PROFORMA DATA UNDER

CHAPTER – II

RELATING TO THE COURT OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, KURNOOL

AS PER SECTION 4(1) OF THE RIGHT TO INFORMATION ACT, 2005.

YEAR - 2025

PROFORMA DATA UNDER CHAPTER – II RELATING TO THE COURT OF PRINCIPAL DISTRICT AND SESSIONS JUDGE, KURNOOL FOR THE YEAR 2025

NAME OF THE COURT: PRINCIPAL DISTRICT & SESSIONS JUDGE'S COURT, KURNOOL.

SECTIONS:

1.CHIEF ADMINISTRATIVE OFFICER BRANCH,
2.ACCOUNTS BRANCH,
3.CENTRAL NAZARATH BRANCH
4.CENTRAL RECORD ROOM,
5.CIVIL BRANCH, CRIMINAL BRANCH,
6.COPYIST BRANCH,
7. RECRUITMENT BRANCH,
8.RECRUITMENT CELL,
9.COURT MANAGER AND
10. e-COURTS PROJECT.

SL. NO	SECTION OF LAW	INFORMATION
1	4(1) (b)-(i)	The particulars of its Organization, functions and duties:- This Court is permanent and sanctioned in the year 1969. This court is having Territorial jurisdiction of 20 Mandals in Kurnool District ie. (1) Kurnool, (2) Kallur, (3) Gudur, (4) Kodumur, (5) C.Belagal, (6) Orvakal, (7) Dhone, (8) Peapully, (9) Veldurti, (10) Krishnagiri,11) Bethamcherla, (12) Atmakur (13) Kottapalli, (14) Pamulapadu, (15) Velugodu, (16) Srisailam, (17) Nandikotkur, (18) Pagidyala, (19) Jupadu Bunglow and (20) Midthur and Pecuniary jurisdiction exercising its power on Civil cases above 50 lakhs for filing of Original Suits, Appeals upto 50 lakhs, Civil Misc. Appeals, Municipal Corporation O.PS , A.O.Ps, L.A.O.Ps, MVOPs, GOPs, EOPs, Society Ops, COPs, MOPs,DOps, EPs, LGOPs on Civil side and Sessions cases, Criminal Appeals, Criminal Revision Petitions, Bail applications etc., on Criminal side and the Presiding officer is having decision making powers in all cases in the purview of law in deciding the above matters . The procedure in conducting the cases will be followed as per the rules contemplated in Civil Rules of Practice ,Criminal Rules of Practice and other related rules.

Besides the above said functions related to Judicial side, the Presiding Officer has to work on Administration side with regard to all the Administration matters pertaining to the Kurnool District unit as per the relevant rules prescribed by the Hon'ble High Court of Andhra Pradesh and also by the Government of A.P.,.

Chief Administrative Officer Branch:

The Chief Administrative Officer is entrusted with Supervision of the staff, Correspondences with the Hon'ble High Court and Subordinate Courts in the District, preparation of Office Notes for Granting of leaves,Promotions from the category of Senior Superintendent to Office Subordinate, Departmental Enquiries, Public Grievances, R.T.I. Act, Recruitments , Public Grievances, Compassionate postings, Administrative Appeals , Leaves of staff and Judicial Officers, Permissions and communications , correspondence with subordinate courts and Hon'ble High Court of A.P. and other miscellaneous tasks on administrative side with the assistance of Senior Superintendent, Superintendent and Typist

Numbering : The Senior Superintendent of the Principal District Court, Kurnool is attending for scrutiny and supervision of numbering of Original Suits, Appeal Suits. One Junior Assistant is looking after numbering of M.V.O.Ps, Caveat Ops. and other miscellaneous O.Ps and writing of relevant registers on Civil side.

C. F. R and Receive : One Junior Assistant is attending for C.F.R and Receive . One lady Office Subordinate is attending for stamping and other assistance at Administration Section.

Dispatch Work : One Asst. is attending for Dispatch work with the assistance of one Process server for disbursement of tappal .

