014-00-117-99-00-01-03-N-V	<u>1,67,000</u>
2014-00-117-99-00-01-04-N-V	<u>15,375</u>
2014-00-117-99-00-01-05-N-V	<u>1,14,000</u>
2014-00-117-99-00-02-01-N-V	<u>44,000</u>
2014-00-117-99-00-02-02-N-V	<u>8,000</u>
2014-00-117-99-00-02-03-N-V	<u>1,000</u>
2014-00-117-99-00-02-04-N-V	<u>NIL</u>
2014-00-117-99-00-02-05-N-V	<u>10,000</u>
2014-00-117-99-00-04-01-N-V	<u>75,000</u>
2014-00-117-99-00-04-02-N-V	<u>NIL</u>
2014-00-117-99-00-04-03-N-V	<u>NIL</u>
2014-00-117-99-00-05-01-N-V	<u>3,000</u>
2014-00-117-99-00-05-02-N-V	<u>5,75,009</u>
2014-00-117-99-00-05-03-N-V	<u>11,000</u>
2014-00-117-99-00-05-04-N-V	<u>4,20,460</u>
2014-00-117-99-00-06-00-N-V	<u>29,400</u>
2014-00-800-93-06-RRT	<u>72,000</u>

XVII. TERRITORIAL JURISDICTION

The Civil Jurisdiction of the Family Court Kottarakkara extends over Kottarakkara, Punalur and Pathanapuram Taluks. The Criminal Jurisdiction extends over the Police Stations under the Civil Jurisdiction.

Police Stations:-

1. Kottarakkara
2. Ezhukone
3. Puthoor
4. Pooyappally
5. Chadayamangalam
6. Kadakkal
7. Punalur
8. Kunnikkodu
9. Pathanapuram
10. Anchal
11. Yeroor
12. Kulathupuzha
13. Thenmala

XVIII. Judicial Officers held in Family Court, Kottarakkara

Sl. No.	Name of Presiding Officer	Period	
		From	To
1.	Sri. C.N. Prasannan	07.01.2005	06.05.2005
2.	Smt. S. Kamala Bai	16.05.2005	27.05.2010
3.	Sri. Cherian K. Kuriakose	31.07.2010	05.12.2012
4.	Smt. S. Sarika Devi	05.12.2012	09.01.2014
5.	Smt. N. Thulasi Bai (in charge)	10.01.2014	10.202.2014
6.	Smt. S. Santhakumari (in charge)	11.02.2014	16.03.2014
7.	Sri. V. Hari Nair	17.03.2014	11.07.2014
8.	Sri. K.A. Rajamohanan	14.07.2014	26.09.2016
9.	Sri. R. Sudhakaran	27.09.2016	17.09.2018
10.	Sri. Vinayaka Rao R. (in charge)	18.09.2018	Till date