

Information with respect to the Munsiff-Magistrate Court, S.Paravur Under Section 4 (1) (b) of the Right to information Act, 2005

1. Organisation, function and duties

- (a) Our court is working under the establishment of Munsiff-Magistrate Court, Paravur. This court is invested with civil matters.
- (b) The administrative wing consist of Junior Superintendent -I, Clerks- 7, Confidential Assistant Gr.II-I, Typist – 4, Amin -3, Process server – 10, Office Attendant – 2, Part time sweeper – 1 Total-29.
- (c) The function and duties of the Munsiff Magistrate court is primarily based on administration of justice in its jurisdiction.

II. The powers and duties of Officer and employees

The Munsiff Magistrate exercises jurisdiction of original side in civil matters arising in the Taluk. On the Judicial side its duty is to receive and dispose the cases and matters pertain to the administration of justice and in the administrative side, that are as prescribed in the Mannual 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 Superintendent -> 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 mannuals and records held or under the controle 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 court is 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 Judicial administrative

functions of the court is 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 Servant's, Keralal government Servant's 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 implimentation there of

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

VIII Statement of boards, councils, committies and other bodies

There is no boards, Councils, committees and other bodies is existing in related to this court

XI Directory of officers and employees

Munsiff- Magistrate Court, Paravur- 0474 2515577

X Monthly remuneration received by Officers and employee

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 2024-2025 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 public information officer

(a) Public Information Officer

Subhaj.S
Junior Superintendant,
Munsiff Magistrate Court, Paravur.
Phone: 0474 2515577

(b) Assistant Public Information Officer

Ambili.G.S,
Senior Clerk,
Munsiff Magistrate Court, Paravur.
Phone: 0474 2515577

Anexure:A

Staff strength and pay scales of the officers and employees of the Munsiff-Magistrate Court, Paravur.

Sl. No.	Name of Post	Strength	Scale of Pay	Special Pay	Sumptuary Allow.	Spl.Allow	Med. Allow.
1.	Munsiff Magistrate	1	77840-136520	2000	3800		3000
2.	Junior Superintendent	1	43400-91200				
3.	Confidential Assistant	1	27900-63700			440	
4.	Senior Clerk	3	35600-75400			200	
5.	Clerk	4	26500-60700				
6.	U.D. Typist	3	35600-75400			200	
7.	L.D. Typist	1	26500-60700				
8.	Amin	3	25100-57900			170	
9.	Process Server	10	24400-55200			170	100
10.	Office Attendant	2	23000-50200			200	100
11.	Part time sweeper	1	11500-18940				

Anexure:B

Statement showing budget grant under various heads of accounts

<u>Head of account</u>	<u>Budget amount</u>
2014-00-105-99-00-01-01-N-V	13921746/-
2014-00-105-99-00-01-02-N-V	1998868/-
2014-00-105-99-00-01-03-N-V	766906/-
2014-00-105-99-00-01-05-N-V	1133077/-
2014-00-105-99-00-02-01-N-V	200720/-
2014-00-105-99-00-02-02-N-V	20173/-
2014-00-105-99-00-02-03-N-V	4500/-
2014-00-105-99-00-05-01-N-V	6188/-
2014-00-105-99-00-05-02-N-V	135212/-
2014-00-105-99-00-05-03-N-V	24713/-
2014-00-105-99-00-05-04-N-V	58950/-
2014-00-105-99-06-RRT	61682/-
2014-00-800-93-00-06-00-N-V	80000/-

Territorial Jurisdiction

Munsiff-Magistrate Court, Paravur

Jurisdiction of the Munsiff- Magistrate Court, Paravur.

1. Adichanalloor
2. Meenadu
3. Kalluvathukkal
4. Parippally
5. Chirakkara
6. Poothakkulam
7. Kottappuram
8. Paravur

Police Stations

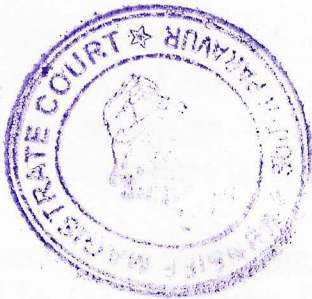
1. Paravur

Excise Range

Chathannoor

Judicial Officer

Smt.Smt.Aparna.V, Munsiff Magistrate, Paravur.



[Handwritten Signature]
Munsiff Magistrate
S.Paravur