Guard Duty: One Office Subordinate turned Process server and another Record Assistant attending Office subordinate duties are attending for Guard duty alternatively

		Accounts Branch: Senior Superintendent has been attending for maintenance of Service Books of all Judicial Officers in Kurnool unit, Pay fixations, sanction of increments to all Judicial Officers correspondence with Hon'ble High Court and Subordinate Courts. Further, this section deals with scrutiny of Medical, T.A. Bills, etc. allotment of budget to all the Subordinate Courts in the District The Senior Superintendent branch is entrusted with three Junior Accounts and one among them deals with preparation of all contingent, salary bills of Presiding Officer and staff of Regular Establishment and Medical reimbursement bills of regular staff of the court and retired staff of Kurnool unit and Expenditure statements to the Hon'ble High Court of Andhra Pradesh. One Junior Assistant attending for maintenance of Library and stationery issuing permission proceedings for purchase of toner to Xerox machines , Chief Justice Relief Fund Amount collected from the Officers and staff of the entire unit. Further, another Junior Assistant is dealing with Civil Court Deposit Accounts , Fixed deposits and lapsed deposits maintaining relevant Registers under the Supervision of the Senior Superintendent of such branch. **CENTRAL NAZARATH BRANCH:** The Superintendent is working as Central Nazir, entrusted with the Nazarath Branch. The sanctioned strength of 07 Field Assistants and 28 Process Servers .All the Field Assistants are working at present . 04 F.As. are deputed from other courts . 02 Field Assistants are attending for N-STEP work . One Field Assistant is attending for dispatch in Nazarath section and others are attending for Nazarath related works. Out of 28 process Servers, 09 process servers are deputed to other courts and 06 process servers are working on deputation from other courts. One Process Server attending for Guard Duty in the District Court premises and another Process server attending guard duty in the Munsif court complex., Three P.S. are attending for Officer's Bunglow duties and two in O.D. and remaining 18 P.S are attending Local Court Hall duties and Local process i.e., service of Summons/Notices/Letter instead of

summons as per Order 5 Rule 30 C.P.C and Rule 86 of the Criminal Rules of Practice on the parties for their appearance in person or through an authorized agent, service of execution of arrest warrants or otherwise to secure the presence of any person before any Court to give evidence, Warrants of attachment of Properties(movable or immovable) or salary or any actionable claim save those or to the extent of those that are exempted under C.P.C. for compliance with or to obey the Orders of Civil Court U/S. 94 r/w 151 CPC or under Order 39 Rule 2A CPC or to assure for furnishing of security for satisfaction of the suit claim that is likely to be decreed and for non-compliance by way of attachment before judgment or after decree as per Order 21 C.P.C. for realizing the fruits of the decree. Further Process received from the Hon'ble Supreme Court, Hon'ble High Court of Andhra Pradesh and other Hon'ble High Courts in India for causing service and returns the same after causing service. The Central Nazir is wholly responsible for the transactions connected with the receipt, preparation, service and return of process and warrants issued before the date of hearing fixed by the Civil Courts and supervision and maintenance of the concerned Registers.

CENTRAL RECORD ROOM:

One Senior Superintendent is entrusted with the work of Central Record Room, District Court, Kurnool. Staff members in the cadre of Record Assistant (01) , Junior Assistant (01) , Examiner (02) ,Field Assistant(01) Process Server (01) and Office Subordinate (01) are being deputed to the Central Record Room for attending records receiving from all the Courts in the District during the following 3 periods ie.., 1st period is 1st January to 31st March, 2nd period is 1st April to 31st August and 3rd period is 1st September to 31st December, sending the records to the Appellate Courts, Execution Courts, destruction work of record and checking of records periodically with up to date entries in the concerned registers and files of the Courts and for complying with the C.As received from the Copying Establishment. It is also the duty of the Central Record Keeper and his staff to divide the Case Records in Part-I, Part-II and Part-III in respect of civil matters and Part-I and Part-II in respect of Criminal matters before they are being preserved in

