

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

1. Organization, functions and duties

(a) This court is invested with original; Civil Jurisdiction as well as Rent Control Jurisdiction and Execution Matters. This court has also jurisdiction to try over criminal cases under Section 138 NI Act.

(b) The administrative wing consists of Presiding Officer (Munsiff) - 1, Chief Ministerial Officer (Junior Superintendent) and one another Junior Superintendent, Clerk -12, Confidential Assistant – 1, Typists – 5, Attender – 1, Court Keeper -1, Office attendants – 2, Part time sweeper – 1, Part time Scavenger – 1.

(c) The functions and duties of Munsiff's Court, Karunagappally are primary based on administration of Civil Justice in its Jurisdiction.

II. The powers and duties of officers and employees

On the Judicial side; the duty is to receive and dispose of cases and matters pertaining to the administration of Civil Justice and in the administrative side; that are as prescribed in MOP, Various Rules of practices, Service rules and other Various Acts.

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

(a) In the judicial side, proceedings are channeled through Chief Ministerial Officer → Court Fees/Inward Section Clerk → Bench Clerk → Judicial Officer.

(b) In the administrative side, files are channeled through Clerk → Junior Superintendent → 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 issues form 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 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.

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.

An internal complaints committee has been constituted for dealing with the complaints relating to the sexual Harassment of women at workplace as per OM.No.D1(A) 11929/98 dated 23.03.01 of the Hon'ble High Court of Kerala.

IX. Directory of Officers and Employees

Munsiff's Court, Karunagappally. 0476-2628536.

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 at Annexure – A.

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

Statement of Budget to this court are allocated by the District Court from time to time.

XII. Manner of execution of subsidy programmes, including amounts allocated and details of beneficiaries of such programmes.

Not applicable.

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 room, in maintained for public use.

(a) Public can directly access the Touch Screen Kiosk facility or enquiry can be made at this court for status of cases.

(b) Public can verify the A-diary kept in the court relating to the day-to-day proceedings about their cases.

(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

A. Rehim,
Junior Superintendent,
Munsiff's Court, Karunagappally.
Phone : 0476-2628536.

(b). Assistant Public Information Officer.

Smt.Minimol Prasad.
Senior Clerk, Munsiff's Court,
Karunagappally.
Phone : 0476 – 2628536.

(c) . Appellate Authority

Gopalakrishnan.V
Sheristadar,
District Court, Kollam
Phone : 0474 – 2794536.

TERRITORIAL JURISDICTION

The villages under the Jurisdiction of Munsiff's Court, Karunagappally.

1. Adinadu
2. Alappadu
3. Ayanivelikulangara
4. Chavara
5. Kallelibhagom
6. Karunagappally
7. Klappana
8. Kulasekharapuram
9. Neendakara
- 10.Oachira
- 11.Panmana
- 12.Pavumpa
- 13.Thazhava
- 14.Thekkumbhagom

- 15.Thevalakkara
16.Thodiyoor
17.Vadakkumthala.

Police Station Limit :- Oachira, Karunagappally, Chavara.

JUDICIAL OFFICER

Smt.Sajini.B.S,
Munsiff.

Annexure – A

Staff strength and pay scales of the officers and employees of Munsiff's Court,

Karunagappally.

Sl.No	Name of post	Strength	Scale of pay	Spl.Allo	Medical. Allo.
1	Munsiff	1	27700-44770	1500 (Sumptury Allo),	1500
2	Junior Superintendent	2	30700-65400		
3	U.D.Clerk II (HG)	1	30700-65400	200	
4	U.D.Clerk (HG)	1	27800-59400	1000 (Conveyance Allo)	
5	Senior Clerk	5	25200-54000		
6	Clerk (HG)	1	26500-56700		
7	Clerk (HG)	1	20000-45800		
8	Clerk	3	19000-43600	250(1)	
9	CA Grade II	1	25200 - 54000	400	
10	Sel.Grade Typist	2	27500-59400	120(1)	
11	Sr.Grade Typist	1	26500-56700		
12	U.D.Typist	1	25200 - 54000		
13	L.D.Typist	1	19000 - 43600		
14	Attender	1	17500-39500	150	
15	Court Keeper	1	17000-37500		100
16	Office Attendant	2	16500-35700	120	100