		the Record Room, besides attending destruction work periodically. **CIVIL BRANCH:** One Senior Assistant has been attending for Civil Bench work i.e., Original Suits, Appeal Suits, Execution Petitions and other miscellaneous O.Ps etc with the assistance of one Junior Assistant This section is maintaining (1) Neat docket (2) Endorse accurately the results of the previous step ordered for further steps on a side portion of the docket to facilitate the Presiding Officer to pass appropriate docket orders for progress of the case on hand (3) Put up seal of exhibit mark immediately on marking of every exhibit at the Bench and obtain signature of the Presiding Officer then and there (4) Call the correct name of party at least for three time (5) Study the Report of Process Server on notices accurately and put up correct endorsement on docket for each Defendant/Respondent. As per the Case Flow Management in Subordinate Courts Rules, 2012 issued in Notification No.3/SO/2016, dated:15-06-2016, this branch is preparing Cause List-1 i.e., the cases at the stage of hearing Interlocutory Applications, making of reference to arbitration or mediation or Lok Adalath, recording of evidence, arguments and judgments, Cause List-II i.e., the cases at the stage of written statement or cross-objections or rejoinder and placing the Cause List No.1 before the Presiding Officer and Cause list No.II before the Ministerial Officer concerned. Further in view of Common Order dated: 01-10-2015 passed by the Hon'ble High Court in C.R.P.No.1340/2015 and batch, this Section is checking the E.Ps filed for execution of Award under Section 36 of Arbitration Act,1996 and placing the same before the Presiding Officer for numbering and made over to other Additional District Courts located in the Kurnool Head quarters. The staff have been attending for periodical statistical work for onward submission of the same to the Hon'ble High Court of A.P. Besides, lower courts records are sending for consideration of Appeals filed before the Hon'ble High Court including maintenance of relevant Registers.

		CRIMINAL BRANCH: Translator / Superintendent working on deputation is entrusted with the work of Criminal branch with one Junior Assistant and both of them are attending Criminal Cases i.e., Sessions Cases, Calendar Cases, Criminal Appeals, Criminal Revisions, Bail applications, Transfers O.Ps etc., and maintenance of concerned Registers. **COPYIST BRANCH:** One Copyist Superintendent (in the cadre of Junior Assistant) is entrusted with the work of Copyist Establishment and he is supervising overall work ie., receiving Copy Applications for issuing certified copies filed by the Advocates/parties, and the said Copy Applications entrusted to Record Assistant for collecting the Original documents and returning the original documents after preparing certified copies to the concerned clerks, and delivering the certified copies to the Advocates/parties with the assistance of Examiners and Copyists and also for protocol duties **e-COURTS:** One System Officer is entrusted with the work of uploading the everyday data to **NJDG Server** and monitor the hardware related issues, network, updating of latest software patches in CIS software etc., **Computer Assistant:** One Computer Assistant is attending uploading of cases, Registration of cases which are being instituted in the Principal District Court, Kurnool **COURT MANAGER:** One Court Manager (on contract basis) is entrusted with the work of maintenance of Buildings, Infrastructural management, Stationery and store management , furniture , negotiations and maintenance of court buildings/ residential quarters and the duties entrusted by the Principal District Judge.
2	4(1) (b)-(ii)	The powers and duties of its Officers and employees:-

	Name and address of the Office	No. of persons working						
	Principal District Court Kurnool	Permanent	Regular	Temporary	Contingent	Consolidated	Part-time	Total
	Principal District Judge, Kurnool	01	-	-	-	-	-	01
1	Chief Administrative Officer	01	-	-	-	-	-	01
2	Senior Superintendent No.1(Accounts)	01	-	-	-	-	-	01
3	Senior Superintendent No.2 (Central Nazir)	01	-	-	-	-	-	01
4	Superintendent No.1 (Translator)	01	-	-	-	-	-	01
5	Superintendent No.1 (Central Record Keeper)	01	-	-	-	-	-	01
6	Senior Assistant	01	-	-	-	-	-	01
7	Stenographer Grade-I	01	-	-	-	-	-	01
8	Junior Assistants	08	-	-	-	-	-	08
9	Typists	02	-	-	-	-	-	02
10	Examiners	04	-	-	-	-	-	04
11	Copyists	06	-	-	-	-	-	06
12	Field Assistants	07	-	-	-	-	-	07
13	Record Assistants	02	-	-	-	-	-	02
14	Roneo Operator	-	-	--	-	-	-	-
15	Drivers	01	-	-	-	-	-	01
16	Process Servers	28	-	-	-	-	-	28
17	Office Subordinates / Attenders	06	-	-	-	-	-	06
18	Full time Masalchi/LGS	-	-	-	-	-	-	-
19	Contingent employee	-	-	-	02	-	-	02
20	Full Time Gardener/Attender	-	-	-	-	-	-	-
21	Part Time Water Woman	-	-	-	-	-	-	-
22	Computer Assistant	-	-	-	-	01	-	01
23	System Officer	01	-	-	-		-	01
24	System Assistant	02						02
25	Court Manager	01	-	-	-		-	01
	T O T A L	76	-	-	02	01	-	79

		With regard to staff working in this Court, one Chief Administrative Officer has to supervise the staff of the Principal District Court, Kurnool and attend all the correspondence work and 02 Senior Superintendents are present and they are working in Accounts branch and Establishment branch respectively and 01 Superintendent is working as Translator and one Superintendent is working as Central Record Keeper of Central Record Room, one Stenographer Grade-I is working and 8 Junior Assistants are working in the following Branches: Junior Assistant No.1:- Attending ledger Accounts, Accounts relating to CCD and reconciliation in Head Clerk Branch. Junior Assistant No.2:- Attending pay bills and Other bills on accounts section in the Head Clerk branch Junior Assistant No.3:- Dispatch work. Junior Assistant No.4:- Attending as Copyist Superintendent, Protocol, Op-cell Junior Assistant No.5:- Attending for Stationary, Library, AP.C.J.R.F, Furniture, Uniforms, permissions, Accessible committee and other works arising from time to time. Junior Assistant No.6: Attending in Establishment Junior Assistant No.7:- Attending for Court Fee and interest and Receive, Junior Assistant No.8:- Attending in Digitalisation Typists (2): One typist is attending for Bench work, correspondence work in Accounts and Statements from time to time. Maintaining Fair copy Register, submitting soft copies of Judgments in Criminal side to the Hon'ble High court of A.P. Another Typist is attending for Office correspondence relating to all branches in the Principal District Court,Kurnool Senior Assistants (1) : Attending in Civil section Computer Assistant (1) :Appointed by the Hon'ble High Court on consolidated payment and attending for e courts status updation and registration System Officer (1) : Appointed by the Hon'ble High Court on regular basis , attending maintenance of Computers and e-Courts related works
3	4(1)(b)-(iii)	The procedure followed in the decision making process, including channels of supervision and accountability:- The Hon'ble Principal District & Sessions Judge, Kurnool is having power in making decisions and supervision is being done by Chief Administrative Officer and Senior Superintendents.
4	4 (1)(b)-(iv)	The norms set by it for the discharge of its functions:- The procedure is incorporated in the rules of practice of both Civil and Criminal and Rules of APJMSS, 2019 , subordinate service Rules and etc., is being followed by the staff in discharging their duties and also is functioning of the Court.
5	4 (1) (b)-(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-

		The rules, regulations, instructions, manuals and records, held by it or under it control or used by its employees for discharging its functions are the procedure incorporated in the rules of practice of both Civil and Criminal and Rules of APJMSS, and subordinate Service rules and etc.
6	4 (1) (b)-(vi)	A statement of the categories of documents that are held by it or under its control:- Within the purview of jurisdiction fixed by the Hon'ble High Court of Andhra Pradesh.
7	4 (1)(b)-(vii)	The particulars of any arrangement that exist for consultation with, or representation by, the members of the Public in relation to the formulation of its Policy or implementation thereof:- No such procedure.
8	4(1)(b)- (viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the Public or the Minutes of such meetings are accessible for public:- District Legal services Authority is functioning in the same compound. Boards /Banners are being kept depending on occasion . Boards /Banners are kept in the court premises informing the name and designation of the Chief Administrative Officer –cum- State Assistant Public Information Officer , Principal District Court, Kurnool .
9	4 (1) (b)-(ix)	A directory of its Officers and employees:- For the Officers as well as the staff working in Kurnool District Judiciary, a book is being maintained from time to time.
10	4 (1) (b)-(x)	The monthly remuneration received by each of its Officers and employees, including the system of communication as provided in its regulations:- Statement of Receipts of Revenue and Expenditure are being uploading in CFMS portal from time to time under the supervision of the Hon'ble High Court of A.P.
11	4 (1) (b)-(xi)	The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursement made:- The Hon'ble High Court of Andhra Pradesh, Amaravathi allots budget in every Financial Year. The particulars of details of budget allotments and expenditure plans are being followed and maintained as per rules.
12	4(1)(b)-(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:- So far no such instances.
13	4(1)(b)-(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it:- So far no such instances.

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<tr><td>14</td><td>4(1)(b)-(xiv)</td><td>Details in respect of the information, available to or held by it reduced in an electronic form:-
e-Courts Project is being implemented in Principal District Court and its website http:// ecourts.gov.in/Kurnool and the litigant public can easily access the website to know the day to day progress of their cases.
The Hon'ble High Court has been issuing instructions from time to time in respect of e-Court Project to provide information to the public.</td></tr>
<tr><td>15</td><td>4(1) (b)-(xv)</td><td>The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for Public use:-
e-Courts Project is being implemented in Principal District Court and its website http:// ecourts.gov.in/Kurnool and the litigant public can easily access the website to know the day to day progress of their cases.
So far as library is concerned, no library or reading room is maintained for public use.</td></tr>
<tr><td>16</td><td>4(1)(b) –(xvi)</td><td>The names, designations and other particulars of the Public Information Officers:- As per Rule 2 (f) of the Andhra Pradesh High Court Right to information Rules, 2005, 'Chief Ministerial Officer' means the Chief Ministerial Officers of the Courts presided over by the Senior most Judicial Officer at the stations having more than one Court other than the District Headquarters and the Chief Ministerial Officers of the Courts where there is only one Court at a Station. The following are the Assistant Public information Officers in Kurnool District Judiciary.
<table>
<tr><th>Sl. No</th><th>Designation of the State Assistant Public Information Officer</th><th>Station</th></tr>
<tr><td>1.</td><td>Assistant Public Information Officer-cum-Chief Administrative Officer, Principal District Court, Kurnool</td><td>Kurnool</td></tr>
<tr><td>2.</td><td>Assistant Public Information Officer-cum-Senior Superintendent, II Additional District Court, Kurnool at Adoni.</td><td>Adoni</td></tr>
<tr><td>3.</td><td>Assistant Public Information Officer-cum-Senior Superintendent, III-Additional District Court, Kurnool at Nandyal.</td><td>Nandyal</td></tr>
<tr><td>4.</td><td>Assistant Public Information Officer-cum-Superintendent, Junior Civil Judge's Court, Alur</td><td>Alur</td></tr>
<tr><td>5.</td><td>Assistant Public Information Officer-cum-Superintendent, Junior Civil Judge's Court ,Yemmiganur</td><td>Yemmiganur</td></tr>
<tr><td>6.</td><td>Assistant Public Information Officer-cum-Superintendent, Junior Civil Judge's Court, Pattikonda.</td><td>Pattikonda</td></tr>
<tr><td>7.</td><td>Assistant Public Information Officer-cum-Senior Superintendent, Junior Civil Judge's Court, Allagadda</td><td>Allagadda.</td></tr>
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		8.	Assistant Public Information Officer-cum-Superintendent, Junior Civil Judge's Court, Koilkuntla	Koilkuntla
		9.	Assistant Public Information Officer - cum-Superintendent, Junior Civil Judge's Court, Banaganapalli	Banaganapalli
		10.	Assistant Public Information Officer-cum-Superintendent, Senior Civil Judge's Court, Dhone	Dhone
		11.	Assistant Public Information Officer-cum-Senior Superintendent, Senior Civil Judge's Court, Atmakur.	Atmakur
		12.	Assistant Public Information Officer-cum-Superintendent, Junior Civil Judge's Court, Nandikotkur	Nandikotkur
17	4(1) (b) -(xvii)	Such other information as may be prescribed; and thereafter update these publications every year: Procedure to be followed as per the instructions of the higher authorities.		
18	4(1) (c)	Publish all relevant facts while formulating important policies or announcing the decisions which affect public:- This Court has been following the instructions of the Hon'ble High Court of Andhra Pradesh, being the Head of the Department and also other higher authorities.		
19	4(1)(d)	Provide reasons for its administrative or Quasi-Judicial decisions to affected persons:- This Court has been following the instructions of the Hon'ble High Court of Andhra Pradesh, being the Head of the Department and also other higher authorities.		